What you will need to get a Certificate of Compliance

1) An Application for a Certificate of Compliance must be filled out in full.

2) Two (2) original copies of the Real Property Report (RPR) dated within the last six (6) months (the RPR must be signed and stamped by a Registered Alberta Land Surveyor).

3) If the RPR is more than six (6) months old and absolutely nothing has changed since the RPR was done (for eg: no other buildings, sheds, fences, decks, additions, swimming pools, etc. added or removed) then a Statutory Declaration, signed by the registered owner of the property and duly stamped and signed by a Commissioner for Oaths, must accompany the Application stating that there have been no changes.

4) Standard $50 Fee and the Certificate of Compliance will be ready within 10 working days.

5) Express Fee $100 and the Certificate of Compliance will be ready the next working day.

6) If there are any encroaching structures, there may be delays as an Encroachment Agreement will be required or the encroachment can be removed or corrected. If the encroachment is removed or corrected an updated RPR will be required. There is an additional $300 fee for Encroachment Agreements.

7) If any structure(s) (shed, deck, addition, etc.) was constructed or removed without a Development Permit, there may be delays, as a Development Permit Application will need to be completed by the applicant, signed by the registered owner of the property and submitted with all the required documentation and fees. Development Permit fees double when structures are constructed without first obtaining a Development Permit.

8) If any structure(s) (shed, deck, fence, etc.) require a variance, an Application to Vary Minimum Standards will need to be completed by the applicant, signed by the registered owner of the property and submitted with the required fee. Post-Development Variance Fees are $500 per metre which are pro-rated. ($500 divided by the variance will provide the variance fee required, $500 ÷ .021m = $105).

NOTE: *If you are a Real Estate Agent acting on behalf of your client you must provide the section of your contract showing you have authorization to obtain the necessary documents for the sale of the property.*