

Customer Portal Series

How To: View and Submit Revision Requests

During the Review Stage, reviewers may request revisions or additional information on application documents. The permit application will be returned to the applicant as Applicant Revisions, Additional Information Required. During this stage of the permit application, only the application documents are editable. No further changes can be made to the application.

The following document walks through the steps to see, edit and resubmit application documents.

Application Revisions Required

1. The permit is returned to the Applicant by a reviewer during the **In Review** Stage. There are multiple reviewers on a permit application so the permit may be returned to the applicant multiple times.
2. To access the section of the system where revision request information can be viewed, follow the Blue Link: [Additional Info. Required](#) next to the permit in the My Activities Tab.

NOTE: If clicking elsewhere on the file name opens the permit file review tab not the Revisions Portal page. (There will be no re-submit button or changemark information).

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.

[Apply for a Permit](#)

[Estimate Fees](#)

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	
Lot Grading	GP-2021-00499	1258 CHURCH ST, HALIFAX, NS B3J2E8	Applicant Revisions	Residential - Lot Grading - re blasting	Mar 17, 2021	Additional Info. Required
Blasting	GP-2021-00498		Draft	Commercial - Blasting	Mar 17, 2021	
Blasting	GP-2021-00494	1258 CHURCH ST, HALIFAX, NS B3J2E8	Draft	Commercial - Blasting - blasting test	Mar 17, 2021	

Screen ID: 1003851

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3. The Revisions Portal Page will open:

Building Permit BP-2021-00367: Applicant Revisions

Status: Applicant Revisions Application Date: Sep 1, 2022
Issue Date:
Completed Date:
Expiration Date:

Description: Residential Building Permit - Accessory Structure

REVIEW & SUBMIT REVISIONS

REVIEW SUMMARY

Review	Status	Corrections	Comments	Reviewer Comments
Land Development and Subdiv...	Corrections Required	▲ 1		see construction plan re property lines

This section explains required edits to documents. Select **Download Corrections** to open PDF with full details.

CORRECTIONS REQUIRED

File Name	Review	Correction
Construction Plan.pdf	Land Development a...	Changemark note #01 changes required re property line

This is a required field
Please describe the **revisions** that you have made or provide comments to the reviewer about the documents.

Please provide your response:

See Document Markups here
To view marked up documents, select the black download icon beside that document from the markups column. Markups on the documents correlate with the reviewer corrections above (changemarks).

Upload revised documents here
Select the checkbox beside the existing file name to access the Upload Button to **add the new** version of the document. Ensure you select a **Document Type** for all newly added documents. To remove a document from your application, select the checkbox beside the file name and click **exclude document**.

Submit Revisions
Re-submit application by clicking **SUBMIT** at bottom of page.
Note: Do not submit until **ALL** revisions are complete.

UPLOADED DOCUMENTS

Group by: Type Filter by: Markups

File Name	Document Type	Comments	Markups
(2) Supplemental Documents			
<input type="checkbox"/> Construction Plan.pdf	A11 Certification of Field Review	Add comment	▲ ⚙️ ⬇️
<input type="checkbox"/> Elevations.pdf	Location Certificate - Building	Add comment	⚙️ ⬇️
(6) Existing Documents			
<input type="checkbox"/> A2 Letter of Undertaking - Architectural.pdf	Construction Plan - Building (Construction Pla...		
<input type="checkbox"/> A5 Letter of Undertaking - Electrical.pdf	A5 Letter of Undertaking - Electrical (A5 Letter...		
<input type="checkbox"/> A8 Letter of Undertaking - Plumbing.pdf	A8 Letter of Undertaking - Plumbing (A8 Lete...		
<input type="checkbox"/> General Document Configuration.pdf	Site Plan - Building (Site Plan - Building)		
<input type="checkbox"/> HRI Energy Code Checklist and Spreadsheet...	Elevations - Building (Elevations - Building)		
<input type="checkbox"/> On-Site Sewage Disposal System Notification...	Professional Structural Design (Pro Structural ...		

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The Revision Portal Page provides the applicant with:

- A) **Review Comments.** These are notes written by the reviewers who have reviewed the permit application to date.

Each reviewer will have a separate line of comments. Many reviewers will not provide comments if the application is approved for their review.

The Orange Corrections Required Symbol () indicates which document requires corrections.

- B) **Changemark Notes.** Changemarks are notes the Reviewer can add directly to the document to make it easy to see where an edit or change is required within a document. Often the changemark comments are not easily visible in the table.

Each document with Changemarks will have its own entry in the table.

- C) **Download Review Feedback.** This button opens a pdf of each changemark supplied so the changemark notes are more easily visible.

Note: if there are no Changemarks clicking the Download Review Feedback button will have no action. It does not relate to reviewer comments.

- D) **Response Box:** This is a text field that allows the applicant to provide a response to clarification questions asked by the reviewer and provide an overview of changes made to documents. It is the applicant's opportunity to communicate with the reviewer.

Please provide your response:

double checked file - all OK
sorry for the confusion

- E) **Download Changemarks:** this icon () when clicked, downloads the documents with reviewer Changemarks to be viewed in E-plan Viewer; a program within the customer portal that allows Applicant to view the Changemarks. No additional software is required. The document will download in the lower left corner of the screen and will open in E-plans when selected.

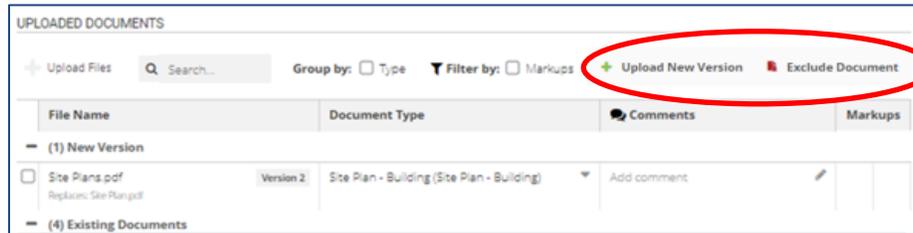
- F) **Uploaded Documents Section:** This section tracks what documents have been uploaded and allows new documents to be uploaded.

- i. **Existing Documents:** These are all the documents previously uploaded as part of the application. The corrections required and changemark download icons will indicate the documents requiring edits.

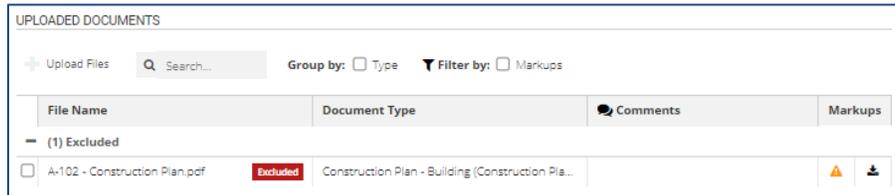
Note: existing documents cannot be deleted but they can be 'excluded'.

- ii. **Upload New Version:** To upload a New Version of a document, and initiate version control, select the box beside the document to replace. This opens the option to Upload New Version of the selected document. The functions are not available until an existing document is selected.

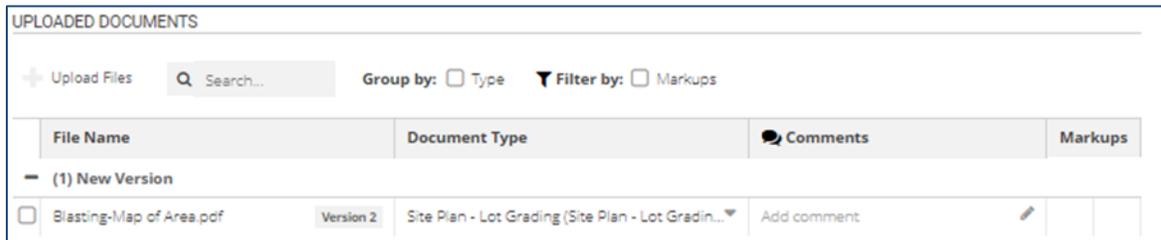
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- iii. **Exclude Document:** The applicant chooses to exclude a document instead of uploading a new version. The document will be marked as excluded. A new document of this “Document Type” must be uploaded if the excluded document is a required document.



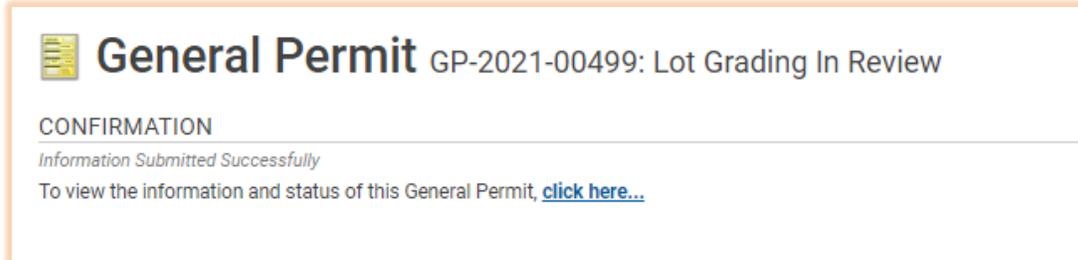
- iv. **Document Type:** the middle column of the uploaded document table sets the document type. The document types are listed within a pull-down menu. Each document must have an assigned corresponding document type selected. If the applicant follows the Document Naming Convention as outlined on the website, then the document type will set automatically. If the naming convention is not followed, the document type must be manually set, or the revisions will not re-submit.



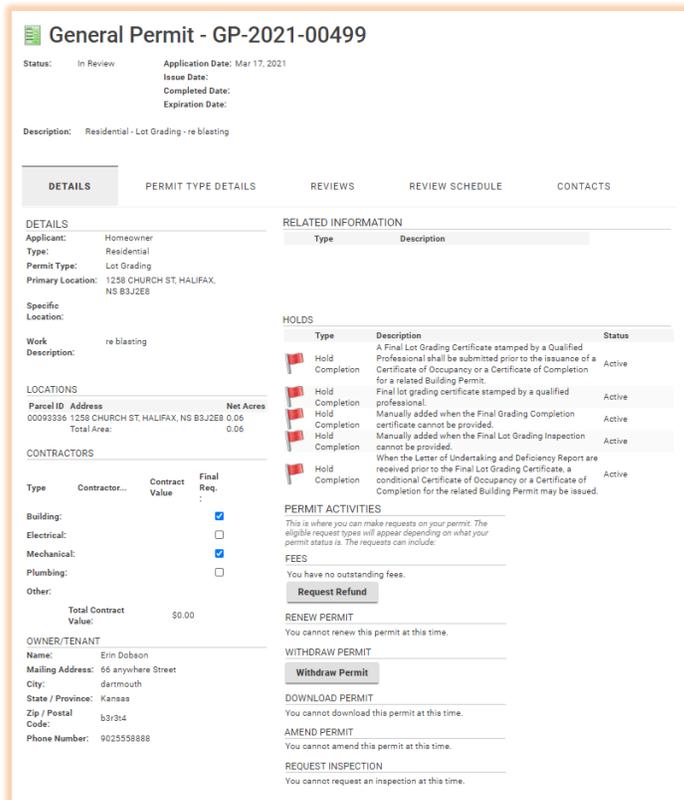
- G) **Submit:** The submit button returns the permit to HRM. Once the revisions are submitted not further changes can be made by the applicant. This Review Portal page is no longer accessible.

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- The system will confirm the submission was successful.



- No Further Action is required.** The permit application is returned directly to the reviewer requesting the revisions and is placed in queue for their re-review. Additional reviewers may be asked to review the revised documents.
- Following the [click here](#) link will open the permit file.



- Note:** Once all reviews are complete and the permit advances to **Ready for Issue** status, the reviewer's comments / revisions requests will no longer be accessible in the customer portal. Only current status tabs are available.

Submitting Revisions