

Business Licenses

How to create a business profile from the customer portal

Individuals apply for licenses. Licenses are issued to a business. Therefore, there must be a Business associated with a license.

Customers can apply for a license from the customer portal for their business. In the first application they will add the business information to allow staff to create a business profile.

All future applications for that business will simply reference the existing business profile.

A customer may have multiple businesses. Each business must have a business profile.

Step 1. From your customer portal account select **Apply for or Renew License** from the home page.

HALIFAX Welcome, Shane Smith Home Search Pay My Payments Profile Sign Out

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.

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

Business Licenses

Step 2. Choose the License Type you wish to apply for. The Application wizard will open to collect information.

Apply for a Business License

Select license type below to open application
For tips on completing your application visit 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](#)

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).

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

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](#)

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](#)

Step 3. Enter the activity start date. Use the Next button to progress through the wizard.

Business License Application BA-2022-000226 (Draft)

DETAILS

License Type: Temporary Sign

* Activity Start Date:

[Next](#)

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Step 4. On the second page of the wizard the system will ask if the License is for an existing business or for a new business.

Choosing **New Business** will open a form to collect business-related information. This information will be used to create a business profile in the system.

Business License Application BA-2022-000226 (Draft)

New Business Existing Business

NEW BUSINESS

* Legal Name:
Doing Business As:
Business Description:

* Business Phone Number: () - Ext:

* Location: My licensed location does not have an address
 My licensed location has an address

MAILING ADDRESS:

* Street Address:
Line 2:
* City / Town:
* State / Province:
* Country:
* Zip / Postal Code:

Please search for your physical address. Only the address number and street needs to be entered. Example: 4292 Branson. Tabbing out will automatically search for the entered address.

Physical Address...

A brief description of the physical location of the business if it cannot be located using the Address search

Location Description:

* Renewal Notification Preference: Mail Email

* Business Contact Name:
* Business Contact Email:

* Business Contact Phone: () - Ext: * Type:
Secondary Phone: () - Ext: Type:

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Step 5. The next page in the Wizard will collect additional information related to the legal structure of the business – Individual or Private Corporation. Depending on which type you select the form will collect different information.

Business License Application BA-2022-000226 (Draft)

BUSINESS OWNERSHIP

Testing Jen

*Licensee Type: Individual Private Corporation

(use my information)

DETAILS

*First Name:

Middle Name:

*Last Name:

Birth Date:

ADDRESSES

MAILING ADDRESS:

*Street Address:

Line 2:

*City / Town:

*State / Province: ▼

*Country: ▼

*Zip / Postal Code:

PHYSICAL ADDRESS:

*Street Address:

Line 2:

*City / Town:

*State / Province: ▼

*Country: ▼

*Zip / Postal Code:

CONTACT INFORMATION

Email:

*Phone Number: () -

Secondary Phone: () -

Contact Preference: ▼

All fields with a Red Asterix * are required and must be completed.

The remaining pages in the wizard will collect license-specific information. When the application is submitted, staff will use the information in these forms to create your business profile.

Once the profile is in the system, all future license applications for that business can reference the existing Business Profile.