



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, PAYMENTS**, or
TECHNICAL INFORMATION please call 867-920-5600

I. GENERAL INFORMATION	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 search will be limited to information on file with Planning and Lands.	
<div style="display: flex; justify-content: space-between; align-items: center;"> FILE INFORMATION LETTER/REQUEST <input type="checkbox"/> </div> <p>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.</p> <p>② Please note: City of Yellowknife cannot attest any concern in respect of any environmental matter.</p> <p>Please describe the information you are looking for: _____</p>	
<div style="display: flex; justify-content: space-between; align-items: center;"> CERTIFICATE OF COMPLIANCE <input type="checkbox"/> (This document is a letter to certify that building setbacks and development on the site are in conformance with Zoning By-law No. 5045.) </div> <p>Submission MUST include:</p> <ol style="list-style-type: none"> 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 SERVICES DIVISION : The search will be limited to information on file with Building Services.	
<div style="display: flex; justify-content: space-between; align-items: center;"> FILE INFORMATION LETTER/REQUEST <input type="checkbox"/> for: BUILDING PERMITS: <input type="checkbox"/> MECHANICAL PERMITS <input type="checkbox"/> </div> <p>① The request can include a specific Building or Mechanical Permit inspection report, drawings of existing house, construction details, any other specific document.</p> <p>② A history of the past, current permits and their status can be provided upon request.</p> <p>Please describe the information you are looking for: _____</p>	

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 Services** each

\$50.00

RESIDENTIAL (Multi-Unit Buildings) and **NON-RESIDENTIAL** for **Planning and Lands** or **Building Services** each

\$100.00

Name on the Card: _____

CVD#

Credit Card #:

Expiry Date:

IV. GENERAL NOTES, PROCESS

A BUILDING PERMIT is required for construction and occupancy of new buildings, and the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings.

Application Applications, letter of authorization and payments are submitted to the customer service.
If the Applicant is not the Owner, a letter of authorization from the owner is required except when the an Application is made by a licenced Real Estate Agent.

Information Searching Application is verified and assigned.
Not providing sufficient information of the required documents you are looking for can cause delays.

Document Delivery A search of City records will be done for the information you requested and the documents will be sent for download over "File Transfer Protocol".
If the documents are not in digital form they can be sent to a copy shop to be duplicated at the clients cost.

V. DECLARATION OF APPLICANT (Please read Step 1 above 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. 5045 (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 Services) GL # 6200-1-4403