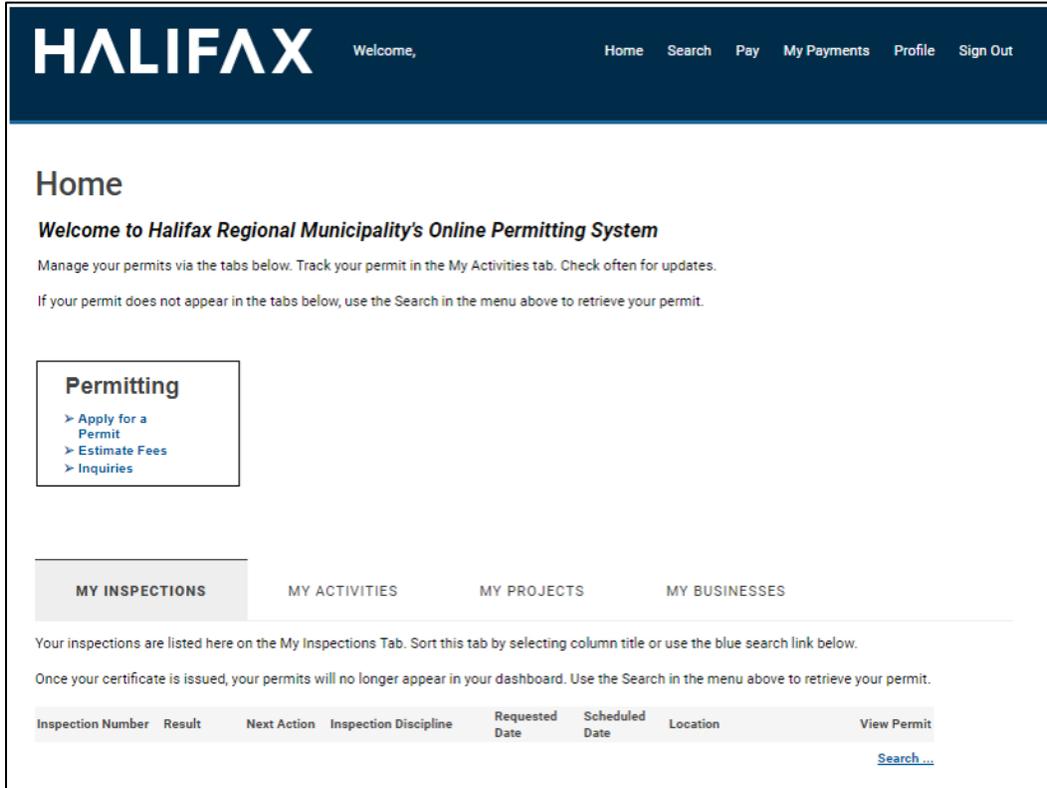


Customer Portal Series

How to: Apply for a Permit Online

Step 1: from Customer Portal Account Home page, click Apply for a Permit:



The screenshot shows the Halifax Customer Portal Home page. At the top, there is a dark blue header with the HALIFAX logo on the left and navigation links (Home, Search, Pay, My Payments, Profile, Sign Out) on the right. Below the header, the page title is "Home". A sub-header reads "Welcome to Halifax Regional Municipality's Online Permitting System". Below this, there are two paragraphs of text: "Manage your permits via the tabs below. Track your permit in the My Activities tab. Check often for updates." and "If your permit does not appear in the tabs below, use the Search in the menu above to retrieve your permit." A "Permitting" section is highlighted with a box, containing three links: "> Apply for a Permit", "> Estimate Fees", and "> Inquiries". Below this, there are four tabs: "MY INSPECTIONS" (which is active and highlighted), "MY ACTIVITIES", "MY PROJECTS", and "MY BUSINESSES". Under the "MY INSPECTIONS" tab, there is a paragraph: "Your inspections are listed here on the My Inspections Tab. Sort this tab by selecting column title or use the blue search link below." followed by another paragraph: "Once your certificate is issued, your permits will no longer appear in your dashboard. Use the Search in the menu above to retrieve your permit." Below these paragraphs is a table with the following columns: "Inspection Number", "Result", "Next Action", "Inspection Discipline", "Requested Date", "Scheduled Date", "Location", and "View Permit". A "Search ..." link is located at the bottom right of the table area.

Customer Portal Series

Step 2: Select permit type.

Apply for a Permit

Before you begin a new permit application, ensure you have reviewed our [Permitting Web Pages](#) and [How To Guides](#)

1. Review the detailed information about the different [Permit Types](#)
2. Review the different [Building Structures/Use Designations](#)
3. Review the different [Types and Scopes of Work](#)

- Draft permits are created as soon as you select a permit type
- Save your permit and come back to work on it anytime
- Permits stay in draft until paid and submitted

Get started by selecting a permit type below

House & Home Permits

Instructional Text - test

- [Fence Construction](#)
- [Swimming Pool Permit](#)
- [Residential Building Permit](#)
- [Solar Permit](#)
- [Deck Permit](#)
- [Mobile Home Permit](#)

Commercial Permits

Instructional Text - test

- [Mixed Use & Commercial Building Permit](#)
- [Sign Permit](#)

Street & Services Permits

Instructional Text

- [Water Permit](#)
- [Right of Way Permit](#)
- [Development - Right of Way Permit](#)

Related/Additional Permits

Instructional Text

- [Application to Occupy](#)
- [Lot Grading Permit](#)
- [Development Only Permit](#)
- [Blasting Permit](#)
- [Demolition Permit](#)
- [Grade Alteration Permit](#)

Customer Portal Series



Important to note:

- Once a new permit application is initiated, it is in the system as a **draft**. Ensure to look at the **My Activities tab** on the homepage and reopen a draft permit application, instead of creating a new permit.
- Question ‘What is your relationship to this permit?’, will only appear if there is a Contractor Profile is linked to the customer account (with the contractor name appearing in brackets).

Step 3: Complete the form. All mandatory fields are marked with a red asterisk.

 **Deck Permit** GP-2021-00237 (Draft)

APPLICATION INSTRUCTIONS

APPLICATION

Type of permit you are applying for: Deck Permit

*Select the option that best describes the application:

*What type of work will be done:

*Pick the primary work scope:

*Enter a description of the work that will be done:
[+]
[-]

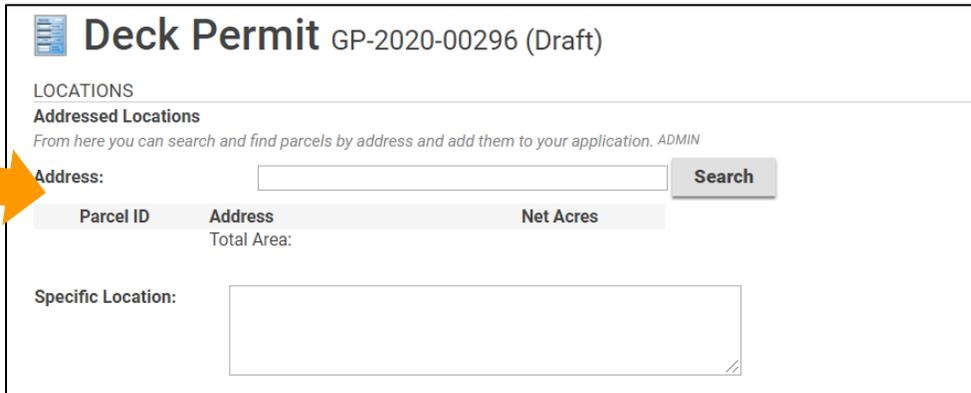


Mandatory details throughout the application process will have an Asterix *

Customer Portal Series

Step 4: Add an Address

- a. Click **Search** to open pop-up window



Deck Permit GP-2020-00296 (Draft)

LOCATIONS

Addressed Locations
From here you can search and find parcels by address and add them to your application. ADMIN

Address: **Search**

Parcel ID	Address	Net Acres
Total Area:		

Specific Location:

- b. Enter all or part of the address.
Do Not enter Street / Road Etc.
Click **Search** button



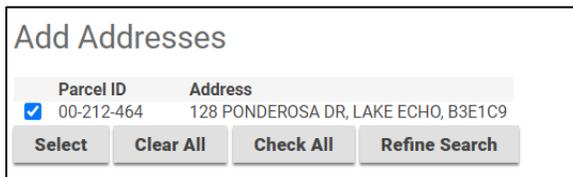
Add Addresses

Addressed Locations
From here you can search and find parcels by address and add them to your application. ADMIN

Address:

Search

- c. Check box to choose address from the list
Click **Select**.



Add Addresses

Parcel ID	Address
<input checked="" type="checkbox"/> 00-212-464	128 PONDEROSA DR, LAKE ECHO, B3E1C9

Select **Clear All** **Check All** **Refine Search**

- d. Selected address will be shown on the permit.

Customer Portal Series

Deck Permit GP-2020-00296 (Draft)

LOCATIONS

Addressed Locations
From here you can search and find parcels by address and add them to your application. ADMIN

* Address:

Parcel ID	Address	Net Acres
00-212-464	128 PONDEROSA DR, LAKE ECHO, B3E1C9	✘

Total Area:

Specific Location:

e. **Specific Location:** [Optional field.](#)

Add information when applicable. (For example, could indicate an accessory structure is located at the back of the property.)

Step 5: Input Owner/Tenant information and click Next.

Deck Permit GP-2020-00296 (Draft)

LOCATIONS

Addressed Locations
From here you can search and find parcels by address and add them to your application. ADMIN

* Address:

Parcel ID	Address	Net Acres
00-212-464	128 PONDEROSA DR, LAKE ECHO, B3E1C9	✘

Total Area:

Specific Location:

OWNER/TENANT

* Name:

* Mailing Address:

* City/Town:

* State/Province:

* Zip/Postal Code:

* Phone Number: () -

Email Address:



- This area does not automatically list customer account information.
- This information can be different than the customer account and is not verified against the customer account.

Customer Portal Series

Step 6: Input Additional Permit Details:

- Indicate the number of decks being constructed: 1 or more for same site.
- Are you installing a retaining wall and/or making changes to Grade Contour?:
yes/no
If yes, also apply for a Lot Grading Permit (2 units or less), or a Grade Alteration Permit (3 units or more).
- Total Contract Value: Input the value of the build.
- Click Next.

Deck Permit GP-2020-00296 (Draft)

Please fill in as much of the following information as possible. If you do not know what to fill in, leave it blank.

DECK DETAILS

* Indicate the number of decks being constructed:

* Are you installing a retaining wall and/or making changes to Grade Contour? Yes No (None)

CONTRACT VALUE

* Total Contract Value:

Step 7: Upload Permit Documents

- Documents required for the permit will be listed.

Deck Permit GP-2020-00557 (Draft)

Please upload some documents for your application below. ADMIN

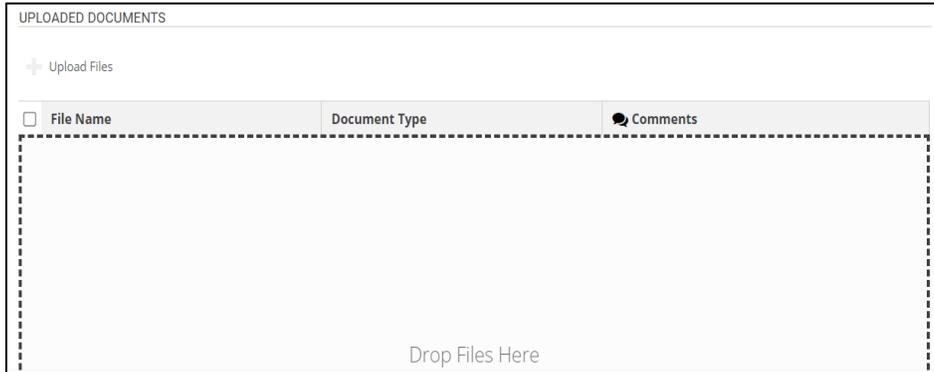
DOCUMENTS TO ATTACH

Uploaded	Attachment Type	Description	Sample Form
Required	Construction Plan - Deck	A site specific completed Construction Plan - Deck is required including site plan, elevation, and framing. It has fillable fields that are to be added to the application wizard. Items are: - Height of deck above finished ground level - Height of deck guard - Footings depth below grade for frost protection - 1.2m (4ft) minimum - Openings in the guard maximum 100mm (4in) opening - Distance between posts - maximum 2.4m (8ft) apart - Span of floor joist - Table on Brochure - Cantilever (if applicable) - Column footing size - Table on Brochure - Beam size - Table on Brochure - Wood column supporting wood beam - minimum column size is 140mm x 140mm (6 x 6 in) - Joist Size and spacing - Deck width - Deck length - Distance between columns	Open
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.	Open

Customer Portal Series

b. **Two options** to upload 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.



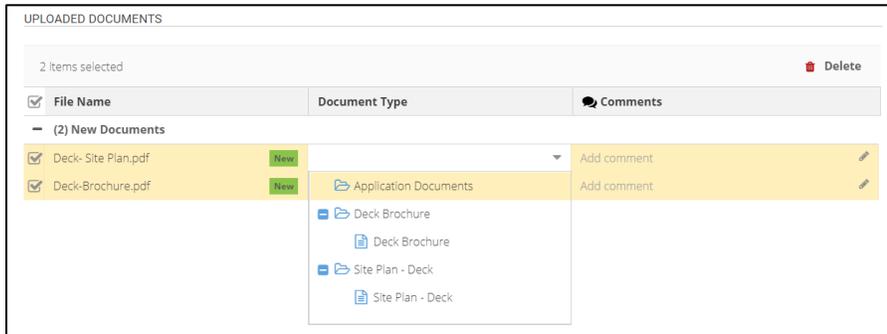
c. Once documents have been uploaded, they will appear with **New** at the end of the File Name.

d. Assign Document Type:



i. Click drop down arrow to view required Application Documents.

ii. Choose Document Type for each uploaded file, and add comments as needed.



f. If a file was added in error, click in the checkbox to highlight and click Delete.

g. Click Next at the bottom of the page to continue.

Customer Portal Series

Step 8: Add contractors to the application



Important to note:

- This is to link registered Contractor(s) to the permit application
- A Contractor must already be registered to be linked to the permit application
- A Contractor cannot be added within this area of the permit application

a. Click **Add Contractors** button

Deck Permit GP-2021-00237 (Draft)

CONTRACTORS

Click Add Contractors button to attach Contractor(s) who will be performing the work.

- You must Indicate the Prime Contractor
- If you are applying as a contractor, you **MUST** also add yourself as a contractor here

+ Add Contractors

Prime	Type
-------	------

Back **Next**

b. Input Contractor Company Business Name and click Search.

Contractor Search Select

Business Name:

Search

c. Click box beside correct Contractor and click Select.

Contractor Search Select

Display Format License Numbers

Business U Test dba Business U Test
Phone: (902) 111-1111, No License Numbers

Select **Clear All** **Check All** **Refine Search**

Customer Portal Series

- d. From pull down menu select type of Contractor.
- e. At least one contractor in the list must be designated as the “prime contractor”.

Deck Permit GP-2020-00296 (Draft)

CONTRACTORS

Enter the Contractors that will be performing the work. The Contractors listed must cover all the License Types listed above.

+ Add Contractors

	Prime	Type	
 Business U Test dba Business U Test Phone: (902) 111-1111, No License Numbers	<input checked="" type="checkbox"/>	Building Contractor	<input type="checkbox"/>

Back **Next**

- f. Add Additional Contacts if Needed

Deck Permit GP-2020-00296 (Draft)

+ Contact

Name	Contact Type	Phone	Email	
 Business U Test	Contractor	(902) 111-1111	todddo@halifax.ca	<input type="checkbox"/>
 Dodi Todd	Applicant	(902) 555-4466	Dodi.Todd@Halifax.ca	<input type="checkbox"/>

Back **Next**

Customer Portal Series

Step 9:

- Review fees.
- Check box after reviewing Customer Attestation. Checking box means you accept the terms in the attestation.
- You can now Save your application and return at a later time or

Pay Fees & Submit Application:

Online payments can be made using a credit card. For other methods of payment (cheque, cash, etc.) you must go to a customer service centre

 **Deck Permit** GP-2020-00296 (Draft)

SUBMIT APPLICATION

I certify I am submitting this application, including all of the required supporting information, for approval with the consent of the owner(s) of the subject property(s). My identification as the applicant means that I am the primary contact with HRM in all matters pertaining to this application unless otherwise noted.

Your permit application is ready to be submitted. Please click the "Pay Fees & Submit Application" button to submit your application. You may also click the "Save" button to return to this application at a later time.

FEES

The following fees must be paid as part of your permit application.

Description	Amount	Balance
Deck Permit Application Fee	\$55.00	\$55.00
Basic Development Permit Application Fee	\$50.00	\$50.00

COLLECTION AND USE STATEMENT

Halifax Regional Municipality (HRM) is committed to protecting your personal information. HRM's online permitting, licensing and compliance system – POSSE LMS - is hosted by Computronix. Computronix stores the information you provide to its servers in Canada. Computronix is required to protect your personal information in a manner that is consistent with HRM's legislative obligations.

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the processing of your application and for the management and administration of the permitting, licensing and compliance system. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-7460 or accessandprivacy@halifax.ca.

NOTE – The Pay Fees & Submit Application button does not appear until you have confirmed your Customer Attestation.

Customer Portal Series

Step 10: Checkout

- a. Input contact information and payment details.

Checkout

Enter your contact information

First Name Last Name

Email Phone Number

Shipping Information

Address Line 1

Address Line 2 (optional)

City

Country Province Postal Code

Credit Card

Cardholder Name

Card Number MMY CVV

Billing Address

Same as shipping address

Order Summary

Total **\$110.50**

[Back](#) [Checkout](#)

- b. The system allows the user to save the card information, but it is not required.

Save card? ×

 Mastercard ••••4444 10/20

[Save](#) [No thanks](#)

Customer Portal Series

- c. Payment confirmation.
Click Back to Store to return to the permit application.

 **Transaction Complete!**

A copy of the receipt has been sent to doratest4@gmail.com

[Back to Store](#)

Order ID: 1594137135U1NwkGvAle5kd9a

Payment: \$110.50
MASTERCARD ending with 4444
Authorization code: 911892
Reference Number: 660156860010047910

Contact: Dora Test 4
doratest4@gmail.com
902-111-1111

Shipping: 128 Ponderosa Dr, Lake Echo, NS, CA B3E 1C9

Step 11: Permit Confirmation of Submission:

- a. Note Permit Number for the application.
- b. To view the permit information, click the blue text link.

HALIFAX Welcome, Dodi Todd [Home](#) [Search](#) [Pay](#) [My Payments](#) [Profile](#) [Sign Out](#)

 **Deck Permit** GP-2020-00296 (Submitted)

CONFIRMATION

Submission Successful.

Permit Number: GP-2020-00296

To view the information and status for this Deck Permit Application, [click here](#).

Screen ID: 1266304

Customer Portal Series

Step 12: Review Permit Information:

This is an optional step. You can log out or begin another application if you do not wish to review the permit application.

a. Details Tab

General Permit - GP-2020-00296

Status: Submitted **Application Date:** Jul 7, 2020
Issue Date:
Completed Date:
Expiration Date:

Description: Residential - Deck - Building deck at back of house

DETAILS

DOCUMENTS

PERMIT TYPE DETAILS

CONTACTS

DETAILS

Applicant: Homeowner
Type: Residential
Permit Type: Deck
Primary Location: 128 PONDEROSA DR, LAKE ECHO, NS B3E1C9
Specific Location:
Work Description: Building deck at back of house

LOCATIONS

Parcel ID	Address	Net Acres
00-212-464	128 PONDEROSA DR, LAKE ECHO, B3E1C9	Total Area:

CONTRACTORS

RELATED INFORMATION

Type	Description
Building Contractor	Business U Test dba Business U Test Phone: (902) 111-1111, No License Numbers

HOLDS

Type	Description	Status

PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

CONTRACTORS

Type	Contractor...	Contract Value	Final Req. :
Building:	Business U Test - (No License Numbers)		<input type="checkbox"/>
Electrical:			<input type="checkbox"/>
Mechanical:			<input type="checkbox"/>
Plumbing:			<input type="checkbox"/>
Other:			
Total Contract Value:		\$11,000.00	

OWNER/TENANT

Name: Dora Test 4
Mailing Address: 128 Ponderosa Drq
City: Lake Echo
State / Province: Nova Scotia
Zip / Postal Code: B3E1C9
Phone Number: 9021111111

FEES

You have no outstanding fees.

Request Refund

RENEW PERMIT

You cannot renew this permit at this time.

WITHDRAW PERMIT

Withdraw Permit

DOWNLOAD PERMIT

You cannot download this permit at this time.

AMEND PERMIT

You cannot amend this permit at this time.

REQUEST INSPECTION

You cannot request an inspection at this time.

Customer Portal Series

b. Documents tab

General Permit - GP-2020-00296

Status: Submitted **Application Date:** Jul 7, 2020
Issue Date:
Completed Date:
Expiration Date:

Description: Residential - Deck - Building deck at back of house

DETAILS **DOCUMENTS** PERMIT TYPE DETAILS CONTACTS

APPROVED DOCUMENTS

Document Type	Approved Date
No approved documents are available at this time.	

CERTIFICATES

Certificate Type	Created Date
No certificate is available at this time.	

SUPPLEMENTAL DOCUMENTS

 Group by: Type **Filter by:** Markups

File Name	Document Type	Com...	Markups
- (2) New Documents			
<input type="checkbox"/> Deck- Site Plan.pdf	New Site Plan - Deck (Site Plan - Deck)	Add co...	
<input type="checkbox"/> Deck-Brochure.pdf	New Deck Brochure (Deck Brochure)	Add co...	

c. Permit Type Details Tab

General Permit - GP-2020-00296

Status: Submitted **Application Date:** Jul 7, 2020
Issue Date:
Completed Date:
Expiration Date:

Description: Residential - Deck - Building deck at back of house

DETAILS DOCUMENTS **PERMIT TYPE DETAILS** CONTACTS

Customer Portal Series

d. Contacts Tab

General Permit - GP-2020-00296

Status: Submitted **Application Date:** Jul 7, 2020
Issue Date:
Completed Date:
Expiration Date:

Description: Residential - Deck - Building deck at back of house

DETAILS DOCUMENTS PERMIT TYPE DETAILS **CONTACTS**

+ Contact

Name	Contact Type	Phone	Email	
 Business U Test	Contractor	(902) 111-1111	todd@halifax.ca	✘
 Dodi Todd	Applicant	(902) 555-4466	Dodi.Todd@Halifax.ca	✘

Customer Portal Series

Step 13: Return to Home Page

- a. Click **Home** from upper right menu to return to the dashboard.
Click **My Activities** tab to see permit applications
By default list is newest on top

HALIFAX Welcome, Dodi Todd Home Search Pay My Payments Profile Sign Out

Home

Home page navigation instructional text will go right here ADMIN

[Apply for a Permit](#)

[Estimate Fees](#)

MY INSPECTIONS **MY ACTIVITIES** MY PROJECTS MY BUSINESSES

[Show more...](#)

By date of last activity ADMIN

Type	File Number	Location	Status	Description	Created Date
Deck	GP-2020-00296	128 PONDEROSA DR, LAKE ECHO, NS B3E1C9	Submitted	Residential - Deck - Building deck at back of house	Jul 7, 2020

- b. From the My Activities Tab you can monitor the permit status as it progresses through the application stages.

Home

Home page navigation instructional text will go right here ADMIN

[Apply for a Permit](#)

[Estimate Fees](#)

MY INSPECTIONS **MY ACTIVITIES** MY PROJECTS MY BUSINESSES

[Show more...](#)

By date of last activity ADMIN

Type	File Number	Location	Status	Description	Created Date
Deck	GP-2020-00296	128 PONDEROSA DR, LAKE ECHO, NS B3E1C9	Submitted	Residential - Deck - Building deck at back of house	Jul 7, 2020