

# Customer Portal Series

## How to: Apply for a License via the Customer Portal

- Log into your customer portal account.
- If this is your first visit, click to Register for an account.

**HALIFAX**

Welcome to the Online Permitting,  
Planning, Licensing & Compliance  
**Customer Portal**

**Customer Portal Sign In**

Email Address \*

[Forgot Email Address?](#)

Password \*

[Forgot password?](#)

**SIGN IN**

**Register**  
If you have not yet created an account, click [here](#) to register.

# Customer Portal Series

1. On Customer Account Home page, click Apply for or Renew Licenses.

**HALIFAX** Welcome, Erin Dobson Home Search Pay My Payments Profile Sign Out

## Home

Welcome to the Online Permitting, Planning, Licensing & Compliance Customer Portal

Manage your Permits and Licenses using the tabs below.

**My Activities** is the heart of the customer Portal - Track your permits and Licenses in the My Activities tab. Check often for updates.  
**My Inspections** is where you can request and manage Permit-related inspections  
**My Businesses** is where you add and create Business Profiles for your License Applications  
**My Projects** is where you can organize your permits to suit your needs

If your permit or license does not appear in the My Activities tab below, use the Search in the menu above to retrieve. (You must be the applicant for this search to work)

**System Requirements**  
For the best experience using our system:

**Browser must be current** - The following browsers in the most current version are supported: Chrome (Windows and macOS), Firefox (Windows and macOS), Edge (Windows), Safari (macOS).  
**Cookies must be enabled** - Cookies enable many features in the system. If not enabled, the system will not function correctly. Cookies are controlled in your browser settings. The Customer Portal only retains these cookies for the duration of the session; they are deleted when the browser is closed or the session times out.  
**JavaScript must be enabled** - JavaScript allows certain features in the system. If not enabled, the system will not function correctly. JavaScript is controlled in your browser security settings. All supported browsers have at least JavaScript 1.1 installed as a plugin by default, but customers may need to enable it if it has been turned off.  
**Browser Autofill should not be used** - Browser autofill may cause unnecessary errors when using the system.

**Permitting**  
> Apply for a Permit  
> Estimate Fees

**Licensing**  
> Apply for or Renew Licenses

**Compliance**  
> Report an Issue

MY ACTIVITIES **MY INSPECTIONS** MY PROJECTS MY BUSINESSES

Your inspections are listed here on the My Inspections Tab.

Once your certificate is issued, your permits or licenses will no longer appear in your dashboard. Use the Search in the menu above to retrieve your permit.

Inspection Number	Inspection Type	Result	Inspection Report	Cancel Inspection	Requested Date	Scheduled Date	Location	View Permit
								<a href="#">Search...</a>

Screen ID: 1002851

# Customer Portal Series

2. Click on the license type Newspaper Box.

**HALIFAX** Welcome, Erin Dobson Home Search Pay My Payments Profile Sign Out

## Apply for a Business License

Select license type below to open application  
For tips on completing your application visit [halifax.ca](http://halifax.ca)

### Vendor

To sell food (stand or truck) or handmade crafts (artisan) on municipal land, you must have a vendor's license for a specific site.

[Vendor - Artisan](#)  
[Vendor - Food](#)

### Signs

Temporary signs are any signs NOT intended for permanent installation to be used for a limited time.

NS Highway Directional Signs are for businesses or organizations wanting to display an ad along Hwy 333 or Hwy 3.

[Temporary Sign](#)  
[NS Highway Directional Signs](#)

### Vehicle for Hire

(Taxi, Limo, and TNC)

All taxi brokers, independent brokers and transportation network companies (TNCs), and related drivers must be licensed to operate in HRM.

[Vehicle for Hire - Broker / TNC](#)  
[Vehicle for Hire - Driver - Conditional](#)  
[Vehicle for Hire - Driver - Permanent](#)  
[Vehicle for Hire - Owner](#)  
[Vehicle for Hire - Owner - Waitlist](#)

### Newspaper Box

A Newspaper Box is a license to have an unattended box for the purpose of vending or distributing newspapers or periodicals.

[Newspaper Box](#)

### Sidewalk Café

Sidewalk café means a deck, patio, ramp, temp sidewalk, group of tables/chairs situated on a street/ sidewalk for consumption of food/beverages sold to the public.

Seasonal Cafés: Apr 15 to Nov 15 (same calendar year).  
Annual Cafés: one calendar year (renewable).

**NOTE: CAFE CONSTRUCTION IS NOT PERMITTED BEFORE LICENSE IS ISSUED**

[Sidewalk Café Seasonal](#)  
[Sidewalk Café Annual](#)

### Update a Business License

To make changes to an existing license select  
Amend a Business License

To renew an existing license about to expire select  
Renew a Business License

[Amend a Business License](#)  
[Renew a Business License](#)

Screen ID: 122519

# Customer Portal Series

3. Follow the instructions on each page. Enter the required information. Enter the Activity Start Date – that is, the date you require the license to be active. Remember Licensing staff will need time to process every application. Click Next.

**Business License Application** BA-2022-000617 (Draft)

DETAILS

License Type: Newspaper Box

Select the date you intend to begin your licensed work.

\* Activity Start Date:

Screen ID: 1241626

4. Select the Business associated with the license. If there is an existing business associated with your account, it will be available in the dropdown. Otherwise select New Business and fill in all required information. Click Next.

**Business License Application** BA-2022-000617 (Draft)

If you have an existing business profile in our system, select it from the dropdown menu below.  
If you are a new business, select New Business and complete the form to provide required information.

New Business  Existing Business

USE EXISTING BUSINESS

\* Existing Business:

Screen ID: 1239154

# Customer Portal Series

5. At this point, any license specific information will be requested. For a Newspaper Box license, you need to select the location(s) from the pop up and click Select. Click Next.

**Business License Application** BA-2022-000617 (Draft)

NEWSPAPER BOX  
The box shall not exceed 1.25 metres in height nor occupy an area greater than 0.35 square metres.

\*Box Height (m):

\*Box Square Meter Area:

\*24 Hour Service Number: (  )

\*Requested Box Location: **+ Select Box Locations**

\*Name of Newspaper/Periodical:

Screen ID: 162950

LMS Online - Newspaper Box Search - Google Chrome

test-plc.halifax.ca/hfxuatest/pub/lms/selectobjects.aspx?FromObjectId=12910206&EndPoint=BoxLo...

### Newspaper Box Search

Area	Location
<input type="checkbox"/> Dartmouth	110 Wyse Road, rear entrance Dartmouth Sportsplex *
<input type="checkbox"/> Dartmouth	159 Wyse Road, West Side, North of Dawson Street
<input type="checkbox"/> Dartmouth	30 Ochterloney Street, South Side, East of Edward Street *
<input type="checkbox"/> Dartmouth	46 Portland Street, South Side, East of Prince Street
<input type="checkbox"/> Dartmouth	Atlantic Street, South Side, East of Pleasant Street
<input type="checkbox"/> Dartmouth	Highfield Park Drive, North Side, West of Joseph Young Street *
<input type="checkbox"/> Dartmouth	Marilyn Drive, North Side, North of Gaston Road
<input type="checkbox"/> Dartmouth	Pleasant Street, West Side, North of Mawioni Place
<input type="checkbox"/> Other HRM Locations	Lakelands Boulevard, East Side, North St. Margaret's Bay Road *
<input type="checkbox"/> Other HRM Locations	Majestic Avenue, South Side, East of Beaver Bank Road
<input type="checkbox"/> Other HRM Locations	Osborne Street, North Side, East of Northwest Arm Drive
<input type="checkbox"/> Other HRM Locations	Pinegrove Drive, North Side, East of Herring Cove Road
<input type="checkbox"/> Other HRM Locations	Shore Road (Eastern Passage), West Side, North of Sand Key Drive
<input type="checkbox"/> Other HRM Locations	Sidhu Drive, South Side, West of Beaver Bank Road
<input type="checkbox"/> Other HRM Locations	Village Road, East Side, South of Harrigans Road
<input type="checkbox"/> Other HRM Locations	Willett Street, East Side, South of Lacewood Drive *
<input checked="" type="checkbox"/> Quinpool Road Area	6112 Quinpool Road, South Side, West of Vernon Street
<input type="checkbox"/> Quinpool Road Area	6169 Quinpool Road, North Side, West of Vernon Street *
<input type="checkbox"/> Quinpool Road Area	6371 Quinpool Road, North Side, West of Harvard Street
<input type="checkbox"/> Quinpool Road Area	6465 Quinpool Road, North Side, East of Beech Street
<input type="checkbox"/> Quinpool Road Area	Oxford Street, West Side, South of Quinpool Road
<input checked="" type="checkbox"/> Spring Garden Road Area	Cathedral Lane, East Side, South of Spring Garden Road
<input type="checkbox"/> Spring Garden Road Area	Dresden Row, East Side, North of Spring Garden Road *
<input type="checkbox"/> Spring Garden Road Area	South Park Street, West Side, South of Spring Garden Road
<input type="checkbox"/> Spring Garden Road Area	Spring Garden Road, South Side, East of Queen Street *
<input type="checkbox"/> Spring Garden Road Area	Spring Garden Road, South Side, East of Summer Street

# Customer Portal Series

6. Once all information is entered click Next.

**Business License Application** BA-2022-000617 (Draft)

NEWSPAPER BOX

The box shall not exceed 1.25 metres in height nor occupy an area greater than 0.35 square metres.

\* Box Height (m):

\* Box Square Meter Area:

\* 24 Hour Service Number: ( )  -

\* Requested Box Location:

Area	Location	
Downtown Halifax	1310 Hollis Street, West Side, North of Morris Street *	✘
Downtown Halifax	Barrington Street, East Side, North of Duke Street *	✘
Downtown Halifax	Lower Water Street, East Side, North of Salter Street	✘
Quinpool Road Area	6112 Quinpool Road, South Side, West of Vernon Street	✘
Spring Garden Road Area	Cathedral Lane, East Side, South of Spring Garden Road	✘

\* Name of Newspaper/Periodical:

Screen ID: 1629850

7. Upload any Required documents – in this instance Proof of Insurance is Required and includes a short Description to aid you in providing the correct document.

**Business License Application** BA-2022-000617 (Draft)

Upload the required documents outlined below.  
All required documents must be uploaded in order to submit application.  
**Maximum File Size is 100Mb per document.**

DOCUMENTS TO ATTACH

Uploaded	Document Type	Description	Sample Form
	Proof of Insurance	A document proving \$2,000,000 coverage and naming Halifax Regional Municipality as additionally insured.	None Required
	Optional Documents - Business Licensing		None Optional

UPLOADED DOCUMENTS

* Attachment Type	Description	Acceptance Status
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Screen ID: 1240751

# Customer Portal Series

8. Once all files are uploaded, click Next.

## Business License Application BA-2022-000617 (Draft)

Upload the required documents outlined below.  
All required documents must be uploaded in order to submit application.  
**Maximum File Size is 100Mb per document.**

DOCUMENTS TO ATTACH

Uploaded	Document Type	Description	Sample Form	
	Optional Documents - Business Licensing		None	Optional
	Proof of Insurance	A document proving \$2,000,000 coverage and naming Halifax Regional Municipality as additionally insured.	None	Required

UPLOADED DOCUMENTS

[+ Upload File](#)

* Attachment Type	Description	Acceptance Status
Proof of Insurance	Proof of insurance.docx May 31, 2022 at 12:21 PM proof of insurance	Pending 

[Back](#) [Next](#)

Screen ID: 1240751

# Customer Portal Series

- Once all required information for the license has been submitted, an overview will appear and will include any required fees. You can Save the application, Pay Fees & Submit Now, or Pay & Submit Later.

## Business License Application BA-2022-000617 (Draft)

SUBMIT APPLICATION

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### LICENSE INFORMATION

Activity Start Date: Jun 13, 2022

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### BUSINESS

Legal Name: Amazing Business Empire  
Doing Business As: Amazing Newspaper Boxes  
Business Description: various business enterprises including signs, newspaper boxes, vending and limo

Business Phone Number: (902)555-8888 Ext:   
 My licensed location has an address  
 My licensed location does not have an address

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### MAILING ADDRESS:

Street Address: 1791 BARRINGTON ST  
Line 2:  
City / Town: Halifax  
State / Province: Nova Scotia  
Country: Canada  
Zip / Postal Code: B4R5T6  
Physical Address: 1791 BARRINGTON ST, HALIFAX, NS B3J3K9

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### BUSINESS CONTACT INFORMATION:

Business Contact Name: Amazing Business  
Business Contact Email: amazingbusiness@sampleemail.ca  
Business Contact Phone: (902)555-8888 Ext: Type: Mobile  
Secondary Phone: ( ) - Ext: Type: (None)  
Contact Preference: Email

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### BUSINESS OWNERSHIP

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### LICENSE TYPE

Name	Category	NAICS
Newspaper Box	Newspaper Box	4542

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### NEWSPAPER BOX

Box Height (m): 1.20  
Box Square Meter Area: 0.25  
24 Hour Service Number: (902) 555-8888  
Requested Box Locations:

Area	Location
Downtown Halifax	1310 Hollis Street, West Side, North of Morris Street *
Downtown Halifax	Barrington Street, East Side, North of Duke Street *
Downtown Halifax	Lower Water Street, East Side, North of Salter Street
Quinpool Road Area	6112 Quinpool Road, South Side, West of Vernon Street
Spring Garden Road Area	Cathedral Lane, East Side, South of Spring Garden Road

Name of Newspaper/Periodical: Amazing Business Newspaper

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### FEES

The following fees must be paid as part of your license application.

Description	Amount	Balance
Newspaper Box		
Application Fee	\$275.00	\$275.00

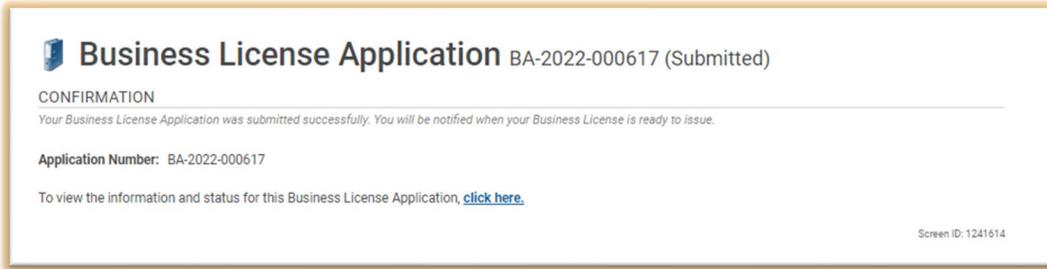
[Back](#) [Save](#) [Pay Fees & Submit Now](#) [Pay & Submit Later](#)

Until the fees are paid the application remains as a Draft and is **NOT** submitted.

HRM can locate the draft in a search but it does not appear in any queues for processing.

# Customer Portal Series

10. Once the fees are paid, a confirmation screen will appear.



**Business License Application** BA-2022-000617 (Submitted)

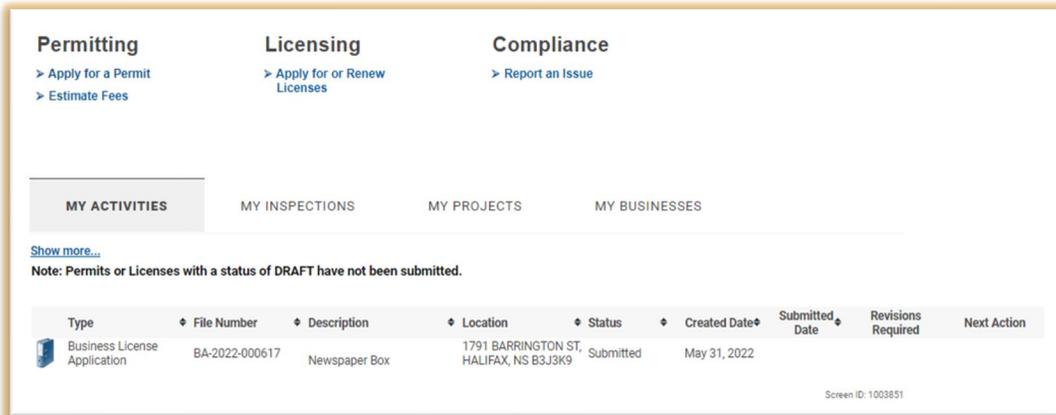
**CONFIRMATION**  
Your Business License Application was submitted successfully. You will be notified when your Business License is ready to issue.

**Application Number:** BA-2022-000617

To view the information and status for this Business License Application, [click here](#).

Screen ID: 1241614

11. Return to the home page of the Customer Portal and the application will appear under the My Activities tab.



**Permitting**  
> Apply for a Permit  
> Estimate Fees

**Licensing**  
> Apply for or Renew Licenses

**Compliance**  
> Report an Issue

**MY ACTIVITIES** MY INSPECTIONS MY PROJECTS MY BUSINESSES

[Show more...](#)

**Note: Permits or Licenses with a status of DRAFT have not been submitted.**

Type	File Number	Description	Location	Status	Created Date	Submitted Date	Revisions Required	Next Action
Business License Application	BA-2022-000617	Newspaper Box	1791 BARRINGTON ST, HALIFAX, NS B3J3K9	Submitted	May 31, 2022			

Screen ID: 1003851