

# Customer Portal Series

## How To: Request Inspections

Note: Inspections can only be requested after a permit has been issued.

Inspections are requested from the My Activities Tab within your customer portal account.

There are two ways to initiate the Request Inspections form:

### A) Option A

- a. Click on the icon next to the permit type to open the permit.

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Welcome to Halifax Regional Municipality's Online Permitting System.

Manage your permits in the tabs below. Check often for updates.

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

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Monitor your permit status. Check often for updates and action items.  
Sort by selecting column title or use the search function.

Type	File Number	Location	Status	Description	Created Date	
Right of Way	GP-2020-01492	HERRING COVE RD Left From:896 Left To: 948, Right From: 869 Right To: 939	Ready For Issue	Commercial - Right of Way - test	Oct 11, 2020	
Building Permit	BP-2020-01461	6009 QUINPOOL RD, HALIFAX, B3K5J6	Ready For Issue	Commercial - Industrial - Renovation	Oct 9, 2020	
Building Permit	BP-2020-01410	1876 A VERNON ST, HALIFAX, B3H3N7	In Review	Commercial - Accessory Structure - New Building	Oct 8, 2020	
Building Permit	BP-2020-01383	6017 QUINPOOL RD, HALIFAX, B3K5J6	In Review	Residential - Dwelling - Seasonal - Addition	Oct 8, 2020	
Building Permit	BP-2020-01162	193 GREENWOOD AVE, TIMBERLEA, B3T1H9	Issued	Residential - Accessory Structure - New Building	Sep 11, 2020	<a href="#">Request Inspection</a>
Right of Way	GP-2020-01344	IRVING ST Left From:1 Left To: 41, Right From: 2 Right To: 40	Issued	Residential - Right of Way - watermain split on Sackville Dr	Oct 5, 2020	<a href="#">Request Inspection</a>
Right of Way	GP-2020-01341	IRVING AVE Left From:2 Left To: 20, Right From: 1 Right To: 19	Issued	Commercial - Right of Way - irving st broken mmsmsms	Oct 5, 2020	<a href="#">Request Inspection</a>
Deck	GP-2020-01335	200 WINDMILL RD, DARTMOUTH, B3A1E9	Issued	Commercial - Deck - testing deck	Oct 2, 2020	<a href="#">Request Inspection</a>

## Requesting Inspections

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b. Within the permit click **Request Inspection** button.

## General Permit - GP-2020-01335

Status: Issued      Application Date: Oct 2, 2020  
Issue Date: Oct 2, 2020  
Completed Date:  
Expiration Date: Oct 2, 2022

Description: Commercial - Deck - testing deck

**DETAILS**    DOCUMENTS    PERMIT TYPE DETAILS    INSPECTIONS    CONTACTS

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**DETAILS**      RELATED INFORMATION

**Applicant:** Homeowner  
**Type:** Commercial  
**Permit Type:** Deck  
**Primary Location:** 200 WINDMILL RD,  
DARTMOUTH, B3A1E9

**Specific Location:**

**Work Description:** testing deck

**LOCATIONS**

Parcel ID	Address	Net Acres
00-067-439	200 WINDMILL RD, DARTMOUTH, B3A1E9	0
	Total Area:	0

**CONTRACTORS**

Type	Contractor...	Contract Value	Final Req. :
Building:			<input type="checkbox"/>
Electrical:			<input type="checkbox"/>
Mechanical:			<input type="checkbox"/>
Plumbing:			<input type="checkbox"/>
Other:			<input type="checkbox"/>
	<b>Total Contract Value:</b>	\$8,900.00	

**OWNER/TENANT Name:**

**HOLDS**

Type	Description	Status
Hold Issuance	A Grade Alteration Permit must be applied for prior issuance of the deck permit application.	Released

**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.  
[Request Refund](#)

**RENEW PERMIT**  
You cannot renew this permit at this time.

**WITHDRAW PERMIT**  
You cannot withdraw this permit at this time.

**DOWNLOAD PERMIT**  
[Download General Permit](#)

**AMEND PERMIT**  
[Amend General Permit](#)

**REQUEST INSPECTION**  
[Request Inspection](#)

Requesting Inspections

# Customer Portal Series

- c. Complete the Request form and select requested inspections.

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## Request an Inspection General Permit (GP-2020-01335)

**DETAILS**

Contact Phone Number: ( 902 ) 555 - 5555  
Requested Date: Oct 15, 2020  
Requested Time:  AM  PM  (Any Time)  
Special Instructions for Inspector: anytime after 8:30 am

**INSPECTION TYPES**  
Select the inspection(s) you are ready for at this stage of construction.  
For more information on required inspections visit [Halifax.ca](http://Halifax.ca)

Request Type of Inspection	Latest Inspection Result	Recommended Inspection Order	
<input type="checkbox"/> Building Standards - Deck Final Construction Inspection	Requested Oct 05, 2020	0	Mandatory
<input type="checkbox"/> Land Development and Subdivision - Discretionary Land Use Inspection	Not Requested	0	
<input checked="" type="checkbox"/> Building Standards - Deck Footing Inspection	Requested Oct 05, 2020	1	Mandatory

**Request Inspection** **Cancel Inspection Request**

- d. Confirmation message indicates your request has been submitted.

## Confirmation of Inspection Request General Permit (GP-2020-01335)

Your request for inspection has been successfully submitted.

If you have signed up for email notifications, you will receive the scheduled inspection date via email.

If you have not signed up for email notifications, check your online account often for updates.

If you would like to sign up for email notifications, update your profile settings.

Contact Phone Number: (902) 555-5555  
Requested Date: Oct 15, 2020  
Requested Time: AM  
Special Instructions for Inspector: anytime after 8:30 am  
Inspection Type(s) Requested: Building Standards - Deck Footing Inspection

[View Permit](#)

## Requesting Inspections

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## B) Option B

- a. Click the [Request Inspection](#) text (blue) to the right of the permit.

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## Requesting Inspections

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- b. Complete the request form. Select all inspections being requested.  
Click Request Inspection button

## HALIFAX

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[Request Inspection](#) [Cancel Inspection Request](#)

- c. Confirmation of Inspection Request will appear.

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