

Office use only: City File #: _____

LEAVE AS BUILT DEVELOPMENT PERMIT APPLICATION

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. **Only applications that are complete will be accepted.** PLEASE NOTE: this application is **ONLY** for a development permit. If a building permit is also required, you must apply for it separately.

A Applicant/Owner Information					
1	Applicant is the: <input type="checkbox"/> Owner <input type="checkbox"/> Owner's Representative				
2	Applicant Information:			City Customer ID # (if known):	
	Last Name:		First Name:		Business Name:
	Contact Name (if different from above):			Phone Number:	
	Mailing Address:		City:	Prov:	Postal Code:
	Email:				
By providing I consent to receiving documents or communications related to this application, including but not limited to development permit decisions, acknowledgments confirming an application is complete, and any notices identifying any outstanding documents and information, by email					
B Property Information					
3	Municipal Address:				
4	Legal Description:				
	Plan No. _____ Block _____ Lot(s) _____				
C Check List					
5	<input type="checkbox"/> Completed Application <input type="checkbox"/> A copy of the compliance letter from Sustainable Development <input type="checkbox"/> Two copies of the Real Property Report (photocopies are acceptable – we cannot accept faxed, e-mailed or spliced) <input type="checkbox"/> A method of payment to cover the application fees <input type="checkbox"/> Cash/Debit (in person) <input type="checkbox"/> Cheque (attached) <input type="checkbox"/> Credit Card (a service representative will call you to advise you of the fees) Please note 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.				
Office Use Only					
Development Permit Description (MUST IDENTIFY ZONING BYLAW USE CLASS): _____ _____ _____					
Zoning: _____ <input type="checkbox"/> Discretionary Use <input type="checkbox"/> Permitted Use Statutory Plan Overlay: _____					
Variance Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Reviewed by: _____ Date (mm/dd/yr): _____					

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Edmonton Service Centre at 780-442-5054.