Development Services

CONSULTANT REFERENCE

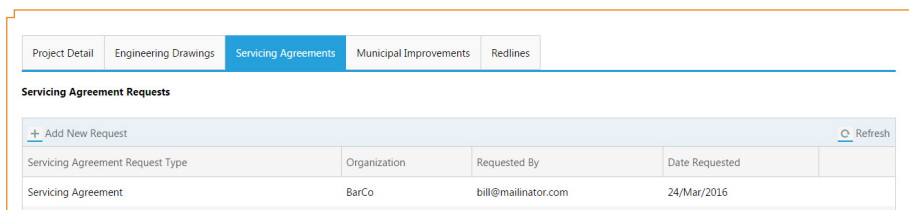Edmonton

Updated April 2016

Requesting a Servicing Agreement

To request a Servicing Agreement for a project:

1. **Login** to the eServices site (https://eservices.edmonton.ca)

2. The **My Projects tab** will show you all the projects to which you have been assigned **– Or – Search for the Project** where you want to request a Servicing Agreement.

3. Select the project.

4. When the Project opens – select the **Servicing Agreement tab**.

5. In the Servicing Agreement Requests grid – select the **Add New Request** button

6. Select the **Servicing Agreement type** from the dropdown list.

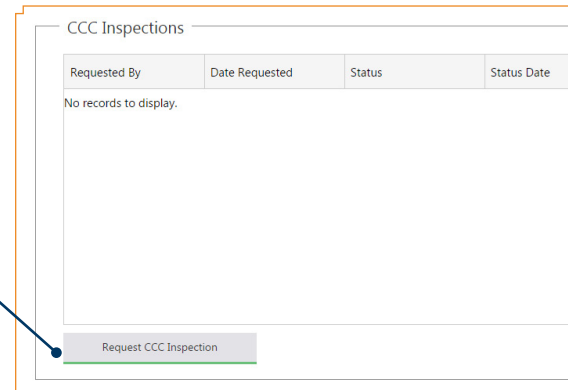7. Select the **checkmark button** to save the Servicing Agreement request.

Your request will be forwarded to the Development Coordination staff assigned to the project.

Inspection Request

The Inspection Request is in two parts, the Inspection Request and the Signing of the Inspection Disclaimer.

When construction of the Municipal Improvement has been substantially completed,
a consultant can request an inspection for the municipal improvement.

1. **Login** to the eServices system. (https://eservices.edmonton.ca)

2. **Search \ Open** the Project that has the Municipal Improvement.

3. Select the **Municipal Improvements tab**.

4. **Select the Municipal Improvement** from the list.

5. Select the **Request CCC \ (FAC) button** in the CCC \ (FAC) Inspections box

6. The Inspection Request form will be opened

7. **Complete the Inspection Request** by filling in the information requested:

    a. **Contractor** – enter the name of the Contractor.

    b. **Authorized Signatory** – from the drop down list, select the person who can sign the Inspection Disclaimer.

8. Select the **Save Inspection Request** button.

The system will notify the person identified as the Authorized Signatory to sign the disclaimer.
A task will be created and placed on their My Tasks list.

Signing an Inspection Disclaimer

As part of the creation of an Inspection Request, a user is identified as the person who will sign the Inspection Disclaimer.   When the Inspection Request is saved, a task will be placed on the My Tasks list of the person identified on the Inspection Request.

To sign the Inspection Disclaimer:

1.   **Login** to the eServices system. (https://eservices.edmonton.ca)

2.   Select the **My Tasks** button

3.   Find the task and select **Open**

4.   The Inspection Disclaimer Tab will be shown

5.   **Check the Disclaimer box**

6.   Select the **Submit Inspection Request** button

A notification will be sent to the Review Team that is responsible for the municipal improvement, informing them of an Inspection Request.

Adding an Organization Contact to the Sign Disclaimer List

An Inspection Disclaimer can be signed by those contacts who have been identified as being able to sign the disclaimer.

The contact must be identified in the eServices system to show up on the list when the Authorized Signatory is added to the inspection request.

You must be an OrgAdmin to control your organization details/users. Contact development.coordination@edmonton.ca to get OrgAdmin permissions set on your account.

1. **Login** to the eServices system. (https://eservices.edmonton.ca)
2. Select the **Development Coordination** menu item
3. Select the **Organizational Details** menu item
4. Select the **Organization Contacts tab**

5. Select the **Edit** button for the person you wish to edit.
6. When the edit opens – check off the **Disclaimer check box** (last field on the contact record)

7. **Update** the contact record.