



# City of Yellowknife

## FILE INFORMATION REQUEST/ CERTIFICATE OF COMPLIANCE - OFFLINE

To be completed by the CSR:

PL - 20\_\_ -

PR - 20\_\_ -

Email: [permits@yellowknife.ca](mailto: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; align-items: center;"> <div style="background-color: #D3D3D3; padding: 2px;">FILE INFORMATION LETTER/REQUEST</div> <input style="margin-left: 10px;" 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 <b>except</b> 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><b>Please describe the information you are looking for:</b> _____</p>	
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. 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 SERVICES DIVISION :      The search will be limited to information on file with Building Services.	
<div style="display: flex; align-items: center;"> <div style="background-color: #D3D3D3; padding: 2px;">FILE INFORMATION LETTER/REQUEST</div> <input style="margin-left: 10px;" type="checkbox"/> for:           <div style="margin-left: 20px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #D3D3D3; padding: 2px;">BUILDING PERMITS:</div> <input style="margin-left: 5px;" type="checkbox"/> </div> <div style="margin-left: 20px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #D3D3D3; padding: 2px;">MECHANICAL PERMITS</div> <input style="margin-left: 5px;" type="checkbox"/> </div> </div> </div> </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><b>Please describe the information you are looking for:</b> _____</p>	

