

Customer Portal

How To: Print the Final Certificate in the Customer Portal

1. Log in to your Customer Portal Account.
2. From the top menu select **Search**.



3. Select My Permits Search.



4. Enter the known information such as the permit number and click Search.

A form titled "My Permits Search" with a blue border. Below the title is the instruction "Search your permits. Enter at least one criteria from the listed options." The form contains several fields: "Permit Type:" with a dropdown menu showing "(All)"; "Permit Number:" with a text input field containing "GP-2020-01490"; "Created:" with two date input fields (mmm dd, yyyy) and "To:" with two date input fields; "Issued:" with two date input fields (mmm dd, yyyy) and "To:" with two date input fields; "Location:" with a text input field; "Job Status:" with a dropdown menu showing "(All)"; and "Contractor:" with a text input field. A "Search" button is at the bottom left.

Issued

Customer Portal

5. From the results, select the icon to the left of the required permit.

My Permits Search

Type	Permit Number	Location	Status	Created Date	Issue Date
 General Permit	GP-2020-01490	1236 HENRY ST, HALIFAX, NS B3H3J5	Completed	Nov 27, 2020	Mar 9, 2021

[Search Again](#)

6. The permit file will open.

General Permit - GP-2020-01490

Status: Completed Application Date: Nov 27, 2020
Issue Date: Mar 9, 2021
Completed Date: Mar 9, 2021
Expiration Date: Mar 9, 2023

Description: Residential - Fence - fence surrounding property

DETAILS DOCUMENTS PERMIT TYPE DETAILS INSPECTIONS CONTACTS

DETAILS		RELATED INFORMATION	
Type	Description	Type	Description
Applicant:	Homeowner		
Type:	Residential		
Permit Type:	Fence		
Primary Location:	1236 HENRY ST, HALIFAX, NS B3H3J5		
Specific Location:			
Work Description:	fence surrounding property		

HOLDS		
Type	Description	Status
Hold Issuance	Fences that exceed 1.98m (6 1/2') in height must have Community Council approval prior to application approval.	Released

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Customer Portal

7. Select the Documents tab.

General Permit - GP-2020-01490

Status: Completed Application Date: Nov 27, 2020
Issue Date: Mar 9, 2021
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Description: Residential - Fence - fence surrounding property

DETAILS **DOCUMENTS** PERMIT TYPE DETAILS INSPECTIONS CONTACTS

APPROVED DOCUMENTS

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

CERTIFICATES

Certificate Type	Created Date
Completion	Mar 9, 2021

SUPPLEMENTAL DOCUMENTS

8. The PDF file will open.

HALIFAX Visit: halifax.ca
Phone: Dial 311 or 1-900-835-6428
Email: contact@halifax.ca

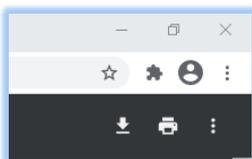
Certificate of Completion

Permit Number: GP-2020-01490

DATE OF CERTIFICATE OF COMPLETION ISSUANCE March 9, 2021	TYPE OF WORK FEN - Fence Construction
APPLICANT POSSE User	PROPERTY OWNER(S) GOV OF DALHOUSIE COL & UNIV. 44-6299 SOUTH ST HALIFAX, NS B3H4H6
TYPE Residential	
ADDRESS OF PROPERTY 1236 HENRY ST, HALIFAX, NS B3H3J5	LOT DETAILS A1
DESCRIPTION OF WORK fence surrounding property	

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9. Click the Print icon in the upper right corner.



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