

Verification of Compliance Guide

Verification of Compliance (VOC) is a re-inspection option where the permit holder submits a signed [form](#) to the city for review, affirming that previously-identified deficiencies have been resolved. It is available for building and trade permit inspections (HVAC, Plumbing, Gas and Electrical) in buildings of any type.

Eligibility for VOC is decided by the safety codes officer (SCO) conducting the earlier inspections, based on whether VOC is an appropriate method of re-inspection and SCO consideration of the known and unknown factors of the project. VOC is **not available** for life safety deficiencies or any initial inspections.

Initial inspections are conducted in-person or, for certain inspections, by [Remote Video Inspection \(RVI\)](#) only. The inspection outcome report is emailed to the permit holder and the owner/agent. If the inspection was unsuccessful, this email includes the options and instructions for re-inspection, including the [VOC form](#) if eligible. The permit holder **may** be requested to provide supplementary photographic evidence of the deficiency resolution in support of the VOC.

How the Permit Holder, Owner, or Owner's Agent completes the VOC

1. Resolve the deficiencies (document each with a photograph, including time and date taken).
2. Complete the VOC form (Electrical VOC form is prefilled with this):
 - a. Type of permit, contact information, project address, permit description, type and date of failed inspection;
 - b. List previously-identified deficiencies, as noted in the inspection results email;
 - c. Complete the affirmation section.
3. Visit the project dashboard in selfserve.edmonton.ca
4. Select the "Inspections" tab.
5. Select "Schedule" next to the inspection you are requesting.
6. Select "Verification of compliance" as the re-inspection method and check the confirmation statement.
7. Upload the completed VOC form and provide contact information.
8. Where requested, upload photographs showing the infraction resolution in support of the VOC. Photographs must be:
 - a. in focus and adequately lit
 - b. informative of the infraction(s) being addressed,
 - c. dated, and labelled or titled where necessary to make it clear what is being shown.
9. Select "Schedule"

Inspection Method

See [Requesting an Inspection](#) for information to prepare for the inspection.

In-person inspection
 Remote video inspection (RVI)
 Verification of compliance

I confirm that I have read and will follow the [Verification of Compliance Guide](#).

[Next >](#)

Verification of Compliance Documents

Provide completed Verification of Compliance form affirming that the identified deficiencies of the previous inspection have been resolved.

Drag and drop your files here or browse your computer using the button below.

[Browse for Files](#)

VOC review and timeline

An SCO will review the VOC **within 5 business days** of submission. The inspection outcome report will be emailed to the permit holder and the owner/agent. A copy is stored in the project SelfServe record.

To maintain integrity of the VOC system, any VOC is subject to audit, up to and including physical site visit.

Important VOC Advisements

[Permit Regulation](#)

Building discipline permit holder

7(1) A permit issuer may issue a permit in the building discipline to an owner of the building or to the owner's agent.

Form of permit application

20 An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the permit issuer and the application must ...

(c) include the owner's name and mailing address,

Responsibilities of the permit holder

24 On the issuance of a permit, the permit holder must

(a) comply with the terms and conditions of the permit,

(b) undertake the construction, process or activity in accordance with the Act and applicable codes and standards,

(c) notify the permit issuer

(i) if the permit holder does not intend to complete the undertaking, or

(ii) if there is a change in ownership from the owner as stated on the permit application,

NOTE: Permits for compulsory certification trade disciplines of HVAC, Plumbing, Gas and Electrical work are issued to those qualified per Apprenticeship and Industry Training Act **AND** as provided for in the Permit Regulation.

[National Building Code - 2019 Alberta Edition \(NBC\(AE\)\) Division C](#)

2.2.10.6. Deviations

1) The owner shall not deviate nor authorize a deviation from the requirements of this Code or the conditions of a permit without first obtaining permission in writing to do so from the authority having jurisdiction.

2.2.10.7. Permit Revoked

1) The authority having jurisdiction may revoke a permit if

a) there is a contravention of any condition under which the permit was issued, ...

2.2.10.9. Responsibility for Compliance

1) Neither the issuance of a permit nor inspections made by the authority having jurisdiction shall in any way relieve the owner of a building from full responsibility for carrying out the construction or having the construction carried out in accordance with the requirements of the Safety Codes Act and its Regulations, this Code, or the permit, including compliance with any special conditions required by the authority having jurisdiction.

2) The owner shall ensure that all activities that take place on the site meet the requirements of this Code. ...

2.2.11.1. Occupancy Permit

1) If required by the authority having jurisdiction, an owner shall obtain an occupancy permit or permission in writing to occupy from the authority having jurisdiction, before any

a) occupancy of a building after

i) construction,

ii) relocation,

iii) partial demolition, or

iv) alteration of that building, and

b) change in the occupancy of a building.

2.2.12.1. Prohibited Actions

1) No person ...

b) being responsible for the use, occupancy, relocation, construction, alteration, demolition of, or addition to a building, shall cause, allow or maintain an unsafe condition, ...

e) shall knowingly submit false or misleading information,

f) shall change the size or scope of a project for which a permit has been issued or for which permission to construct has been given, without first having obtained, in writing, the permission of the authority having jurisdiction, ...

2.2.13.3. Change of Ownership

1) The owner shall give notice in writing to the authority having jurisdiction of an impending change in ownership.

2.2.13.5. Inspection

1) The owner shall give notification to the authority having jurisdiction

a) of the intent to undertake construction that is required to be inspected,

b) of the intent to cover construction that is required to be inspected before covering, and

c) when construction has been completed.

2) If required by the authority having jurisdiction, an owner shall have uncovered and replaced at their own expense any construction that has been covered contrary to an order or condition of a permit issued by the authority having jurisdiction.

2.2.13.6. Verification of Compliance

1) Except as required in Article 2.4.3.2., when required by the authority having jurisdiction, an owner or a constructor shall provide written assurance from the person supervising construction that the construction was in compliance with the requirements of this Code and any permits issued.

2.2.15.1. Correcting an Unsafe Condition

1) If a building is in an unsafe condition, the owner shall forthwith take all necessary action to correct the condition.

2) The authority having jurisdiction may order the owner of any building to correct any unsafe condition.