

Customer Portal

How To: Apply for a Backyard Suite Permit

WHAT ARE SECONDARY AND BACKYARD SUITES?

Secondary suites – are separate dwelling units that are completely contained within a home. They are often referred to as in-law suites or basement apartments.

Backyard suites – are separate free-standing buildings, either built overtop an accessory structure like a garage, or simply on their own. They are often referred to as granny suites, carriage flats and could be in the form of a tiny house.

Once you are sure you are applying for a Backyard suite, follow these steps:

1. From customer portal apply for 'Residential Building Permit'

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](#)

Related/Additional Permits

Instructional Text

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

Backyard Suites

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2. Within permit application select:

- **Application:** select Dwelling Single Detached
- **Type of work:** is either renovation or addition (in rare cases it will be new build)
- **Primary Work Scope:** in most cases this will be filled in automatically
- **Number of Dwelling Units:** enter added and removed
- **Work Description:** provide a description of what you are doing. Is it an accessory building being converted? Is it a tiny house? Is it a new structure? Be as descriptive as possible to help us understand the space.

 **Residential Building Permit** BP-2021-00239 (Draft)

APPLICATION INSTRUCTIONS

- Measurements must be entered in metric.
- Meters Squared is Length (in meters) multiplied by Width (in meters).

APPLICATION

Type of permit you are applying for: Residential Building Permit

*Select the option that best describes the application: (None)

- (None)
- Accessory Structure
- Agriculture
- Aquaculture
- Commercial
- Dwelling - Multiple Units
- Dwelling - Seasonal
- Dwelling - Semi-Detached
- Dwelling - Single Detached
- Dwelling - Townhouse
- Industrial
- Institutional and Governmental
- Mixed Use - Residential & Other Use(s)

*What type of work will be done: (None)

- (None)
- Addition
- Emergency Remediation Work
- New Building
- Renovation

*Pick the primary work scope: (None)

*Number of Dwelling Units

*Added: *Removed:

*Work Description:

[+]
[-]

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3. Provide your contact information and the location of the property where the secondary suite will be located. This can be entered as civic address or as a PID. To enter locations, use the search button and type the address (do not include road, street, avenue etc.). Select the address from the list of returned results. For more detailed instructions on entering an address click [here](#).



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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
Total Area:		

Specific Location:

OWNER/TENANT

* Name:

* Mailing Address:

* City/Town:

* State/Province:

* Zip/Postal Code:

* Phone Number: () -

Email Address:

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4. Complete the Occupancy section of the application. Click Add Occupancy.



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Please enter occupancy information.ADMIN

***OCCUPANCY**

You are responsible for completing the fields marked with an Asterisk, as well as the **Floor** field. Municipal staff will complete the remaining fields.

Occupancy Type: Backyard Suite

Square Meters: is the size (area in metric) of the backyard suite.

Floor: select from the pull-down menu where the suite is located in the outbuilding (ex. Ground floor vs Attic of garage).

***if it is a 2-storey suite it will require an additional occupancy entry for each floor.**
Select **+ Add Occupancy** to create a new entry.



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Please enter occupancy information.ADMIN

***OCCUPANCY**

* Occupancy Type	Building Code Classification	* Square Meters	Floor	Sprinklers?	Heated	Finished
Backyard Suite	(None)	30	<=4UD - Main Floor	(None)	(None)	(None)
Backyard Suite	(None)	30	<=4UD - Other Floors	(None)	(None)	(None) ✖

Screen ID: 1031897

Backyard Suites

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Answer the questions in the application.

Reminder - All fields marked with an Asterix are required, and all measurements are in metric.

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Provide the following information. Note, all mandatory fields [] must be filled in and all measurements must be in metric.*

CONSTRUCTION DETAILS

* What is the Proposed Total Area of the Building Footprint?	<input type="text"/>
* What is the Overall Height of the Building?	<input type="text"/>
* Indicate the proposed number of storeys in building height:	<input type="text"/>
* Indicate which HRM Construction Debris Disposal Location you will use:	<input type="text" value="(None)"/>
* Will a Sprinkler System be Installed?	<input type="text" value="(None)"/>
* Will there be work in the Municipal Right of Way?	<input type="text" value="(None)"/>
* Will there be plumbing installed?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (None)
* Will a Foundation be installed?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (None)

ADDITION / RENOVATION

* Will there be an alteration to the existing External Walls?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (None)
* Will there be an increase to the Height of Building?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (None)
* Will the proposed work alter the existing Sewage Disposal System?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (None)

RESIDENTIAL

Number of Full Baths:	<input type="text"/>	Type of Heat:	<input type="text" value="(None)"/>
Number of Half Baths:	<input type="text"/>	Fireplace:	<input type="text" value="(None)"/>
* Indicate the Number of Existing Residential Units:	<input type="text"/>		
* Indicate the Number of Proposed Residential Units:	<input type="text"/>		

PROJECT VALUE

* Building Project Value:	<input type="text"/>	Mechanical Project Value:	<input type="text"/>
Electrical Project Value:	<input type="text"/>	Plumbing Project Value:	<input type="text"/>
Total Project Value:			\$0.00

HERITAGE

* Municipal Heritage:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (None)
* Provincial Heritage:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (None)

EQUIPMENT

For this permit application, list all the equipment that will be added or changed. Use the Equipment button to add the information.

Description	Quantity
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5. The next step in the application is to upload documents to support your application. (for additional information on how to upload a document please click [here](#).)

The following documents must be provided:

IF an Addition:	If a Renovation (no increase in floor area):
Site Plan	Site Plan
Construction Plan	Floor Plan (Showing Existing)
Elevations	Floor Plan (Showing New)

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Please upload some documents for your application below.ADMIN

DOCUMENTS TO ATTACH

Uploaded	Attachment Type	Description	Sample Form
Required	Construction Plan		Open
Optional	A11 Certification of Field Review	All A11 Certifications of Field Review must be uploaded and approved prior to the issuance of the Certificate of Occupancy or the Certificate of Completion.	None
Optional	A2 Letter of Undertaking - Architectural	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A2 Letter of Undertaking.	None
Optional	A3 Letter of Undertaking - Structural	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A3 Letter of Undertaking.	Open
Optional	A4 Letter of Undertaking - Mechanical	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A4 Letter of Undertaking.	None
Optional	A5 Letter of Undertaking - Electrical	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A5 Letter of Undertaking.	Open
Optional	A8 Letter of Undertaking - Plumbing	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A8 Letter of Undertaking.	Open
Optional	Citadel Rampart Review Letter	A Citadel Rampart statement of compliance from licensed surveyor.	Open
Optional	Energy Efficiency Performance Program Registration		None
Optional	Landscaping Plan		Open
Optional	Location Certificate - Building	The location certificate must be certified by a registered surveyor, showing the location of the Building on the property.	None
Optional	Pro Structural Design / Existing Conditions Letter	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A3 Letter of Undertaking.	None
Optional	Professional Geotechnical Design	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A7 Letter of Undertaking.	Open
Optional	Site Plan - Building	Site plan must include lot dimensions and the footprint of the existing building, proposed addition, and any projections such as decks, roof overhangs and doorsteps. It must also indicate the proposed building's distance from all property boundaries, the location and dimensions of the driveway, existing buildings and setbacks to existing buildings. In addition, watercourse buffer and coastal area information (calculated in accordance with the applicable land use by law), when required. When building is within the service boundary include: -Wastewater, Storm-water and Water Service Laterals -Fire Department connection locations -Hydrant locations	Open
Optional	Supplemental Document	Supplemental Document	None
Optional	View Plane Review Letter	A view plane statement of compliance from licensed surveyor.	Open

UPLOADED DOCUMENTS

+ Upload Files

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Once the documents are uploaded if you have not followed the document naming convention you will need to select the document type from the pull-down list. For information on document naming conventions click [here](#).

UPLOADED DOCUMENTS

+ Upload Files

<input type="checkbox"/> File Name	Document Type	Comments
- (3) New Documents		
<input type="checkbox"/> A-101-SitePlan.pdf	New Site Plan - Building (Site Plan - Building)	Add comment
<input type="checkbox"/> A-102-ConstructionPlan.pdf	New Construction Plan - Building (Construction Pl...	Add comment
<input type="checkbox"/> A-201-Elevations.pdf	New Elevations - Building (Elevations - Building)	Add comment

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6. Contractor's Page

Select your contractor from the list of registered contractors.

- Select 'Add contractor'
- In pop-up window enter contractor's business name
- Click search
- Select your contractor from the list.

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Note: if your contractor does not have a registered account they will not be found in the search. Contact your contractor and have them register with a contractor profile.

If you do not have a contractor leave this field blank. It will be assumed the applicant is doing the work.

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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
--------	------

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7. Contacts Page

The first line of this page populates automatically with the applicant's information. You can now add additional contact information if there are others who should be contacted about the permit. In this section you can specify their relationship to the permit and if they should also receive notifications about this permit.

- Click + Contacts and supply the requested contact information.

If you previously added a contractor, they will also appear here as a contact.

NOTE: all correspondence about the permit will by default go to the applicant.

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+ Contact

Name	Contact Type	Phone	Email	
 Erin Dobson	Applicant	(902) 223-0863	dobson@halifax.ca	✖
 Jason's Incredible Interiors Contractor	Contractor	(902) 476-4488	jthibeau@gmail.com	✖

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8. Attestation and Pay:

- A summary of fees appears on this page.
- You will be required to “sign” the attestation by selecting the box confirming you have read and understand the statement.
- At the bottom of the page you can ‘Pay and Submit’ your permit application.

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
Residential Development Permit Fee	\$200.00	\$200.00
Building Permit Application Fee	\$192.50	\$192.50
Residential Unit Based Solid Waste Fee	\$248.29	\$248.29
Residential Plumbing Fee	\$25.00	\$25.00

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.

You will require the following permit(s) in addition to this one:
Water Permit

Note: In red text at the bottom of this page you will be notified if additional related permits are required. They must be applied for separately. This permit application cannot proceed until the related permits are also submitted (applied for and paid). See image for example.

Note:

- *All backyard suites within the municipal waste-water boundary will require a water permit.
- *If the backyard suite is a new building a lot grading permit will also be required.
- *If a new driveway is required to access an HRM road an ROW-D permit will be required.