

Document Naming

Permitting & Inspections – Document Naming

Supporting documents are always required as part of making a permit application. Automated workflows have been built to expedite the application process when customers use the document naming convention.

Things to Know:

- Required as part of Application information
- Documents required for the permit will be listed under Documents to Attach

 **Deck Permit** GP-2020-01947 (Draft)

Upload the required documents for your permit application.

For more information on required documents for each permit type please visit Halifax.ca

DOCUMENTS TO ATTACH

Uploaded	Attachment Type	Description
Required	Construction Plan - Deck	A site specific Construction Plan is required including elevation and framing. For guidance, download the fillable PDF sample document that can be used for submission.
Required	Site Plan - Deck	A site plan must include lot dimensions and the footprint of all existing buildings on site. It must show the proposed deck, indicate the distance from all property boundaries, and include any watercourse buffers.

- There are two options for uploading documents:
 - i. Click Upload Files to search for and upload files, or
 - ii. Have files ready in a folder, select the files, then drag and drop the files to the Drop Files Here Section

UPLOADED DOCUMENTS

 Upload Files

<input type="checkbox"/> File Name	Document Type	 Comments
Drop Files Here		

Document Naming

- Once documents have been uploaded, they will appear with NEW at the end of the file name.

If the naming conventions have been used for the file names, the system will auto-recognize the files and assign the correct document type automatically so applicants don't have to.

Document Names

The following Document Names should be used when creating the required documents as part of the application.

If these Document names are **not** used during the application phase, the applicant will be required to manually assign the correct document type to each document so the system will know what document has been submitted.

Permit Type	Document Type	Document Name <i>Use this name for your documents</i>
Blasting	Blast Readings	H-504-BlastReadings
	Blasting Plan	H-101-BlastPlan
	Certificate of Insurance-Blasting	H-503-Insurance
	Certified Blaster Information	H-502-BlasterInfo
	Map of Area	HV-102-BlastMapArea
	Pre-blast Notification Letter	H-701-BlastLetter
	Pre-blast Survey	A-101-SitePlan
	Qualified Monitor Information	H-501-BlastMonitor
Building	A - Letter of Undertaking Confirmation by Owner	A-OwnerLetter
	A1 Commitment Certificate from Prime Consultant	A1-PrimeConsultant
	A10 Letters of Undertaking - Energy Conservation	A10-EnergyLetter
	A11 Certification of Field Review	A11-FieldReviewCertificate
	A2 Letter of Undertaking - Architectural	A2-ArchitecturalLetter
	A3 Letter of Undertaking - Structural	A3-StructuralLetter
	A4 Letter of Undertaking - Mechanical	A4-MechanicalLetter
	A5 Letter of Undertaking - Electrical	A5-ElectricalLetter
	A6 Letter of Undertaking - Fire Suppression	A6-FireLetter
	A7 Letter of Undertaking - Geotechnical	A7-GeotechnicalLetter
	A8 Letter of Undertaking - Plumbing	A8-PlumbingLetter
	A9 Letter of Undertaking - Interior Design	A9-InteriorLetter
	Barrier Free Design	BF-101-BarrierFree
	Citadel Rampart Review Letter	CitadelRampartLetter
	Construction Plan - Building	A-102-ConstructionPlan
Elevations - Building	A-201-Elevations	

Document Naming

Permit Type	Document Type	Document Name <i>Use this name for your documents</i>
Building	Energy Efficiency Performance Program Registration	W-102-EnergyLetter
	Heritage Elevation Photographs	A-901-HeritagePhotos
	HRM Energy Code Checklist and Spreadsheets	W-501-EnergyCodeChecklist
	Landscape Plan - Building	L-101-LandscapePlan
	Location Certificate -Building	LOC
	NSTIR Approval - Building	NSTIR
	Certificate of Installation- Sewage Disposal	AH-702-SewageCertificate
	Notification Letter - Sewage Disposal-Building	DOE-SewageDisposalLetter
	Professional Architectural Design	A-501-ArchitecturalDesign
	Professional Electrical Design	E-101-ElectricalDesign
	Professional Fire Suppression Design	F-101-FireDesign
	Professional Interior Design	I-101-InteriorDesign
	Professional Mechanical Design	M-101-MechanicalDesign
	Professional Plumbing Design	P-101-PlumbingDesign
	Professional Structural Design	S-101-StructuralDesign
	Professional Energy Conservation Design	W-101-EnergyDesign
	Professional Geotechnical Design	B-101-GeotechnicalDesign
Site Plan - Building	A-101-SitePlan	
View Plane Review Letter	ViewPlaneLetter	
Deck	Construction Plan - Deck	A-102-DeckBrochure
	Site Plan - Deck	A-101-SitePlan
Demolition	Heritage Gas Confirmation Letter - Demolition	W-701-HeritageGasLetter
	Photographs - Demolition	A-901-DemoPhotos
	Solid Waste Notification Letter	AH-701-WasteLetter
	Waste Management Plan - Demolition	AH-101-WastePlan
	Certificate of Insurance - Demolition	H-503-Insurance
Development	Elevations - Development	A-201-Elevations
	Floor Plans - Development	A-102-FloorPlan
	Site Plan - Development	A-101-SitePlan
Fence	Construction Plan - Fence	A-102-FenceDesign
	Site Plan - Fence	A-101-SitePlan
Grade Alteration	Final Grading Certificate - Grade Alteration	BC-701-FinalGradeCert
	Grading Deficiency Report - Grade Alteration	BC-703-DeficiencyReport
	Letter of Undertaking - Grade Alteration	BC-702-GradeLetter
	Professional Retaining Wall Design	BC-501-RetainingWall
	Stormwater Management Site Plan - Grade Alteration	A-101-SitePlan
Halifax Water	Wastewater Connection Size Calculation	HW-108
	Fire Flow Design Calculation	HW-107
	Pollution Prevention Discharge Report	HW-104
	Site Servicing Plan & Profile	HW-106
	Site Servicing Plan	HW-105
	Sprinkler & BFP Application	HW-103

Document Naming

Permit Type	Document Type	Document Name <i>Use this name for your documents</i>
Halifax Water	Stormwater Management Site Plan - Water	HW-109
	Domestic Water, Meter & BFP Application	HW-102
	Water Meter Sizing Calculation	HW-101
	Cross Connection Control Accuracy Report	HW-110
	Backflow Prevention Device Tester's Application	HW-111
	Temporary Water Meter Application	HW-112
Lot Grading	Water Meter Size Change Application	HW-113
	Grading Deficiency Report - Lot Grading	BL-702-LotGradeDeficiency
	Final Lot Grading Certificate	BL-703-LotGradeCertificate
	Letter of Undertaking - Lot Grading	BL-701-LotGradeLetter
	Lot Grading Plan	BL-102-LotGradePlan
Mobile Home	Site Plan - Lot Grading	A-101-SitePlan
	Elevations - Mobile Home	A-201-Elevations
	Floor Plans - Mobile Home	A-102-FloorPlan
	Location Certificate - Mobile Home	LOC
	Mobile Home Park Letter of Permission	A-701-MobileParkLetter
	NSTIR Approval - Mobile Home	NSTIR
	Notification Letter - Sewage Disposal-Mobile	DOE-SewageDisposal
	Site Plan - Mobile Home Park	A-101-SitePlan
Occupancy	Site Plan - Mobile Home Private	A-101-SitePlan
	Floor Plans - Commercial Occupancy	A-102-FloorPlan
	Floor Plans - Residential Occupancy	A-102-FloorPlan
	Site Plan - Occupancy	A-101-SitePlan
Right of Way	Landscape Plan - Occupancy	L-101-LandscapePlan
	Clearance Letters	C-701-ROWClearance
	Construction Management Plan	C-103-ManagementPlan
	Issued for Construction Plan	C-103-IssuedPlan
	Pre-Construction Summary	C-104-ROWPreConstruction
	Proposed Route	C-501-ROWProposed
Sign	Construction Plan - Right of Way	A-102-ConstructionPlan
	Elevations - Sign	A-201-Elevations
	Photographs - Sign	A-901-SignPhotos
	Design Plan - Sign	S-101-SignDesign
	Site Plan - Sign	A-101-SitePlan
	Variable Message Sign Application Form	S-102-SignApplication
Solar	Construction Plan - Sign	A-102-ConstructionPlan
	Alternative Solar Collector Design	W-503-SolarCollectorDesign
	Plumbing Design - Solar	P-101-SolarPlumbing
	Site Plan - Solar	A-101-SitePlan
Swimming Pool	System Design and Construction Plans - Solar	A-102-ConstructionPlan
	Fence and Enclosure Design - Swimming Pool	S-101-PoolEnclosure
	Site Plan - Swimming Pool	A-101-SitePlan