



CURRENT PLANNING
 5th FLOOR, 10250 - 101 STREET NW
 EDMONTON, ALBERTA
 T5J 3P4
 PHONE: 311 or if outside Edmonton: 780-442-5311
 FAX: (780) 496-6034
 E MAIL: SDCurrentPlanning@edmonton.ca

COMPLIANCE CERTIFICATE APPLICATION FORM

DATE: _____

POSSE JOB #: _____

Property Address Requiring Compliance

ADDRESS: _____

OR LEGAL DESCRIPTION: PLAN: _____ BLOCK: _____ LOT: _____

Applicant Information

POSSE Customer ID # (if known) _____

COMPANY/ CONTACT NAME: _____ Customer File #: _____

MAILING ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE #: _____ FAX #: _____ CELL #: _____

When you apply, personal information may be collected under the authority of Section 33 of the Alberta Freedom of Information and Protection of Privacy Act, Section 301.1 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 the reports that are available to the public. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre under the number 780-442-5054.

Application Requirement & Process

1. Include 2 copies of a Real Property Report with this application form & if possible, 1 Land Titles Certificate.

Note: Our office **does not** accept faxed, emailed, spliced or altered Real Property Reports.

2. Select a method which can be used to advise you that your application has been completed:

a. Pick up from our office Name: _____ Phone #: _____

b. Mail out to the address shown above or to the address shown below:

Mail to: _____

City: _____ Province: _____ Postal Code: _____

Application Fees - 2014 – No GST

Express service up to 3 working days. Processing time-frame begins the day after a request had been entered into our computer system and ends the day we notify you it is completed. This excludes weekend and statutory holiday days.

For single family homes and duplexes (up to 2 dwellings) on one title

REGULAR SERVICE RESIDENTIAL (single family homes) \$ 120.00

EXPRESS SERVICE RESIDENTIAL (single family homes) \$ 239.00

For all others (includes residential having more than 2 dwellings, commercial and industrial buildings)

REGULAR SERVICE COMMERCIAL \$ 250.00

EXPRESS SERVICE COMMERCIAL \$ 499.00

- OFFICE USE ONLY -

Permits fees must be paid at the time of application.

We accept cash, debit, cheque or credit card. If applying by fax, email, or mail, a service representative will call you to advise you of your fees.

Office hours are Monday to Friday 8:00 a.m. to 4:30 p.m. The office is closed on statutory holidays.

Please note that the City of Edmonton in accordance with the Payment Card Industry has taken measures to protect your payment card information. We are required to delete applications submitted with credit card information by unsecured methods such as fax or email.