## **Customer Portal**



## How To: Submit a Location Certificate as a part of your permit application

**Location certificates** are required after a permit has been issued but before a certificate of occupancy can be issued. Locations certificates are provided by qualified surveyors.

- 1. Open the permit file
  - From the customer portal home page open the My Inspections Tab and select the Permit link to open.

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.											
Permitting > Apply for a Permit > Estimate Frees > Inquiries	]										
MY INSPECTI	ONS	MY ACTIVITI	ES MY PR	OJECTS	MY BUSI	INESSES					
Your inspections are listed here on the My Inspections Tab. Sort this tab by selecting column title or use the blue search link below.											
Once your certificate is issued, your permits will no longer appear in your dashboard. Use the Search in the menu above to retrieve your permit.											
Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Location	View Permit				
FENCE-2021-05629-005 FENCE-2021-05629-01 FENCE-2021-05629-02 FENCE-2021-05629-03 FENCE-2021-05629-04		Cancel Inspection Cancel Inspection Cancel Inspection Cancel Inspection	Building Engineering Engineering Traffic Management Traffic Management	Apr 22, 2021 mmm dd, yyyy mmm dd, yyyy mmm dd, yyyy mmm dd, yyyy	Apr 22, 2021 Apr 22, 2021 Apr 22, 2021 Apr 22, 2021 Apr 22, 2021 Apr 22, 2021		Parmit Parmit Parmit Parmit Parmit 24850				

2. Scroll to the bottom of the permit and select Amend Permit.



**Location Certificates** 



## **Customer Portal**



- 3. On the Amendment:
  - *a.* Page describe the change in this case: providing a location certificate as part of my permit requirements.
  - *b.* Select Upload supplemental file and drag and drop the location certificate into the box or select it from its saved location.
  - c. Change the document type to: Location Certificate Building

	Building Permit BP-2020-01343: Issued										
	Stat	us: Issued	Application Date: Issue Date: Completed Date: Expiration Date:	Nov 22, 2020 Nov 22, 2020 Nov 22, 2022							
	Des	cription:	Residential - Dwelling - S	ingle Detached - New Building							
a	) * Ame	endment Description:									
$\bigcirc$	UPLOADED DOCUMENTS										
b	+	Upload Supplemental Fil	e <b>Q</b> Search	Group by: 🗌 Type 🛛 Y Filter by: 🗌	) Markups						
		File Name		Document Type	👤 Comments	Markups					
	-	(3) Existing Documen	ts	c							
		A-101 - Site Plan.pdf		Site Plan - Building (Site Plan - Building)							
		A-102 - Construction Pl	an - 77 Brunello.pdf	Construction Plan - Building (Construction Pla.	uš						
		A-201 - Elevations - 77	Brunello.pdf	Elevations - Building (Elevations - Building)							

## 4. Click Submit

The permit is now submitted as an amendment which will ensure all reviewers receive and review the location certificate.

Note: the status of your permit now reads Amendment Review.



Location Certificates