

Customer Portal Series

How To: Request Inspections

Note: Inspections can only be requested after a permit has been issued.
Inspections are requested from the My Activities Tab within your customer portal account.

There are two ways to initiate the Request Inspections form:

A) Option A

- a. Click on the icon next to the permit type to open the permit.

Home

Welcome to Halifax Regional Municipality's Online Permitting System

Manage your permits via the tabs below. Track your permit in the My Activities tab. Check often for updates.

If your permit does not appear in the tabs below, use the Search in the menu above to retrieve your permit.

Permitting

- > Apply for a Permit
- > Estimate Fees
- > Inquiries

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

[Show more...](#)

Monitor the status of your permits here. **Note: Permits with a status of DRAFT have not been submitted.**

- Sort the table by selecting the column title
- To address permits returned as "Application Incomplete" click the permit icon to access the application, see notes from staff, and make changes.
- To address permits returned as "Applicant Revisions" click the blue link: Additional Info Required to access the section where you can make edits and re-submit the permit.
- To request inspections use the blue link: Request Inspections to open the request form.

Type	File Number	Location	Status	Description	Created Date	Submitted Date	
Fence Construction	FENCE-2021-05629	91 ALDERNEY DR, DARTMOUTH, NS B2Y4W9	Issued	Fence Construction - Accessory Structure	Apr 19, 2021	Apr 19, 2021	Request Inspection
Residential Building Permit	BPRES-2021-05698		Draft	Residential Building Permit	Apr 21, 2021		
Right of Way Permit	TPW-ROW-2021-05656		Draft	Right of Way Permit - Not Associated to a Building	Apr 20, 2021		
Lot Grading Permit	LOTGRADE-2021-05655		Draft	Lot Grading Permit	Apr 20, 2021		
Deck Permit	DECK-2021-05628	91 ALDERNEY DR, DARTMOUTH, NS B2Y4W9	Draft	Deck Permit - Accessory Structure	Apr 19, 2021		

Requesting Inspections

Customer Portal Series

- b. Within the permit click **Request Inspection** button.

Fence Construction FENCE-2021-05629 (Issued)

Status: Issued Application Date: Apr 19, 2021
Issue Date: Apr 22, 2021
Completed Date:
Expiration Date: Apr 22, 2023

Description: Fence Construction - Accessory Structure

DETAILS DOCUMENTS INSPECTIONS CONTACTS

DETAILS

Applicant: Homeowner
Permit Name: Fence Construction
Use Designation: Accessory Structure
Work Type: Fence Construction
Primary Work Scope: Height > 1.98m (6.5 ft)

Additional Work Scope(s)

Primary Location: 91 ALDERNEY DR, DARTMOUTH, NS B2Y4W9
Specific Location:
Work Description: fence

LOCATIONS

Parcel ID	Address	Net Acres
40302390	16 PORTLAND ST, DARTMOUTH, NS B2Y1G9	1

Total Area: 1

CONTRACTORS

Type	Contractor...	Contract Value	Final Req. :
Building:			<input checked="" type="checkbox"/>
Electrical:			<input type="checkbox"/>
Mechanical:			<input checked="" type="checkbox"/>
Plumbing:			<input type="checkbox"/>
Other:			

State / Province:
Total Contract Value: \$3,000.00

OWNER/TENANT

Name: er
Mailing Address: er
City: er State: (None)
Zip Code:
Phone Number: 5558887744

UTILITIES

Water Supply Type: (None)
Sewer Type: (None)
Septic Permit Number:
New Gas Service: New Power Service:
Gas Utility: (None)
Power Utility: (None)

ZONING

Zoning Approved:
In Flood Zone:
Zoning Code(s):
Comprehensive Plan(s):

RELATED INFORMATION

Type	Description
Hold Issuance	Since fence height was indicated as over 1.98m (6.5ft), a Grade Alteration Permit must be applied for prior to issuance of the Fence Construction Permit application.
Hold Issuance	Since it was indicated there will be a retaining wall of over 1meter in height, a Grade Alteration Permit must be applied for prior to issuance of the Fence Construction Permit application.

HOLDS

Type	Description	Status
Hold Issuance	Since fence height was indicated as over 1.98m (6.5ft), a Grade Alteration Permit must be applied for prior to issuance of the Fence Construction Permit application.	Released
Hold Issuance	Since it was indicated there will be a retaining wall of over 1meter in height, a Grade Alteration Permit must be applied for prior to issuance of the Fence Construction Permit application.	Released

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.

RENEW PERMIT

You cannot renew this permit at this time.

WITHDRAW PERMIT

You cannot withdraw this permit at this time.

DOWNLOAD PERMIT

[Download General Permit](#)

AMEND PERMIT

[Amend General Permit](#)

REQUEST INSPECTION

[Request Inspection](#)

ACTIVITIES

I would like a meeting with an Inspector about this permit.

[Submit Request](#)

Requesting Inspections

Customer Portal Series

- a. Complete the Request form and select requested inspections.

Request an Inspection General Permit (FENCE-2021-05629)

DETAILS

Contact Phone Number: (902) 223 - 0000

Requested Date: Apr 22, 2021

Requested Time: AM PM (Any Time)

Special Instructions for Inspector: anytime after 8:30am

INSPECTION TYPES

Use the checkboxes below to select the types of inspection you would like to request. To find other types of inspection, click the "Find Other Inspection Types" button. For more information on inspections please visit [Halifax.ca](#)

Request Type of Inspection	Latest Inspection Result	Recommended Inspection Order
<input checked="" type="checkbox"/> Building - FEN - Fence - Final	Not Requested	1 Mandatory

- b. Confirmation message indicates your request has been submitted.

Confirmation of Inspection Request General Permit (FENCE-2021-05629)

Your request for inspection has been successfully submitted.

If you have signed up for email notifications, you will receive the scheduled inspection date via email.

If you have not signed up for email notifications, check your online account often for updates.

If you would like to sign up for email notifications, update your profile settings.

Contact Phone Number: (902) 223-0000

Requested Date: Apr 22, 2021

Requested Time: AM

Special Instructions for Inspector: anytime after 8:30am

Inspection Type(s) Requested: Building - FEN - Fence - Final

[View Permit](#)

Customer Portal Series

B) Option B

- a. Click the [Request Inspection text](#) (blue) to the right of the permit.

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- b. Complete the request form. Select all inspections being requested.
Click Request Inspection button

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DETAILS

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Requested Time: AM PM (Any Time)

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Request Type of Inspection	Latest Inspection Result	Recommended Inspection Order
<input checked="" type="checkbox"/> Building - FEN - Fence - Final	Not Requested	1 Mandatory

- c. Confirmation of Inspection Request will appear.

Confirmation of Inspection Request General Permit (FENCE-2021-05629)

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Inspection Type(s) Requested: Building - FEN - Fence - Final

[View Permit](#)