## **Customer Portal**



## How To: Renew a Permit

If you have received an email notification alerting you that your permit is about to expire, but you have not completed the work or inspections, you can request a renewal of the permit through your customer portal account.

1. Open the permit that is set to expire.

Home						
Welcome to H	lalifax Re	gional Municipal	ity's Online	Permitting Systen	n	
Manage your permi	its via the tab	os below. Track your perr	nit in the My Ac	tivities tab. Check often fo	or updates.	
If your permit does	not appear in	n the tabs below, use the	Search in the n	nenu above to retrieve you	r permit.	
		1				
Permittir	ng					
➤ Apply for a Permit						
≻ Estimate Fee > Inquiries	9 <b>S</b>					
2 inquines		]				
MY INSPECTIONS	MY	ACTIVITIES	PROJECTS	MY BUSINESSES		
how more Nonitor the status of your	permits here. No	te: Permits with a status of DR	AFT have not been	ubmitted.		
Sort the table by selecting To address permits return			icon to access the a	pplication, see notes from staff, a	and make chang	es.
To address permits return	ned as "Applicant		dditional Info Requi	red to access the section where y		
Туре	File Number	Location	Description		Status	Created Date
Right of Way Permit - Development	GP-2021-00212	CLYDE ST Left From: 5500 Left To: 5534, R From: 5501 Right To: 5535	ight Commercial - Testing Credit	Right of Way Permit - Development - Card	Issued	Request Inspection Feb 3, 2021



**Renewing a Permit** 

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2. Click the Request Permit Renewal button.

0		001 000	10			
Gene	ral Permit - GP-2	021-002				
Status: Issue	Application Date:	Feb 3, 2021				
	Issue Date:	Apr 30, 2021				
	Completed Date:					
	Expiration Date:	Apr 30, 2021				
escription: Con	nmercial - Right of Way Permit - Develop	ment - Testing Credit	Card			
DETAILS	DOCUMENTS	PERMIT TYPE	ETAILS	INSPECTIONS	CONTACTS	
DETAILS			RELATED INFO	ORMATION		
Applicant:	Homeowner		Туре	Description	in the disc	
Type: Recentle Turnet	Commercial		Right of V	Nay Phone: (002) 4	ion Inc dba Dexter 30-6217, License Number:	
Permit Type:	Right of Way Permit - Development CLYDE ST		Contracto	NS34567AB		
Primary Location:	Left From:5500 Left To: 5534, Right Fro 5501 Right To: 5535	im:				
Specific Location:			HOLDS			
Location:			Туре	Description	Status	
Work	Testing Credit Card		DEDLUT LOT	17150		
Description:			PERMIT ACTI	Arrest the data and the second s	and the	
LOCATIONS			eligible request typ	can make requests on your pe pes will appear depending on v he requests can include:		
Parcel ID Address	Net Acres		FEES			
Total Area:			You have no outstanding fees.			
			RENEW PERMIT			
CONTRACTORS			Request Per	mit Renewal		
Tuno Contr	actor Contract Value Final F	and i				
	actor Contract value Final P	ALC: NO.	WITHDRAW PE			
Building:			You cannot with	draw this permit at this time	t.	
Electrical:			DOWNLOAD PE	RMIT		
Mechanical:			Download Ge	eneral Permit		
Plumbing:				r		
Other:	ther:			AMEND PERMIT Amend General Permit		
Total Co	ntract Value: \$0.00		Amend Gene	eral Permit		
OWNER/TENANT			REQUEST INSP	ECTION		
Name:	Jeanne Caldwell		Request Insp	pection		
Mailing Address:	123 Anywhere Street					
	Halifax					
State / Province:	Nova Scotia					
Zip / Postal	B3J 2M2					
Code:						



**Renewing a Permit** 

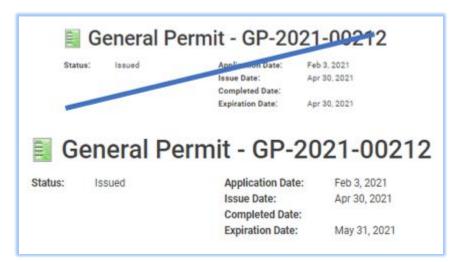
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3. System will update to advise that a renewal has been requested.

PERMIT ACTIVITIES This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:					
FEES					
You have no outstanding fees.					
RENEW PERMIT					
A renewal has been requested for this permit.					
WITHDRAW PERMIT					
You cannot withdraw this permit at this time.					
DOWNLOAD PERMIT					
Download General Permit					
AMEND PERMIT					
Amend General Permit					
REQUEST INSPECTION					
Request Inspection					

4. Once the renewal has been completed by staff, the expiry date will be updated.



**Renewing a Permit** 

