A Compliance Certificate is confirmation from the City of Edmonton that all buildings and structures identified on the property have met the regulations under the Edmonton Zoning Bylaw, and have the appropriate building permits.

**SECTION 1: APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>Applicant Name / Company Name:</th>
<th>Your file number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Province:</td>
</tr>
<tr>
<td>Contact Name (if different from applicant)</td>
<td>Contact Phone Number:</td>
</tr>
</tbody>
</table>

The applicant certifies the information provided on this application is accurate and complete.

Applicant Signature:

**SECTION 2: PROPERTY ADDRESS FOR APPLICATION**

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Edmonton</td>
</tr>
</tbody>
</table>

If you are unsure of your address, provide your legal description below:

<table>
<thead>
<tr>
<th>Plan:</th>
<th>Block:</th>
<th>Lot:</th>
</tr>
</thead>
</table>
SECTION 3: **WHAT ARE YOU APPLYING FOR?**

Select one of the following below:

- **Compliance Certificate**

  **What type of property?**
  - Low Density Residential – 2 dwellings or less (Single house, Semi-Detached or Duplex housing, Garden Suite)
  - All others (includes multi-residential housing having more than 2 dwellings, commercial and industrial)

  **Would you like Regular or Express service?**
  - Regular (10 business days)
  - Express (3 business days, additional fees apply)

  Ensure to include ONE copy of a Real Property Report including the land titles certificate.
  (Our office does not accept faxed, emailed, spliced or altered Real Property Reports)

- **Compliance Certificate Revision**

  City File Number: ______________________

  Revisions to Compliance Certificates can be made within a 6 month period from the date our Compliance Response was issued. Express service is not available.

  Two conditions apply before the revision application will be accepted and the formal review done:

  1) All permits identified in the original compliance report must have had their final inspections completed. Alternatively, if structures identified in the report as non-complying have been removed, a revised Real Property Report reflecting these changes must accompany the Revision application.

  2) for any encroachments identified in the original compliance report, an executed encroachment agreement must be endorsed by both parties. Alternatively, if encroachments identified in the report have been removed, a revised Real Property Report reflecting these changes must accompany the Revision application.

SECTION 4: **HOW DO YOU WANT TO RECEIVE YOUR DOCUMENTS?**

Applicants will be notified when documents are ready. Select the option for delivery that you prefer:

- **Pickup in person**

- **Email**

- **Mail** (If mailing address is different from Section 1, provide a mailing address in the space provided below)

  Address: ________________________________

  City: __________________

  Province: __________________

  Postal Code: __________________

WHERE TO APPLY

**Edmonton Services Centre**
2nd floor, 10111 – 104 Avenue NW
Edmonton, AB T5J 0J4
Monday – Friday, 8am to 4:30pm

QUESTIONS?

**Phone:** 311 or if outside of Edmonton 780-442-5311

**Email:** developmentservices@edmonton.ca

FEES

For additional information, visit: edmonton.ca/permitfees