

Submission Information

- Complete applications may be submitted electronically to addressing@cityofgp.com or by mail to

City of Grande Prairie
ATTN: Addressing Authority City
Services Centre, P.O. Bag 4000
9505-112 Street
Grande Prairie, AB T8V 6V3

Fees

Addressing fees are in accordance with Bylaw C-1395.

Privacy Statement

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act, SA 2024, c. P-28.5. It is collected to process your request, verify your authority, and provide the requested permit, information, or approval.

Your information will only be used for these purposes and protected in accordance with the Act. It will not be disclosed except as authorized by law or with your written consent. If you are requesting for a property, you do not own or occupy, you may be required to provide proof of authority. Personal information is retained and disposed of according to the City's Records Management Bylaw C-1348. If you have any questions about the collection, use, disclosure, or destruction of your personal information, please contact Development Services at 780-538-0325 or devpermits@cityofgp.com.

Applicant Information

Fields that have an asterisk(*) must be completed. Any incomplete applications may be returned.

*Name of Applicant:

*Mailing Address:

*City:

*Province:

*Postal Code:

*Phone:

Cell Phone:

*Application Date:

Fax:

*Email:

I am applying to the City of Grande Prairie to change or alter the civic address for the structure located at:

*Plan:

*Block:

*Lot:

Current Address:
(if applicable)

***I HEREBY CERTIFY THAT (Check ONE of the statements below)**

☐ I am the owner of the subject property and that all statements contained herein are true.

☐ I am authorized to act on behalf of the applicant and that all statements contained herein are true. (Agents acting on behalf of the applicant MUST provide a signed letter of consent from the applicant and include the Agent's contact information).

*Signed:

*Date:

*Reasons for Change: (Additional comments may be attached)

Fees – Office Use Only

- Development addressing (i.e. secondary suites, multi units, apartments, internal building addressing)
- Correction of addressing, including site visit.
- Non-Essential address change.

Amount:

Receipt #:

Form of Payment: