

Customer Portal

How To: Print an Issued Permit in the Customer Portal

1. Log in to the customer portal and navigate to the **My Activities** tab.

The screenshot shows the Halifax Customer Portal interface. At the top, there is a dark blue header with the 'HALIFAX' logo on the left and navigation links: 'Welcome,', 'Home', 'Search', 'Pay', 'My Payments', 'Profile', and 'Sign Out'. Below the header, the page title is 'Home' with a subtitle 'Welcome to Halifax Regional Municipality's Online Permitting System'. A message states: '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.' A 'Permitting' box contains links: '> Apply for a Permit', '> Estimate Fees', and '> Inquiries'. Below this are four tabs: 'MY INSPECTIONS', 'MY ACTIVITIES' (which is highlighted), 'MY PROJECTS', and 'MY BUSINESSES'. Under the 'MY ACTIVITIES' tab, there is a 'Show more...' link and a table of permits sorted by date of last activity. The table has columns for Type, File Number, Location, Status, Description, and Created Date. The first row shows a 'Building Permit' (BP-2020-01231) at '77 BRUNELLO BLVD, TIMBERLEA, NS' with a status of 'Issued' and a 'Created Date' of 'Nov 18, 2020'. A 'Request Inspection' link is visible next to the date. The second row shows a 'Fence' (GP-2020-00519) at '65 HINES RD, EASTERN PASSAGE, NS B3G1M4' with a status of 'Withdrawn' and a 'Created Date' of 'Sep 3, 2020'. The third row shows a 'Fence' (GP-2020-01490) with a status of 'Draft' and a 'Created Date' of 'Nov 27, 2020'.

Type	File Number	Location	Status	Description	Created Date
Building Permit	BP-2020-01231	77 BRUNELLO BLVD, TIMBERLEA, NS	Issued	Residential - Dwelling - Single Detached - New Building	Nov 18, 2020 Request Inspection
Fence	GP-2020-00519	65 HINES RD, EASTERN PASSAGE, NS B3G1M4	Withdrawn	Residential - Fence - fence	Sep 3, 2020
Fence	GP-2020-01490		Draft	Commercial - Fence	Nov 27, 2020

Issued

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2. Select the icon to the left of a permit to open the permit file.

Building Permit BP-2020-01231 (Issued)

Status: Issued Application Date: Nov 18, 2020
Issue Date: Mar 8, 2021
Completed Date:
Expiration Date: Mar 8, 2023

Description: Residential - Dwelling - Single Detached - New Building

DETAILS DOCUMENTS INSPECTIONS CONTACTS

DETAILS		RELATED INFORMATION	
Is Master Plan?	<input type="checkbox"/>	Type	Description
Applicant:	Homeowner	 Building Occupancy	Occupancy: Residential Use 95 m2
Type:	Residential	 Building Occupancy	Occupancy: Residential Use 95 m2
Primary Location:	77 BRUNELLO BLVD, TIMBERLEA, NS	 Building Occupancy	Occupancy: Residential Use 95 m2
Specific Location:		 Building Occupancy	Occupancy: Residential Use 95 m2
Work Description:	New, single detached residential building, Brunello Estates	HOLDS	

3. Scroll to the bottom of the page and click the **Download Permit** button.

RENEW PERMIT
You cannot renew this permit at this time.

WITHDRAW PERMIT
You cannot withdraw this permit at this time.

DOWNLOAD PERMIT
[Download Building Permit](#)

AMEND PERMIT
[Amend Building Permit](#)

REQUEST INSPECTION
[Request Inspection](#)

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- The Permit will appear as a PDF in the lower left-hand corner of the screen. Once the download is complete click the to open.

HALIFAX Visit: halifax.ca
Phone: Dial 311 or 1-800-835-6428
Email: contact@halifax.ca

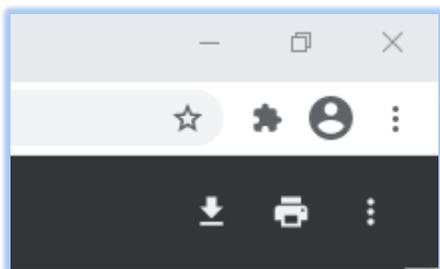
Residential Building Permit

Permit Number: BP-2020-01231

DATE OF PERMIT ISSUANCE March 8, 2021	DATE OF PERMIT EXPIRY March 8, 2023
APPLICANT POSSE User	PROPERTY OWNER(S) CANADIAN INTERNATIONAL CAPITAL INCORPORATED COGSWELL TOWER HALIFAX, NS B3J3K1
ADDRESS OF PROPERTY 77 BRUNELLO BLVD, TIMBERLEA, NS	
LOT DETAILS 214	TYPE OF WORK New Building
TYPE OF STRUCTURE Dwelling - Single Detached	BUILDING CODE PART Part 9
NUMBER OF EXISTING RESIDENTIAL UNITS 0	NUMBER OF PROPOSED RESIDENTIAL UNITS 1
RESPONSIBLE CONTRACTOR No Phone Number	
DESCRIPTION OF WORK New, single detached residential building, Brunello Estates	
CONDITIONS • The 'Framing Inspection - Part 9' and 'Framing Inspection - Part 3' inspections cannot be requested until the 'Location Certificate' document has been provided and approved.	
TERMS • The approval of this Building Permit also serves as approval of a DEVELOPMENT PERMIT.	

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- Use the action buttons in the upper right corner of the screen to Print or download to you computer.



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