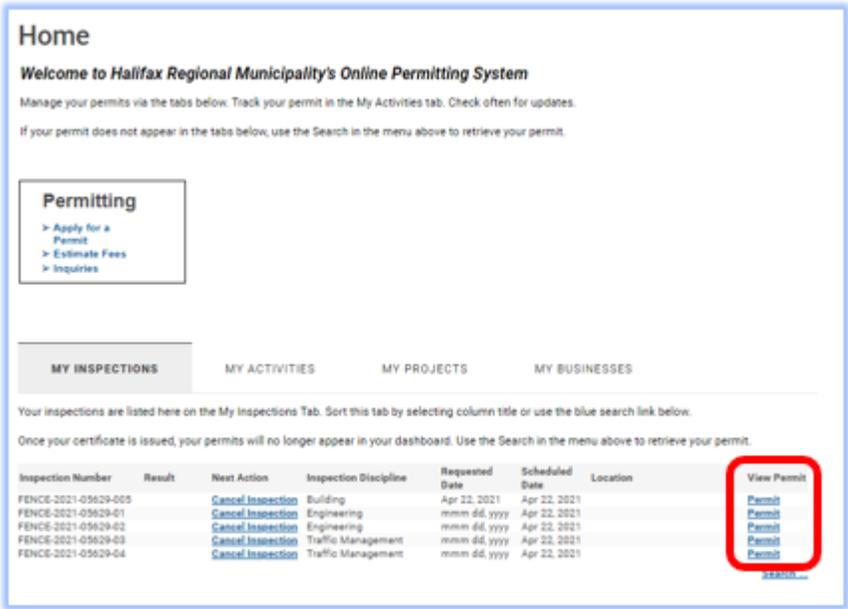


Customer Portal

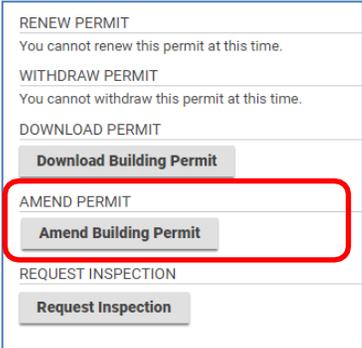
How To: Submit a Location Certificate as a part of your permit application

Location certificates are required after a permit has been issued but before a certificate of occupancy can be issued. Locations certificates are provided by qualified surveyors.

1. Open the permit file
 - From the customer portal home page open the My Inspections Tab and select the Permit link to open.



2. Scroll to the bottom of the permit and select Amend Permit.



Location Certificates

Customer Portal

- 3. On the Amendment:
 - a. Page describe the change – in this case: *providing a location certificate as part of my permit requirements.*
 - b. Select Upload supplemental file and drag and drop the location certificate into the box or select it from its saved location.
 - c. Change the document type to: Location Certificate – Building

Building Permit BP-2020-01343: Issued

Status: Issued Application Date: Nov 22, 2020
Issue Date: Nov 22, 2020
Completed Date:
Expiration Date: Nov 22, 2022

Description: Residential - Dwelling - Single Detached - New Building

a *Amendment Description:

b UPLOADED DOCUMENTS

 Search... Group by: Type Filter by: Markups

File Name	Document Type	Comments	Markups
(3) Existing Documents			
<input type="checkbox"/> A-101 - Site Plan.pdf	Site Plan - Building (Site Plan - Building)		
<input type="checkbox"/> A-102 - Construction Plan - 77 Brunello.pdf	Construction Plan - Building (Construction Pla...		
<input type="checkbox"/> A-201 - Elevations - 77 Brunello.pdf	Elevations - Building (Elevations - Building)		

c (Circled around the Document Type column header)

4. Click **Submit**

The permit is now submitted as an amendment which will ensure all reviewers receive and review the location certificate.

Note: the status of your permit now reads Amendment Review.