

September 22, 2022

## Notification of Occupancy Permit Delivery Change

Effective September 23, 2022, the City will no longer be placing a white occupancy sticker on site as confirmation a new home is deemed legally ready to occupy. In place of the sticker, the City will now issue an Occupancy Permit by email following successful completion of all mandatory inspections to signify permission to occupy the property.

This process improvement is specific to [low-density residential construction](#) including single-detached, semi-detached and side by side rowhouses. Other building types like stacked row houses, multi-unit residential, commercial, industrial, institutional or mixed-use projects will be considered at a later date.

The new Occupancy Permit is deemed the **official record**. In addition to the emailed copy, the Occupancy Permit will also be made available in the documents section of the job on [selfserve.edmonton.ca](#). Copies can then be provided to any authorized party (lender, new owner, etc) as needed. A white occupancy sticker will **not** be left on site.

A secondary suite fully constructed as part of the new home is included on the Occupancy Permit, while a secondary suite built separately will receive a separate Occupancy Permit.

Additionally, permit holders may now request [final building inspection](#) for houses **independent of other final inspections** to improve scheduling opportunities and reduce wait times.

Occupying a building before an Occupancy Permit is issued contravenes regulations under the Safety Codes Act and Safety Codes Permit Bylaw 15894. Order to vacate and penalties may be administered.


These changes are part of the City's ongoing efforts to help streamline and improve permitting services for our development and construction industry partners. An efficient permitting, licensing and regulatory process helps reduce barriers and encourage investment in our city, which are key goals of both the [Edmonton Economic Action Plan](#) and [The City Plan](#). The improvements made balance the need to provide reliable and timely services with ensuring that what is built is safe, and meets appropriate regulatory standards.

For more information about the new occupancy permit process, contact Steve Goodwin, A/General Supervisor for Safety Codes Permits and Inspections, at [steve.goodwin@edmonton.ca](mailto:steve.goodwin@edmonton.ca).

**Sample of new Occupancy Permit for a single detached, semi-detached or row house dwelling constructed under a House Permit**

Development Services Branch  
Safety Codes, Permits and Inspections

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## OCCUPANCY PERMIT

Date: Sept 23, 2022

Address: 7654 - 123 Street NW

City File No.: 123456789-001

Project Description: To construct a Single Detached House with front attached Garage, Unenclosed Front Porch and side entrance.

This Occupancy Permit signifies permission to occupy the premises listed above, and is granted by the City of Edmonton pursuant to the Alberta Safety Codes Act and Edmonton Bylaw 15894. It is not a license to operate or engage in any business, and not transferable to a different location.

**A white occupancy sticker will not be left on site.**

