How to: Apply for a Permit Online

Step 1: from Customer Portal Account Home page, click Apply for a Permit:
Step 2: Select permit type.

Apply for a Permit

Before you begin a new permit application, ensure you have reviewed our Permitting Web Pages and How To Guides.

1. Review the detailed information about the different Permit Types.
2. Review the different Building Structures/Use Designations.
3. Review the different Types and Scopes of Work.

- Draft permits are created as soon as you select a permit type.
- Save your permit and come back to work on it anytime.
- Permits stay in draft until paid and submitted.

Get started by selecting a permit type below.

House & Home Permits

- Fence Construction
- Swimming Pool Permit
- Residential Building Permit
- Solar Permit
- Deck Permit
- Mobile Home Permit

Commercial Permits

- Mixed Use & Commercial Building Permit
- Sign Permit

Street & Services Permits

- Water Permit
- Right of Way Permit
- Development - Right of Way Permit

Related/Additional Permits

- Application to Occupy
- Lot Grading Permit
- Development Overlay Permit
- Blasting Permit
- Demolition Permit
- Grade Alteration Permit
Customer Portal Series

Important to note:

- Once a new permit application is initiated, it is in the system as a **draft**. Ensure to look at the **My Activities tab** on the homepage and reopen a draft permit application, instead of creating a new permit.
- Question ‘What is your relationship to this permit?”, will only appear if there is a Contractor Profile is linked to the customer account (with the contractor name appearing in brackets).

Step 3: Complete the form. All mandatory fields are marked with a red asterisk.

[Image of Deck Permit application form]

Mandatory details throughout the application process will have an Asterix *
Step 4: **Add an Address**

a. Click **Search** to open pop-up window

```
<table>
<thead>
<tr>
<th>Parcel ID</th>
<th>Address</th>
<th>Net Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-212-464</td>
<td>128 Ponderosa Dr.</td>
<td>B3E109</td>
</tr>
</tbody>
</table>
```

b. Enter all or part of the address.
   Do Not enter Street / Road Etc.
   Click **Search** button

c. Check box to choose address from the list
   Click Select.

d. Selected address will be shown on the permit.
e. **Specific Location**: Optional field.

Add information when applicable. (For example, could indicate an accessory structure is located at the back of the property.)

**Step 5: Input Owner/Tenant information and click Next.**

- This area does not automatically list customer account information.
- This information can be different than the customer account and is not verified against the customer account.
Step 6: Input Additional Permit Details:

a. Indicate the number of decks being constructed: 1 or more for same site.

b. Are you installing a retaining wall and/or making changes to Grade Contour?: yes/no
   If yes, also apply for a Lot Grading Permit (2 units or less), or a Grade Alteration Permit (3 units or more).

c. Total Contract Value: Input the value of the build.

d. Click Next.

Step 7: Upload Permit Documents

a. Documents required for the permit will be listed.
b. Two options to upload documents:
   i. Click Upload Files to search for and upload files, or
   ii. Have files ready in a folder, select the files, then drag and drop the files to the Drop Files Here section.

c. Once documents have been uploaded, they will appear with New at the end of the File Name.
d. Assign Document Type:
   i. Click drop down arrow to view required Application Documents.
   ii. Choose Document Type for each uploaded file, and add comments as needed.

f. If a file was added in error, click in the checkbox to highlight and click Delete.
g. Click Next at the bottom of the page to continue.
Step 8: Add contractors to the application

Important to note:
- This is to link registered Contractor(s) to the permit application
- A Contractor must already be registered to be linked to the permit application
- A Contractor cannot be added within this area of the permit application

a. Click Add Contractors button

b. Input Contractor Company Business Name and click Search.

c. Click box beside correct Contractor and click Select.
Customer Portal Series

- From pull down menu select type of Contractor.
- At least one contractor in the list must be designated as the “prime contractor”.

![Deck Permit GP-2020-00296 (Draft)](image)

**CONTRACTORS**

Enter the Contractors that will be performing the work. The Contractors listed must cover all the License Types listed above.

**Add Contractors**

<table>
<thead>
<tr>
<th>Prime</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Building Contractor</td>
</tr>
</tbody>
</table>

- Add Additional Contacts if Needed

![Deck Permit GP-2020-00296 (Draft)](image)

**Contact**

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Type</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business U Test</td>
<td>Contractor</td>
<td>(902) 111-111</td>
<td><a href="mailto:todddo@halifax.ca">todddo@halifax.ca</a></td>
</tr>
<tr>
<td>Dodi Todd</td>
<td>Applicant</td>
<td>(902) 555-4466</td>
<td><a href="mailto:Dodi.Todd@Halifax.ca">Dodi.Todd@Halifax.ca</a></td>
</tr>
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**Applying for a Permit via Customer Portal**
Customer Portal Series

Step 9:

a. Review fees.

b. Check box after reviewing Customer Attestation. Checking box means you accept the terms in the attestation.

c. You can now Save your application and return at a later time or

Pay Fees & Submit Application:

Online payments can be made using a credit card. For other methods of payment (cheque, cash, etc.) you must go to a customer service centre.

NOTE – The Pay Fees & Submit Application button does not appear until you have confirmed your Customer Attestation.
Customer Portal Series

Step 10: Checkout

a. Input contact information and payment details.

b. The system allows the user to save the card information, but it is not required.
Customer Portal Series

Step 11: Permit Confirmation of Submission:

a. Note Permit Number for the application.
b. To view the permit information, click the blue text link.

![Deck Permit GP-2020-00296 (Submitted)](image-url)

**CONFIRMATION**

Submission Successful.

**Permit Number:** GP-2020-00296

To view the information and status for this Deck Permit Application, [click here](image-url).
Step 12: Review Permit Information:

This is an optional step. You can log out or begin another application if you do not wish to review the permit application.

a. Details Tab

![General Permit - GP-2020-00296](image)
Customer Portal Series

Applying for a Permit via Customer Portal

b. Documents tab

![Documents Tab Screenshot]

- **General Permit - GP-2020-00296**
  - **Status:** Submitted
  - **Application Date:** Jul 7, 2020
  - **Issue Date:**
  - **Completed Date:**
  - **Expiration Date:**
  - **Description:** Residential - Deck - Building deck at back of house

**Details Tab**

**Documents Tab**

- **APPROVED DOCUMENTS**
  - **Document Type**
  - **Approved Date**
  - No approved documents are available at this time.

- **CERTIFICATES**
  - **Certificate Type**
  - **Created Date**
  - No certificate is available at this time.

**SUPPLEMENTAL DOCUMENTS**

- **File Name**
- **Document Type**
- **Comment**
- **Markups**

- (2) New Documents
  - **Deck-Site Plan.pdf**
  - **Site Plan - Deck (Site Plan - Deck)**
  - **Add comm.**
  - **Add markups**

  - **Deck-Brochure.pdf**
  - **Deck Brochure (Deck Brochure)**
  - **Add comm.**
  - **Add markups**

- **c. Permit Type Details Tab**

![Permit Type Details Tab Screenshot]
Customer Portal Series

d. Contacts Tab

![General Permit - GP-2020-00296](image)

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Step 13: Return to Home Page

a. Click Home from upper right menu to return to the dashboard.
   Click My Activities tab to see permit applications
   By default list is newest on top

b. From the My Activities Tab you can monitor the permit status as it progresses through the application stages.