

CUSTOMER PORTAL

Introduction To Townhouse & Semi-Detached Building Permits

General Summary

Residential Building Permits for townhouses, rowhouses or semi-detached homes have different functionality and processes the applicant must follow to allow tracking of unit-by-unit inspections and occupancy.

The Building Permit application on the customer portal, and the application process from submission to issuance for these types of permits are consistent with other residential building permit types. However, the difference is when **Related Building Structure** is Dwelling -Townhouse or Dwelling-Semi-Detached, individual sub-permits for each unit will be created when the Residential Building Permit is **Issued**. The sub-permits are created automatically by the system and are intended to allow easy tracking of inspections and the issuance of occupancy per unit.

Note: All documents, fees, holds, reviews and revisions are attached to / conducted on the Residential Building Permit, not the sub-permits. After issuance, any changes required are requested through an amendment to the Residential Building Permit, not the sub-permits.

1. Building Permit Application

- A. Select Dwelling-Townhouse or Dwelling-Semi-Detached as the Related Building Structure in the Residential Building Permit application.

APPLICATION	
Type of permit you are applying for:	Residential Building Permit
*Select the appropriate related building structure:	Dwelling - Townhouse ▼
*Select the type of work:	New Building ▼

- B. Complete application as usual.

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2. Building Permit Issued

- C. When the Building Permit is **Issued**, sub-permits for each unit will auto-generate in a status of Issued. These will be visible on the My Activities Tab.

Sub-Permits have the same Building Permit Number and are identified by an additional three-digit suffix.

Example:

Residential Building Permit: BPRES-2025-00511

Sub-Permit for the first unit: BPRES-2025-00511-**001**

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Select 'Show more' to load additional IN-PROGRESS applications.

Note: Applications with a status of DRAFT have not been submitted.

Attention	Link To File	Revisions Required	Next Action	Type	File Number	Applicant Name	Description	Location	Status
			Request Inspection	Townhouse - Unit Sub Permit	BPRES-2025-00511-003	Training Account	New Building, New Building, example of a townhouse build with three units	1 SAMPSON DR, LOWER SACKVILLE, NS B4C2T7	Issued
			Request Inspection	Townhouse - Unit Sub Permit	BPRES-2025-00511-002	Training Account	New Building, New Building, example of a townhouse build with three units	1 SAMPSON DR, LOWER SACKVILLE, NS B4C2T7	Issued
			Request Inspection	Townhouse - Unit Sub Permit	BPRES-2025-00511-001	Training Account	New Building, New Building, example of a townhouse build with three units	1 SAMPSON DR, LOWER SACKVILLE, NS B4C2T7	Issued
			Request Inspection	Residential Building Permit	BPRES-2025-00511	Training Account	New Building, New Building, example of a townhouse build with three units	1 SAMPSON DR, LOWER SACKVILLE, NS B4C2T7	Issued

Sub-Permits -001, -002, -003

Building Permit

- D. Within Townhouse and Semi-Detached permit files there is a “**Sub-Permits**” tab not present for other building permit types.
- The Sub-Permit Tab allows easier management of, and navigation between, the building permit and its sub-permits.

Residential Building Permit BPRES-2025-00511 (Issued)

Status: Issued

Application Date: Aug 27, 2025

Issue Date: Aug 27, 2025

Completed Date:

Expiration Date: Aug 27, 2027

Description: Residential Building Permit - Dwelling - Townhouse

DETAILS DOCUMENTS INSPECTIONS **SUB-PERMITS** CONTACTS

Parent Permit: [BPRES-2025-00511](#)

Permit

- ZSUB BPRES-2025-00511-001: Issued (Dwelling - Townhouse - New Building - New Building)
1 SAMPSON DR, LOWER SACKVILLE, NS B4C2T7 (Training Account)
- ZSUB BPRES-2025-00511-002: Issued (Dwelling - Townhouse - New Building - New Building)
1 SAMPSON DR, LOWER SACKVILLE, NS B4C2T7 (Training Account)
- ZSUB BPRES-2025-00511-003: Issued (Dwelling - Townhouse - New Building - New Building)
1 SAMPSON DR, LOWER SACKVILLE, NS B4C2T7 (Training Account)

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3. Inspections

There are no units associated with the Building Permit for townhouse and semi-detached permits.

- E. The Footing and Foundation inspections for the entire structure will be requested on the main building permit. If the structure is built in phases, multiple footing and foundation inspections will be required, one for each phase, requested on the Building Permit.

Request an Inspection

 Building Permit (BPRES-2025-00511)

DETAILS

Contact Phone Number:

(902) 765 - 1234

Requested Date:

Aug 28, 2025

Requested Time:

☐ AM ☐ PM ☒ (Any Time)

Special Instructions for Inspector:

Request Type of Inspection	Latest Inspection Result	Recommended Inspection Order
<input type="checkbox"/> Building - Part 9 - Footing	Not Requested	1 Mandatory
<input type="checkbox"/> Building - Part 9 - Foundation	Not Requested	1 Mandatory

Request Inspection

Cancel Inspection Request

- F. All remaining inspections are requested on the sub-permit for each unit.

Request an Inspection

 Building Permit (BPRES-2025-00511-001)

DETAILS

Contact Phone Number:

(902) 765 - 1234

Requested Date:

Aug 28, 2025

Requested Time:

☐ AM ☐ PM ☒ (Any Time)

Special Instructions for Inspector:

Request Type of Inspection	Latest Inspection Result	Recommended Inspection Order
<input type="checkbox"/> Building - Part 9 - Below Grade Insulation	Not Requested	0 Mandatory
<input type="checkbox"/> Building - Part 9 - Final	Not Requested	0 Mandatory
<input type="checkbox"/> Building - Part 9 - Framing	Not Requested	0 Mandatory
<input type="checkbox"/> Building - Part 9 - Prior to Drywall	Not Requested	0 Mandatory
<input type="checkbox"/> Building - Plumbing - Part 9 - Rough In	Not Requested	0 Mandatory
<input type="checkbox"/> Building - Plumbing - Prior to Occupancy	Not Requested	0 Mandatory
<input type="checkbox"/> Building - Plumbing - Underground	Not Requested	0 Mandatory

Request Inspection

Cancel Inspection Request

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4. Amendments

- G. All documents, reviews and approvals are attached to the building permit; therefore, all amendments are made through the building permit.

No amendments on individual sub-permits are possible.

All relevant updates to sub-permits will be auto updated when an amendment is completed on the building permit.

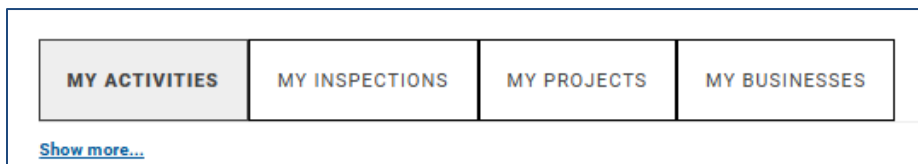
Amendment requests for townhouse and semi-detached building permits are requested the same as any other building permit amendment request.

Amendments to add additional units will result in additional Sub-Permits being created when the Building Permit is re-issued. The additional Sub-Permits will be numbered beginning with the next number in Sub-Permit sequence.

5. Occupancy Certificates

- H. When all Inspections on a sub-permit are **Passed**, the occupancy certificate for that unit will be issued, and the related sub-permit will complete.
- No occupancy certificate will be issued if a local hold exists on the sub-permit (related to that specific unit).
 - The occupancy certificate for the last unit will not be issued if any holds remain on the Building Permit.
 - Example:
 - Required Water or Lot Grading Permits
 - Outstanding Fees
- I. When all sub-permits are **Complete**, the Building Permit will auto complete.
- J. All occupancy certificates associated to you or your contractor account are available through the Customer Portal – My activities Tab - “Show More...” link – “*Show Completed Permits...*” link.

- a. Click the “[Show more...](#)” link



- b. Click the “[Show Completed Permits...](#)” link

CUSTOMER PORTAL

MY ACTIVITIES

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Note: Application with a status of DRAFT have not been submitted.

[Show Completed Permits...](#)

- c. All Completed Permits related to your account will be listed in the **Completed Permits** table.

All occupancy certificates are available to download.

NOTE: Since there are no units associated with the Building Permit, there is no occupancy certificate for the Building Permit.

Occupancy certificates are only available for the sub-permits representing each unit.

The table can be sorted (by clicking any column header) and can be searched by selecting the [“Search...”](#) link at the bottom of the table.

MY ACTIVITIES

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Note: Application with a status of DRAFT have not been submitted.


[Hide Completed Permits...](#)

COMPLETED PERMITS

Link To File	Type	Permit Number	Applicant Name	Description	Location	Completed Date	Certificate
	Residential Building Permit	BPRES-2025-00341	Jason Test jason.thibau@halifax.ca	New Building, New Building, Testing Inspections	19 CHICORY LANE, BEDFORD, NS B4B0W6	Jun 4, 2025	
	Semi-Detached - Unit Sub Permit	BPRES-2025-00341-001	Jason Test jason.thibau@halifax.ca	New Building, New Building, Testing Inspections	19 CHICORY LANE, BEDFORD, NS B4B0W6	Jun 3, 2025	Download
	Semi-Detached - Unit Sub Permit	BPRES-2025-00341-002	Jason Test jason.thibau@halifax.ca	New Building, New Building, Testing Inspections	19 CHICORY LANE, BEDFORD, NS B4B0W6	Jun 4, 2025	Download
	Semi-Detached - Unit Sub Permit	BPRES-2025-00341-003	Jason Test jason.thibau@halifax.ca	New Building, New Building, Testing Inspections	19 CHICORY LANE, BEDFORD, NS B4B0W6	Jun 4, 2025	Download
	Semi-Detached - Unit Sub Permit	BPRES-2025-00341-004	Jason Test jason.thibau@halifax.ca	New Building, New Building, Testing Inspections	19 CHICORY LANE, BEDFORD, NS B4B0W6	Jun 4, 2025	Download

[Search...](#)

- K. If a certificate is required to attest the entire building is complete, a Completion Certificate can be downloaded directly from the Building Permit file – Documents tab.

 Residential Building Permit BPRES-2025-00356 (Completed)

Status: Completed

Application Date: Jun 10, 2025

Issue Date: Jul 31, 2025

Completed Date: Jul 31, 2025

Expiration Date: Jul 31, 2025

Description: Residential Building Permit - Dwelling - Townhouse

DETAILS

DOCUMENTS

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SUB-PERMITS

CONTACTS

APPROVED DOCUMENTS

Document Type

Approved Date

No approved documents are available at this time.

CERTIFICATES

Certificate Type

Created Date

[Download](#) Completion Jul 31, 2025