

Customer Portal Series

How To: Land Lease Community License Application

1. From the Home Page of the Customer Portal, select *Apply for or Renew Licenses*.

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.
JavaScript must be enabled - JavaScript allows certain features in the system. If not enabled, the system will not function correctly.
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

Land-Lease Community

2. Under **Land Lease Community**, select *Land-Lease Community*

Land Lease Community

To apply for an Annual License to operate an existing Land Lease Community in accordance with Land Lease Community By-Law L-500. Community operators are required to obtain an annual operating license and meet minimum operating standards for services and infrastructure. For more information on LLC By-law, please refer to Land-lease Communities: Supplemental Guide to By-law L-500.

Land-Lease Community

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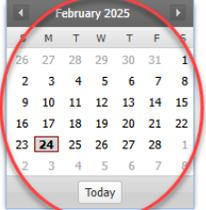
3. Enter the requested *Activity Start Date* for when the license is to start; Click *Next*.

Business License Application BA-2025-000406 (Draft)

DETAILS

License Type: Annual Temporary Sign Business License
Select the date you intend to begin your licensed work.

* Activity Start Date:



The image shows a calendar for February 2025. The date 24 is highlighted with a red circle. The calendar is a standard grid with days of the week (M, T, W, T, F, S, S) and dates from 1 to 29. The 24th is a Wednesday.

4. Check off either *New Business* (see [Create Business Profile Job Aide](#)) or *Existing Business*. If an existing business, choose it in the drop-down field. Click *Next*.

Business License Application BA-2022-000667 (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:

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5. The required documents will need to be uploaded by clicking the *+ Upload File*. Once they're uploaded, choose the attachment type from the dropdown menu.

Note: Each document must be uploaded individually and named.

Attachment Types required will be dependent on the Land Lease community area and whether it is Halifax Water or on Well and Sewer. Although all documents are showing as 'Optional', the *Water Testing Results* for the Chemical testing which is due once a year, and the Bacteria, due quarterly. These are both required at time of application and renewal. Click *Next*.

Business License Application BA-2025-000415 (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
	NS Power Annual Inspection Report		None Optional
	NSECC Facilities Registration Letter		None Optional
	NSECC Sewage Treatment Plant Operating Approval		None Optional
	Optional Documents - Business Licensing		None Optional
	Playground Inspection Report		None Optional
	Water Testing Results		None Optional

UPLOADED DOCUMENTS



* Attachment Type	Description	Acceptance Status
CP 1.docx Feb 24, 2025 at 15:02 PM	Annual Chemical Water Test	Pending
CP 1.docx Feb 24, 2025 at 15:02 PM	NSP Inspection	Pending
CP 1.docx Feb 24, 2025 at 15:02 PM	Playground Inspection Report	Pending
CP 2.docx Feb 24, 2025 at 15:02 PM	Quarterly Water Bacterial Test - initial	Pending

NS Power Annual Inspection Report
NSECC Facilities Registration Letter
NSECC Sewage Treatment Plant Operating Approval
Optional Documents - Business Licensing
Playground Inspection Report
Water Testing Results

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* Attachment Type	Description	Acceptance Status
NS Power Annual Inspection Report CP 1.docx Feb 24, 2025 at 15:02 PM	NSP Inspection	Pending
Water Testing Results CP 1.docx Feb 24, 2025 at 15:02 PM	Annual Chemical Water Test	Pending
Water Testing Results CP 2.docx Feb 24, 2025 at 15:02 PM	Quarterly Water Bacterial Test - initial	Pending
Playground Inspection Report CP 1.docx Feb 24, 2025 at 15:02 PM	Playground Inspection Report	Pending





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6. Acknowledge *Customer Attestation* by selecting the checkbox to advise you have read and understand the information.

Note: Until the fees are paid, the application remains as a draft and is NOT submitted. It will not appear in any queue for processing until the fees are paid, and the application is submitted.

Once the details are confirmed, click *Pay Fees & Submit Now*.

Business License Application BA-2025-000415 (Draft)

SUBMIT APPLICATION

CUSTOMER ATTESTATION

I certify I am submitting this application, including all of the required supporting information, for approval with the consent of the owner(s) of the subject property(s). My identification as the applicant means that I am the primary contact with HRM in all matters pertaining to this application unless otherwise noted. I also consent to have non-personal details of the application shared publicly through HRM's Open Data Program.

LICENSE INFORMATION

Activity Start Date: Feb 24, 2025

BUSINESS

Legal Name: Amazing Business Empire
Doing Business As: Amazing Business Empire
Business Description:

Business Phone Number: (902)999-9999 **Ext:**

My licensed location has an address
 My licensed location does not have an address

MAILING ADDRESS:

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

BUSINESS CONTACT INFORMATION:

Business Contact Name: Martie Amazing
Business Contact Email: mramazing@amazingbusiness.ca
Business Contact Phone: (902)999-9999 **Ext:** **Type:** Mobile
Secondary Phone: () - **Ext:** **Type:** (None)
Contact Preference: Email

BUSINESS OWNERSHIP

LICENSE TYPE

Name	Category	NAICS
Land Lease Community	Land Lease Community	5313

FEES

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

Description	Amount	Balance
LLC Operating License Application Fee	\$260.00	\$260.00

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

COLLECTION AND USE STATEMENT

Halifax Regional Municipality (HRM) is committed to protecting your personal information. HRM's online permitting, licensing and compliance system - POSSE LMS - is hosted by Computronix. Computronix stores the information you provide to its servers in Canada. Computronix is required to protect your personal information in a manner that is consistent with HRM's legislative obligations.

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the processing of your application and for the management and administration of the permitting, licensing and compliance system. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-943-2148 or email: privacy@halifax.ca.

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7. On the Checkout Page, enter in details of the payment method.

EXAMPLE:

Checkout

Contact information

First Name Last Name

Email Phone Number (Optional)

Payment Method



Cardholder Name

Card Number MMY CW

Billing Address

Address Line 1

Address Line 2 (optional)

City

Country Province Postal Code

Order Summary

Total **\$260.00**

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