

Customer Portal

How To: Renew a Permit

If you have received an email notification alerting you that your permit is about to expire, but you have not completed the work or inspections, you can request a renewal of the permit through your customer portal account.

1. Open the permit that is set to expire.

The screenshot shows the 'Home' page of the Halifax Regional Municipality's Online Permitting System. It includes a welcome message, instructions on how to manage permits, and a 'Permitting' section with links for 'Apply for a Permit', 'Estimate Fees', and 'Inquiries'. Below this are tabs for 'MY INSPECTIONS', 'MY ACTIVITIES', 'MY PROJECTS', and 'MY BUSINESSES'. A 'Show more...' link is present, followed by instructions on how to monitor permit status and a table of permits.

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.

Permitting

- > Apply for a Permit
- > Estimate Fees
- > Inquiries

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	Description	Status	Created Date
 Right of Way Permit - Development	GP-2021-00212	CLYDE ST Left From: 5500 Left To: 5534, Right From: 5501 Right To: 5535	Commercial - Right of Way Permit - Development - Testing Credit Card	Issued	Request Inspection Feb 3, 2021

Renewing a Permit

Customer Portal

2. Click the Request Permit Renewal button.

General Permit - GP-2021-00212

Status: Issued Application Date: Feb 3, 2021
Issue Date: Apr 30, 2021
Completed Date:
Expiration Date: Apr 30, 2021

Description: Commercial - Right of Way Permit - Development - Testing Credit Card

DETAILS DOCUMENTS PERMIT TYPE DETAILS INSPECTIONS CONTACTS

DETAILS

Applicant: Homeowner
Type: Commercial
Permit Type: Right of Way Permit - Development
Primary Location: CLYDE ST
Left From:5500 Left To: 5534, Right From:
5501 Right To: 5535

Specific Location:

Work Description: Testing Credit Card

LOCATIONS

Parcel ID	Address	Net Acres
	CLYDE ST, HALIFAX, NS	
	Total Area:	

CONTRACTORS

Type	Contractor...	Contract Value	Final Req. :
Building:			<input checked="" type="checkbox"/>
Electrical:			<input type="checkbox"/>
Mechanical:			<input checked="" type="checkbox"/>
Plumbing:			<input type="checkbox"/>
Other:			
Total Contract Value:		\$0.00	

OWNER/TENANT

Name: Jeanne Caldwell
Mailing Address: 123 Anywhere Street
City: Halifax
State / Province: Nova Scotia
Zip / Postal Code: B3J 2M2
Phone Number: 9029999999

RELATED INFORMATION

Type	Description
Right of Way Contractor	Dexter Excavation Inc dba Dexter Phone: (902) 430-6217, License Number: NS34567AB

HOLDS

Type	Description	Status
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PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

RENEW PERMIT

[Request Permit Renewal](#)

WITHDRAW PERMIT

You cannot withdraw this permit at this time.

DOWNLOAD PERMIT

[Download General Permit](#)

AMEND PERMIT

[Amend General Permit](#)

REQUEST INSPECTION

[Request Inspection](#)

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3. System will update to advise that a renewal has been requested.

PERMIT ACTIVITIES
This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES
You have no outstanding fees.

RENEW PERMIT
A renewal has been requested for this permit.

WITHDRAW PERMIT
You cannot withdraw this permit at this time.

DOWNLOAD PERMIT
[Download General Permit](#)

AMEND PERMIT
[Amend General Permit](#)

REQUEST INSPECTION
[Request Inspection](#)

4. Once the renewal has been completed by staff, the expiry date will be updated.

General Permit - GP-2021-00212
Status: Issued Application Date: Feb 3, 2021
Issue Date: Apr 30, 2021
Completed Date:
Expiration Date: Apr 30, 2021

General Permit - GP-2021-00212
Status: Issued Application Date: Feb 3, 2021
Issue Date: Apr 30, 2021
Completed Date:
Expiration Date: May 31, 2021

Renewing a Permit