



City of Yellowknife

FILE INFORMATION REQUEST/ CERTIFICATE OF COMPLIANCE - OFFLINE

To be completed by the CSR:

PL - 20__ -

PR - 20__ -

Email: permits@yellowknife.ca in a PDF format.

Delivered to: City Hall, 4807-52 Street

City of Yellowknife, PO Box 580, Yellowknife, NT, X1A 2N4

For **GENERAL INFORMATION** or **PAYMENTS**, please call: **867-920-5600**

For **TECHNICAL INFORMATION** please call: Inspections at **920-5629** or Planning and Lands at **920-5675**

Please note: by submitting a paper format application, in order to check the status, submit additional documents or schedule inspections, you need to create a profile online on CITYVIEW and contact Customer Service to link your profile with your application.

I. GENERAL INFORMATION

Preferred Communication

Applicant: _____ **Email:** _____
Address: _____ **Phone:** _____

Please note if you are not the owner, letter of authorization, signed by the property owner, is required.

Owner (if different than Applicant): _____ **Phone:** _____
Address: _____ **Email:** _____
Contractor: _____ **Phone:** _____
Address: _____ **Email:** _____

II. PROJECT INFORMATION

Project Municipal Address: _____
Legal Description - Lot: _____ **Block:** _____ **Plan:** _____

A. PLANNING AND LANDS DIVISION

The file search will be limited to the files of the Planning and Lands Division.

FILE INFORMATION LETTER/REQUEST

① The request can include: zoning history, current zoning, site development history, any documentation related to the functions of Planning and Lands Division except copies of Survey or Real Property Report.

② Please note: City of Yellowknife cannot attest any concern in respect of any environmental matter.

Please describe the information you are looking for: _____

CERTIFICATE OF COMPLIANCE

(This document is a letter to certify that building setbacks and development on the site are in conformance with Zoning By-law No. 4404, as amended.)

Submission MUST include:

1. Surveyors Real Property Report;
2. Statutory declaration by property owner or authorized agent if Surveyors Real Property Report is more than one (1) year old;
3. Description of use and occupancy of all parts of the lot and buildings.

B. BUILDING INSPECTION DIVISION :

The file search will be limited to the files of the Building Inspections Division.

FILE INFORMATION LETTER/REQUEST

for: **BUILDING PERMITS:** **MECHANICAL PERMITS**

① The request can include a specific Building or Mechanical Permit inspection report, drawings of existing house, construction details, any other specific document.

② A history of the past, current permits and their status can be provided upon request.

Please describe the information you are looking for: _____

III. FILE INFORMATION PERMIT FEES (Application and fee is required whether the information is found or not.)

RESIDENTIAL (Single Family Dwellings and Duplexes) for **Planning and Lands or Building Inspections**

\$50.00

RESIDENTIAL (Multi-Unit Buildings) and **NON-RESIDENTIAL** for **Planning and Lands and**

\$100.00

Building Inspections

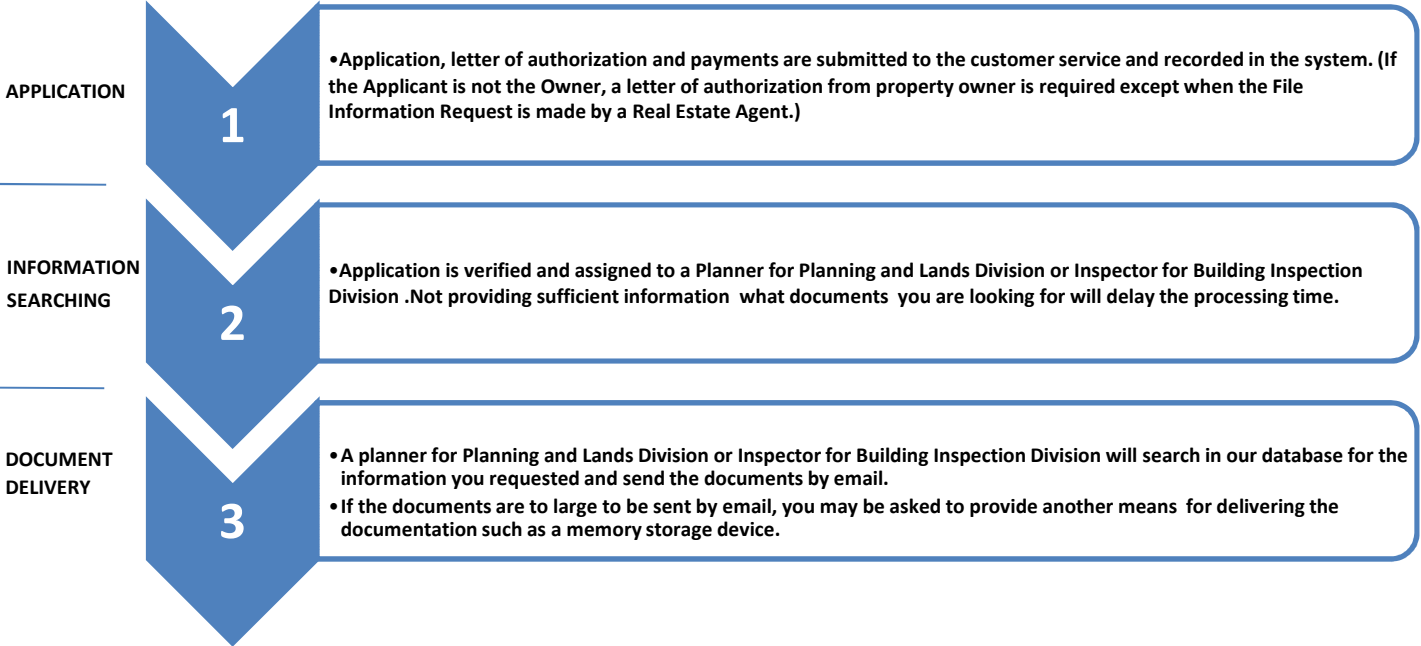
Name on the Card: _____

Credit Card #:

Expiry Date:

IV. GENERAL NOTES, PROCESS

By-Law No. 4469: "A BUILDING PERMIT is required for construction and occupancy of new buildings, and the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings."



V. DECLARATION OF APPLICANT (Please read Step Nr. 1 in regards of Letter of Authorization as applicable).

I, Owner / Agent _____

certify that the information submitted in this application is true and conforms with By-law No. 4404 (Zoning By-law) and/or By-law No. 4469 (Building By-law) to the best of my knowledge.

Applicant's Signature:

Date:

VI. FOR OFFICE USE ONLY

Amount Paid:

A (Planning and Lands) GL # 6100-1-4400

B (Building Inspections) GL # 6200-1-4403