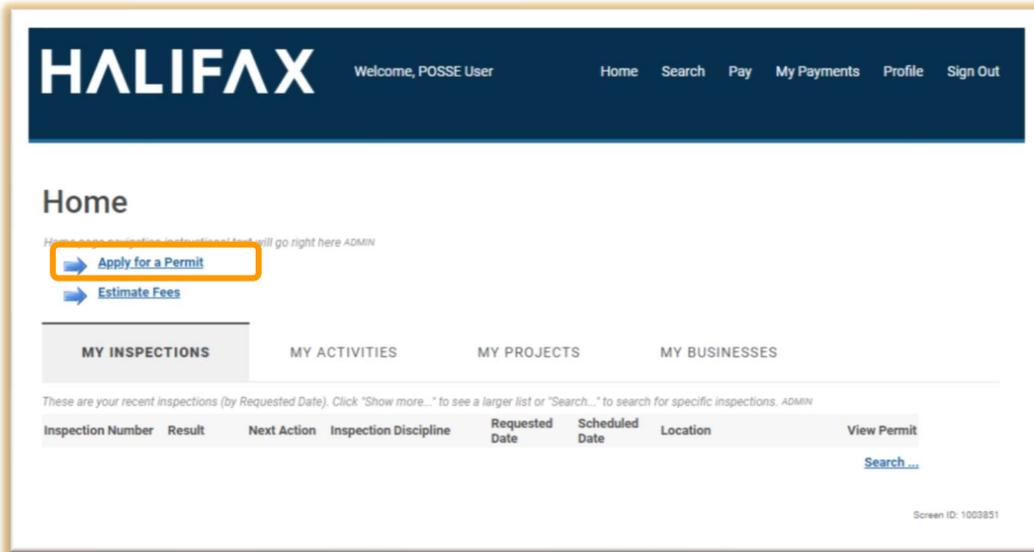


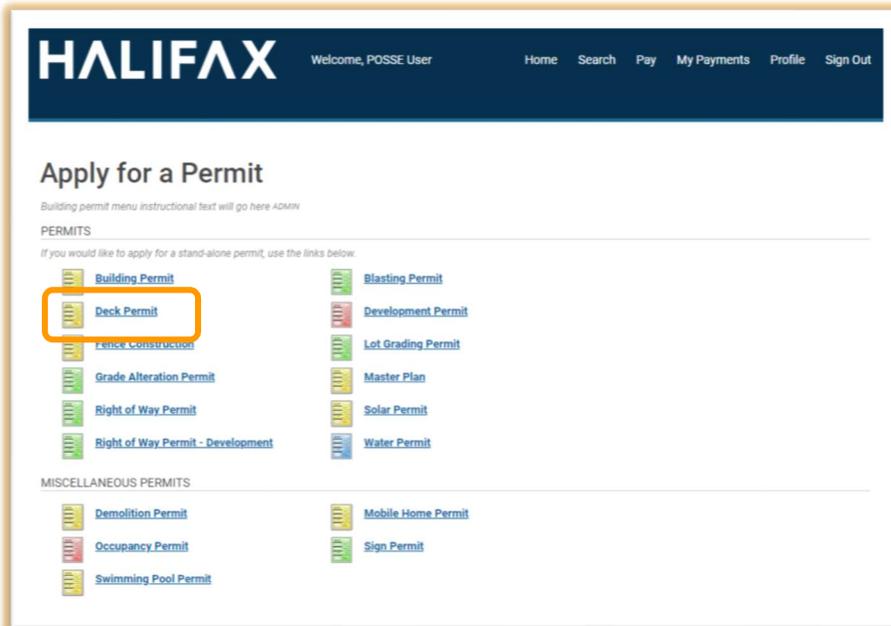
# Customer Portal Series

## 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.



# 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.**

**HALIFAX** Welcome, Dodi Todd Home Search Pay My Payments Profile Sign Out

## Deck Permit GP-2020-00296 (Draft)

APPLICATION INSTRUCTIONS

APPLICATION

\*Select the type of permit you are applying for. Deck

\*What type of work will be done? DEC - Deck Construction

\*Are you applying for a Residential or Commercial Permit?  Residential  Commercial

\*Enter a description of the work that will be done. Building deck at back of house

\*What is your relationship to this permit?  Homeowner  Contractor (Business U Test)

Next

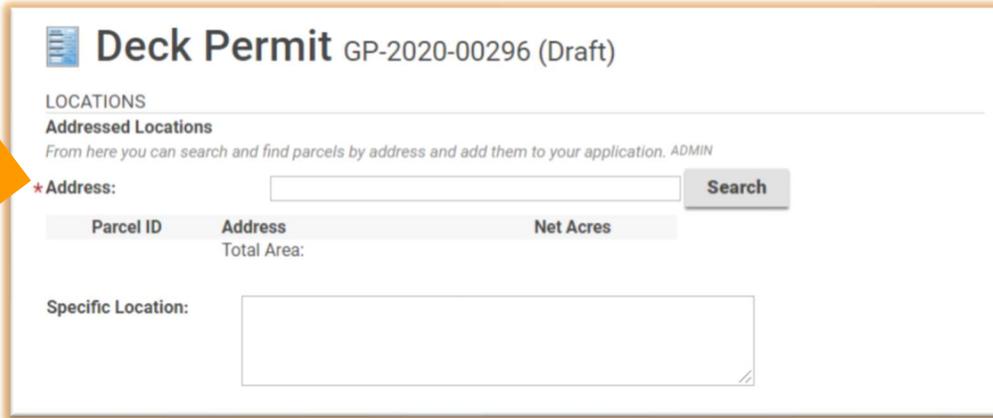


Mandatory details throughout the application process will have an Asterisk \*

# Customer Portal Series

## Step 4: Add an Address

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



**Deck Permit** GP-2020-00296 (Draft)

LOCATIONS

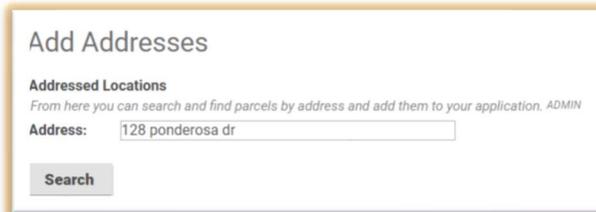
**Addressed Locations**  
*From here you can search and find parcels by address and add them to your application. ADMIN*

\* Address:  **Search**

Parcel ID	Address	Net Acres
Total Area:		

Specific Location:

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

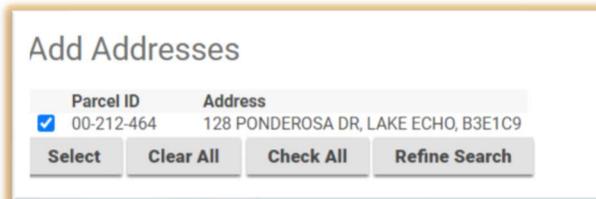


**Add Addresses**

**Addressed Locations**  
*From here you can search and find parcels by address and add them to your application. ADMIN*

Address:  **Search**

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



**Add Addresses**

Parcel ID	Address
<input checked="" type="checkbox"/> 00-212-464	128 PONDEROSA DR, LAKE ECHO, B3E1C9

**Select** **Clear All** **Check All** **Refine Search**

# Customer Portal Series

d. Selected address will be shown on the permit.

**Deck Permit** GP-2020-00296 (Draft)

LOCATIONS

**Addressed Locations**

*From here you can search and find parcels by address and add them to your application. ADMIN*

Address:

Parcel ID	Address	Net Acres
00-212-464	128 PONDEROSA DR, LAKE ECHO, B3E1C9	

Total Area:

Specific Location:

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.**

**Deck Permit** GP-2020-00296 (Draft)

LOCATIONS

**Addressed Locations**

*From here you can search and find parcels by address and add them to your application. ADMIN*

Address:

Parcel ID	Address	Net Acres
00-212-464	128 PONDEROSA DR, LAKE ECHO, B3E1C9	

Total Area:

Specific Location:

**OWNER/TENANT**

Name:

Mailing Address:

City/Town:

State/Province:

Zip/Postal Code:

Phone Number: (  )  -

Email Address:



- 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.

# Customer Portal Series

## Step 6: Input Additional Permit Details:

- Indicate the number of decks being constructed: 1 or more for same site.
- 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).
- Total Contract Value: Input the value of the build.
- Click Next.

### Deck Permit GP-2020-00296 (Draft)

Please fill in as much of the following information as possible. If you do not know what to fill in, leave it blank.

**DECK DETAILS**

\* Indicate the number of decks being constructed:

\* Are you installing a retaining wall and/or making changes to Grade Contour?  Yes  No  (None)

**CONTRACT VALUE**

\* Total Contract Value:

## Step 7: Upload Permit Documents

- Documents required for the permit will be listed.

### Deck Permit GP-2020-00557 (Draft)

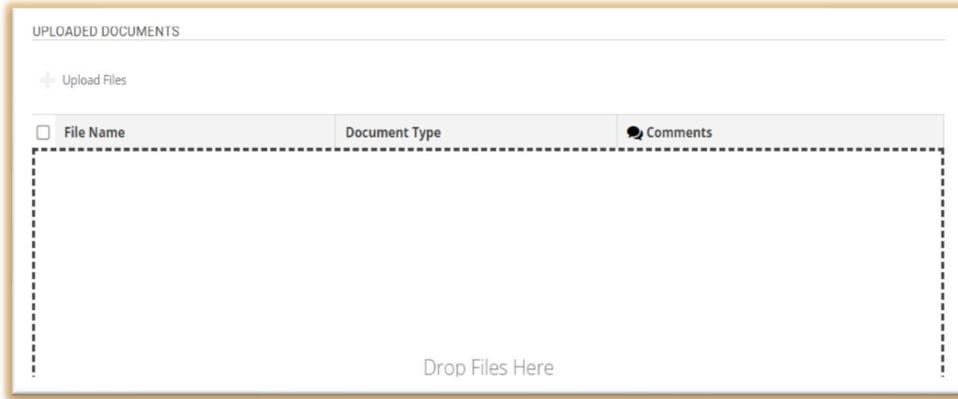
Please upload some documents for your application below. ADMIN

**DOCUMENTS TO ATTACH**

Uploaded	Attachment Type	Description	Sample Form
Required	Construction Plan - Deck	A site specific completed Construction Plan - Deck is required including site plan, elevation, and framing. It has fillable fields that are to be added to the application wizard. Items are: -Height of deck above finished ground level -Height of deck guard -Footings depth below grade for frost protection - 1.2m (4ft) minimum -Openings in the guard maximum 100mm (4in) opening -Distance between posts - maximum 2.4m (8ft) apart -Span of floor joist - Table on Brochure -Cantilever (if applicable) -Column footing size - Table on Brochure -Beam size - Table on Brochure -Wood column supporting wood beam - minimum column size is 140mm x 140mm (6 x 6 in) -Joist Size and spacing -Deck width -Deck length -Distance between columns	<a href="#">Open</a>
Required	Site Plan - Deck	A site plan must include lot dimensions and the footprint of all existing buildings on site. It must show the proposed deck, indicate the distance from all property boundaries, and include any watercourse buffers.	<a href="#">Open</a>

# Customer Portal Series

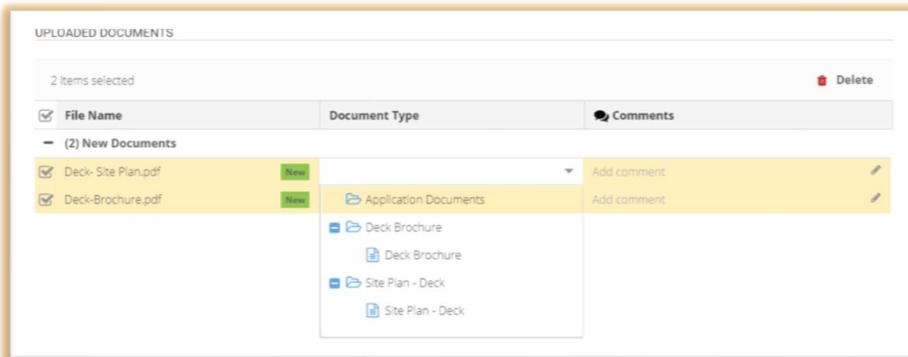
- b. **Two options** to upload documents:
  - i. Click Upload Files to search for and upload files, or
  - ii. Have files ready in a folder, select the files, then drag and drop the files to the Drop Files Here section.



- 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.

# Customer Portal Series

## 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

The screenshot shows a web interface for a 'Deck Permit' application (GP-2020-00296, Draft). Under the 'CONTRACTORS' section, there is a text input field and a '+ Add Contractors' button, which is highlighted with an orange box. Below the input field is a table with columns for 'Prime' and 'Type'. At the bottom of the section are 'Back' and 'Next' buttons.

b. Input Contractor Company Business Name and click Search.

The screenshot shows a 'Contractor Search Select' form. It has a text input field labeled 'Business Name' containing the text 'Business U'. Below the input field is a 'Search' button, which is highlighted with an orange box.

c. Click box beside correct Contractor and click Select.

The screenshot shows the search results for the 'Contractor Search Select' form. It displays a table with columns for 'Display Format' and 'License Numbers'. The first row is selected, indicated by a checked checkbox. Below the table are buttons for 'Select', 'Clear All', 'Check All', and 'Refine Search'. The 'Select' button is highlighted with an orange box.

# Customer Portal Series

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

## Deck Permit GP-2020-00296 (Draft)

CONTRACTORS

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

**+ Add Contractors**

 Business U Test dba Business U Test Phone: (902) 111-1111, No License Numbers	<b>Prime</b> <input checked="" type="checkbox"/>	<b>Type</b> Building Contractor <input type="text" value="Building Contractor"/> 
--	---	---

**Back** **Next**

- f. Add Additional Contacts if Needed

## Deck Permit GP-2020-00296 (Draft)

**+ Contact**

Name	Contact Type	Phone	Email	
 Business U Test	Contractor	(902) 111-1111	todddo@halifax.ca	
 Dodi Todd	Applicant	(902) 555-4466	Dodi.Todd@Halifax.ca	

**Back** **Next**

# 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**

## Review Deck Application

---

### SUBMIT APPLICATION

*Your permit application is ready to be submitted. Please click the "Pay Fees & Submit Application" button to submit your application. You may also click the "Save" button to return to this application at a later time.*

---

### FEES

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

Description	Amount	Balance
Deck Permit Application Fee	\$60.50	\$60.50
Basic Development Permit Application Fee	\$50.00	\$50.00

---

### 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.

---

### 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 902-490-7460 or [accessandprivacy@halifax.ca](mailto:accessandprivacy@halifax.ca).

# Customer Portal Series

## Step 10: Checkout

- a. Input contact information and payment details.

### Checkout

Enter your contact information

First Name  Last Name

Email  Phone Number

Shipping Information

Address Line 1

Address Line 2 (optional)

City

Country  Province  Postal Code

### Credit Card ⓘ

Cardholder Name

Card Number  MMY  CV

Billing Address

Same as shipping address

---

Order Summary

Total **\$110.50**

[Back](#) [Checkout](#)

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

Save card? ×

 Mastercard ••••4444 10/20

[Save](#) [No thanks](#)

# Customer Portal Series

- c. Payment confirmation.  
Click Back to Store to return to the permit application.

 **Transaction Complete!**  
A copy of the receipt has been sent to doratest4@gmail.com

[Back to Store](#)

---

**Order ID:** 1594137135U1NwkGvAle5kd9a

---

**Payment:** \$110.50  
MASTERCARD ending with 4444  
Authorization code: 911892  
Reference Number: 660156860010047910

---

**Contact:** Dora Test 4  
doratest4@gmail.com  
902-111-1111

---

**Shipping:** 128 Ponderosa Dr, Lake Echo, NS, CA B3E 1C9

## Step 11: Permit Confirmation of Submission:

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

**HALIFAX** Welcome, Dodi Todd [Home](#) [Search](#) [Pay](#) [My Payments](#) [Profile](#) [Sign Out](#)

---

 **Deck Permit** GP-2020-00296 (Submitted)

CONFIRMATION

---

Submission Successful.

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

To view the information and status for this Deck Permit Application [click here.](#)

Screen ID: 1266304

# Customer Portal Series

## 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

**Status:** Submitted

**Application Date:** Jul 7, 2020

**Issue Date:**

**Completed Date:**

**Expiration Date:**

**Description:** Residential - Deck - Building deck at back of house

DETAILS

DOCUMENTS

PERMIT TYPE DETAILS

CONTACTS

**DETAILS**

**Applicant:** Homeowner

**Type:** Residential

**Permit Type:** Deck

**Primary Location:** 128 PONDEROSA DR, LAKE ECHO, NS B3E1C9

**Specific Location:**

**Work Description:** Building deck at back of house

**LOCATIONS**

Parcel ID	Address	Net Acres
00-212-464	128 PONDEROSA DR, LAKE ECHO, B3E1C9	
Total Area:		

**CONTRACTORS**

**RELATED INFORMATION**

Type	Description
Building Contractor	Business U Test dba Business U Test Phone: (902) 111-1111, No License Numbers

**HOLDS**

Type	Description	Status
No holds found.		

**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.

**CONTRACTORS**

Type	Contractor...	Contract Value	Final Req. :
<b>Building:</b>	Business U Test - (No License Numbers)		<input type="checkbox"/>
<b>Electrical:</b>			<input type="checkbox"/>
<b>Mechanical:</b>			<input type="checkbox"/>
<b>Plumbing:</b>			<input type="checkbox"/>
<b>Other:</b>			<input type="checkbox"/>
<b>Total Contract Value:</b>		\$11,000.00	

**OWNER/TENANT**

**Name:** Dora Test 4

**Mailing Address:** 128 Ponderosa Drq

**City:** Lake Echo

**State / Province:** Nova Scotia

**Zip / Postal Code:** B3E1C9

**Phone Number:** 9021111111

**FEES**

You have no outstanding fees.

[Request Refund](#)

**RENEW PERMIT**

You cannot renew this permit at this time.

**WITHDRAW PERMIT**

[Withdraw Permit](#)

**DOWNLOAD PERMIT**

You cannot download this permit at this time.

**AMEND PERMIT**

You cannot amend this permit at this time.

**REQUEST INSPECTION**

You cannot request an inspection at this time.

# Customer Portal Series

## b. Documents tab

### 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    **DOCUMENTS**    PERMIT TYPE DETAILS    CONTACTS

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

Upload Supplemental File    Search...    Group by:  Type    Filter by:  Markups

File Name	Document Type	Com...	Markups
- (2) New Documents			
<input type="checkbox"/> Deck- Site Plan.pdf	New Site Plan - Deck (Site Plan - Deck)	Add co...	
<input type="checkbox"/> Deck-Brochure.pdf	New Deck Brochure (Deck Brochure)	Add co...	

## c. Permit Type Details Tab

### 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    DOCUMENTS    **PERMIT TYPE DETAILS**    CONTACTS

# Customer Portal Series

## d. Contacts Tab

### 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      DOCUMENTS      PERMIT TYPE DETAILS      **CONTACTS**

**+ Contact**

Name	Contact Type	Phone	Email	
 Business U Test	Contractor	(902) 111-1111	todddo@halifax.ca	✖
 Dodi Todd	Applicant	(902) 555-4466	Dodi.Todd@Halifax.ca	✖

# Customer Portal Series

## 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

HALIFAX Welcome, Dodi Todd Home Search Pay My Payments Profile Sign Out

### Home

Home page navigation instructional text will go right here ADMIN

[Apply for a Permit](#)  
[Estimate Fees](#)

MY INSPECTIONS **MY ACTIVITIES** MY PROJECTS MY BUSINESSES

[Show more...](#)

By date of last activity ADMIN

Type	File Number	Location	Status	Description	Created Date
Deck	GP-2020-00296	128 PONDEROSA DR, LAKE ECHO, NS B3E1C9	Submitted	Residential - Deck - Building deck at back of house	Jul 7, 2020

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

### Home

Home page navigation instructional text will go right here ADMIN

[Apply for a Permit](#)  
[Estimate Fees](#)

MY INSPECTIONS **MY ACTIVITIES** MY PROJECTS MY BUSINESSES

[Show more...](#)

By date of last activity ADMIN

Type	File Number	Location	Status	Description	Created Date
Deck	GP-2020-00296	128 PONDEROSA DR, LAKE ECHO, NS B3E1C9	Submitted	Residential - Deck - Building deck at back of house	Jul 7, 2020