

# Verification of Compliance (VOC) Safety Codes Permits & Inspection Section



## **Verification of Compliance Guide**

Verification of Compliance (VOC) is a re-inspection option where the permit holder submits a signed <u>form</u> to the city for review, affirming that previously-identified deficiencies have been resolved. It is available for building and trade permit inspections (HVAC, Plumbing, Gas and Electrical) in buildings of any type.

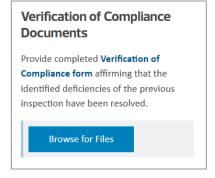
**Eligibility** for VOC is decided by the safety codes officer (SCO) conducting the earlier inspections, based on whether VOC is an appropriate method of re-inspection and SCO consideration of the known and unknown factors of the project. VOC is **not available** for life safety deficiencies or any initial inspections.

**Initial inspections** are conducted in-person or, for certain inspections, by **Remote Video Inspection (RVI)** only. The inspection outcome report is emailed to the permit holder and the owner/agent. If the inspection was unsuccessful, this email includes the options and instructions for re-inspection, including the **VOC form** if eligible. The permit holder **may** be requested to provide supplementary photographic evidence of the deficiency resolution in support of the VOC. **Note that** multiple addresses or inspection processes **can not** be grouped. Each entryway address and inspection type requires a separate, duly completed VOC form, submitted as a separate inspection request.

### How the Permit Holder, Owner, or Owner's Agent completes the VOC

- 1. Resolve the deficiencies (document each with a photograph, including time and date taken).
- 2. Complete the VOC form (Electrical VOC form is prefilled with this):
  - a. Discipline, contact information, project entryway address, scope of permit, inspection type and date of failed inspection;
  - b. List previously-identified deficiencies, as noted in the inspection results email;
  - c. Complete the affirmation section.
- 3. Visit the project dashboard in selfserve.edmonton.ca
- 4. Select the "Inspections" tab.
- 5. Select "Schedule" next to the inspection you are requesting.
- Select "Verification of compliance" as the re-inspection method and check the confirmation statement.
- 7. Upload the completed VOC form and provide contact information.
- 8. Where requested, upload photographs showing the infraction resolution in support of the VOC. Photographs must be:
  - a. in focus and adequately lit
  - b. informative of the infraction(s) being addressed,
  - c. dated, and labelled or titled where necessary to make it clear what is being shown.
- 9. Select "Schedule"

# Inspection Method See Requesting an Inspection for information to prepare for the inspection. In-person inspection Remote video inspection (RVI) Verification of compliance I confirm that I have read and will follow the Verification of Compliance Guide. Next >



### **VOC review and timeline**

An SCO will review the VOC **within 5 business days** of submission. The inspection outcome report will be emailed to the permit holder and the owner/agent. A copy is stored in the project SelfServe record.

To maintain integrity of the VOC system, any VOC is subject to audit, up to and including physical site visit.