



**TIPS** The City has two levels of compliance service – regular and express. The regular service aims to have responses back to you within 10 working days. Please note that the regular service processes high volumes, and response time can vary. The express system ensures you receive a response within three working days, but charges double the fee.

## ✉ How to Apply

### In Person

**Current Planning Branch**  
5th Floor, 10250 - 101 Street NW  
Edmonton, Alberta T5J 3P4  
Office Hours: Monday to Friday,  
8:00 a.m. - 4:30 p.m.

Payment may be cash, personal cheque (payable to the City of Edmonton), Visa, MasterCard, American Express or Interac.

### Mail

**Current Planning Branch**  
5th Floor, 10250 - 101 Street NW  
Edmonton, Alberta T5J 3P4  
Cheques should be made out to City of Edmonton. Please allow for extra processing time when mailing application.



## Why Compliance Certificates?

Compliance certificates are a formal response from the City of Edmonton that state any development on a property meets all regulations of the Zoning Bylaw. Real estate purchases usually require a compliance certificate so that the new owners know they won't be liable for any illegal construction or encroachment onto public property.



## About the Service

Compliance certificates are provided as a service through your request, as it isn't mandatory to have one all the time. A compliance certificate is issued by a Compliance Stamp on the property survey or a letter, depending on the type of request. The accuracy of the certificate depends on the quality and detail of your real property report. Using a current real property report that shows all buildings, structures, hard surfacing (like driveways and patios) and fences on your property will help you get a more accurate compliance certificate.



## Guide to compliance certificates

### Processing Your Application

After your application is received, a Development Planner reviews your submitted real property reports for compliance to the Zoning Bylaw. They will identify anything that encroaches onto easements, utility rights-of-way or City properties.

If there's a problem with your property, it will be mentioned in the compliance response and explain what you should do. This could be getting separate development and building approvals for unapproved structures, resolving yard issues or applying for an encroachment agreement.

If the City grants an exception to the development regulations, notices will be sent to your neighbours, letting them know of their right to appeal. The appeal period lasts two weeks. The Subdivision and Development Appeal Board hears appeals of both approvals and refusals, and a re-evaluation (RE-STAMP) is available within three months of your original compliance response.

### Contact

For application forms and additional general information:

#### Phone

For 24-hour information and access to City of Edmonton programs and services: **311**

If outside of Edmonton: **780-442-5311**

#### Web

[www.edmonton.ca](http://www.edmonton.ca)

#### Note:

This is a general guide. Additional information may be required.

When you apply, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions, please contact our office.