

Applying for a Compliance Certificate Online

This is a step by step guide to request a Compliance Certificate Report from the City of Edmonton. The Compliance Certificate Report will confirm that buildings and structures meet the regulations under the current Zoning Bylaw and have all the appropriate Development Permits and/or Encroachment Agreements.

Before you apply, ensure a Real Property Report (RPR) is ready to be issued by a Certified Alberta Land Surveyor.

1) To apply for a Compliance Certificate online, you must include:

- the property address
- the type of service you'd like (regular or express)
- the land surveying company that created your Real Property Report
- your contact information

If your land surveying company is not one of the listed options on the online application, you will need to apply via mail or in-person.

2) Once you've submitted the online application, a City File Number will be provided by email. This file number can be used to track and inquire about your application, view outstanding fees and access an order confirmation summary.

3) We will keep you up to date on the status of your application by providing an email with a link to your application's progress and your payment instructions.

4) You can pay online by clicking **Proceed to Payment**. The City accepts Visa, MasterCard or American Express for online payments. If you'd like to pay by cheque, please reference your City File Number on the cheque. If payment is not received within 7 business days, the application request will be deleted from the system.

5) Following payment, the City of Edmonton will request an electronic copy of the RPR for the property identified in the application from the land surveyor identified.

6) You will be notified by email once the City receives the Real Property Report from the surveyor.

7) When the Compliance Certificate review is complete, you will receive your Compliance Certificate Report by email. This report will outline whether the buildings and structures on the property are compliant with City requirements or if there are any Development Permits or Encroachment Agreements required. The report technician's contact information will be provided within the report to help with any questions.

The emailed Compliance Certificate Report replaces letter responses and stamped RPRs. Existing RPRs used for Compliance Certificate reviews will be kept on file by the City. We're unable to provide digital RPRs as the land surveyor holds the copyright, however your surveyor can provide you with a copy of the Real Property Report.

If you have any questions or comments, please send them to developmentservices@edmonton.ca

Applying for a Compliance Certificate Revision Online

The Compliance Certificate Revision Report will confirm that all buildings and structures now meet the regulations under the current Zoning Bylaw and have all appropriate Development Permits and/or Encroachment Agreements. A Compliance Certificate Revision Application must be submitted within 6 months of the original Compliance Certificate application. If six months has passed between applications, the applicant must submit a new Compliance Certificate Request.

1) To apply for a Compliance Certificate Revision, open the Compliance Certificate application online and complete the information below:

- enter the property address
- choose **Compliance Certificate Revision** as the Compliance Type
- provide the City File Number of the original Compliance Certificate Application (number ending in "001"), including the hyphen and numbers following
- Indicate if the Real Property Report has been revised since your original application. If it's been revised, we'll notify the land surveyor specified to provide the RPR for the Revision application.

2) Once we've received the Real Property Report from the surveyor, we will notify you by email.

3) The application will be reviewed to ensure issues identified in the original compliance certificate have been resolved.

- If resolved, a Compliance Certificate review will be completed and a notification to complete payment sent via email. Following payment, the revised Compliance Certificate Report will be sent by email.
- If there are outstanding issues identified, you'll receive a notification that the revision application has been cancelled and that you must re-apply following resolution of the issues.

Real Property Report Request

Compliance Certificate Application

City File Number:
217218775-002

Property Information:
10060 - JASPER AVENUE NW
Plan 8221723 Lot C

Land Surveyor Information

Please provide attachments in PDF-a format. The Land Title can be provided as part of the Real Property Report or as a separate attachment.

Real Property Report:

Attach Real Property Report

Test PDF - Copy.pdf ✕

Survey Date:

Oct 21, 2016

Your File Number: (optional)

123456

Land Title Certificate:

Attach Land Title Certificate

Test PDF - Copy.pdf ✕

SUBMIT

If you have any questions or comments, please send them to developmentservices@edmonton.ca