

## **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.

H	<b>AL</b>	IFA	Welcome, Cindy Steven	s ł	Home Search Pay My Payn	nents Profile	e Sign Out
Но	ome						
Manag	e your permits in the your permits in the your permits in the Apply for a Performance Perf	ax Regional IV ne tabs below. Check ermit	often for updates.	ing System.			
	MY INSPECTI	0NS	MY ACTIVITIES MY	PROJECTS	MY BUSINESSES		
Show Monito Sort by	more or your permit statu v selecting column	s. Check often for up title or use the searc	dates and action items. h function.				
	Туре	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	e Commercial - Right of Way - test	Oct 11, 2020	
	Building Permit	BP-2020-01461	6009 QUINPOOL RD, HALIFAX, B3K5J6	Ready For Issue	e 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 - Nev Building	W Sep 11, 2020	Request Inspection
	Right of Way	GP-2020-01344	IRVING ST Left From:1 Left To: 41, Right From: Right To: 40	2 Issued	Residential - Right of Way - watermain split on Sackville Dr	Oct 5, 2020	Request Inspection
	Right of Way	GP-2020-01341	IRVING AVE Left From:2 Left To: 20, Right From: Right To: 19	1 Issued	Commercial - Right of Way - irving st broken mmsmsms	Oct 5, 2020	Request Inspection
	Deck	GP-2020-01335	200 WINDMILL RD, DARTMOUTH, B3A1E9	Issued	Commercial - Deck - testing deck	Oct 2, 2020	Request Inspection



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

Status:	Issued	Permit Applica Issue D Comple Expirati	tion Data ate: eted Data ion Data	<b>3P-2</b> te: Oct 2, 1 Oct 2, 1 te: e: Oct 2, 1	<b>020-01335</b> 2020 2020 2022				
DET	AILS	DOCUMEN	NTS		PERMIT TYPE DETAILS	S INS	PECTIONS	CONTACT	S
DETAILS					RELATED INFORM	ATION			
Applicant: Type: Permit Typ Primary Lo Specific Location:	Home Comm Dec Deck Dection: 200 W DARTI	owner nercial /INDMILL RD, MOUTH, B3A1E9	)		Type	Description	1		
					Туре	Description			Status
Descriptio	n:	gueck			Hold Issuance	A Grade Alteration issuance of the d ES	n Permit must be ap eck permit applicatio	plied for prior on.	Released
LOCATION Parcel ID	Address			Net	This is where you can m eligible request types wi permit status is. The req	ake requests on you ill appear depending juests can include:	r permit. The on what your		
00-067-	200 WINDMILL	RD, DARTMOUT	Ή,	Acres	FEES				
439	B3A1E9 Total Area:	) rea: 0			You have no outstand	You have no outstanding fees.			
				-	Request Refund				
CONTRAC	TORS				RENEW PERMIT				
Type	Contractor	Contract	Final		You cannot renew this	permit at this time	e.		
. The	ovin actor	Value	:		WITHDRAW PERMIT				
Building:			C	כ	You cannot withdraw	this permit at this t	time.		
Electrical:			C	כ	DOWNLOAD PERMIT	r			
Mechanica	al:			C	Download Genera	I Permit			
Plumbing:			C	כ	AMEND PERMIT				
Other:					Amend General P	ermit			
	Total Contract Value:	\$8,900.00	)		REQUEST INSPECTION	ON			
OWNER/T	ENANT				Request Inspectio	on			
Name:									



c. Complete the Request form and select requested inspections.

ΗΛLΙϜΛΧ	Welcome, Cindy Stevens	Home	Search Pay	My Payments
Request an Inspectio	<b>DN</b> General Permit (	(GP-2020-01335)		
Contact Phone Number:	(902)555-55	555		
Requested Date:	Oct 15, 2020			
Requested Time:	OAM OPM	(Any Time)		
Special Instructions for Inspector:	anytime after 8:30 ar	n	1	
INSPECTION TYPES				
Select the inspection(s) you are ready for at this stage of For more information on required inspections visit <u>Halin</u>	of construction. <mark>fax.ca</mark>			
Request Type of Inspection		Latest Inspection Result	Recommended Inspection Orde	
Building Standards - Deck Final Construct	tion Inspection	Requested Oct 05, 2020	0	Mandatory
Land Development and Subdivision - Disc Building Standards - Deck Footing Inspec	retionary Land Use Inspection tion	Not Requested Requested Oct 05, 2020	0	Mandatory
Request Inspection Cancel Inspe	ection 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 I	nspection

#### View Permit



### B) Option B

a. Click the Request Inspection text (blue) to the right of the permit.

H		IFA	Welcome, Cind	ly Stevens	Home Search Pay N	My Payments Profile Sign
Но	ome					
Wel	come to Halit	fax Regional N	Aunicipality's Online F	Permitting System.		
Manad	ge your permits in ti	he tabs below. Check	coften for updates.			
	Analy (and D					
E	Apply for a Pe	ermit				
-	Estimate Fees	5				
		_				
	MY INSPECTI	ONS	MY ACTIVITIES	MY PROJECTS	MY BUSINESSES	
Show	more					
Monit	or your permit statu	s. Check often for u	odates and action items.			
Sort D	Type	File Number	Location	Status	Description	Created Date
	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		HERRING COVE RD			
	Right of Way	GP-2020-01492	Left From: 896 Left To: 948, From: 869 Right To: 939	, Right Ready For Is	sue Commercial - Right of Way - te	est Oct 11, 2020
	Building Permit	BP-2020-01461	6009 QUINPOOL RD, HALIF	AX, Ready For Is	sue Commercial - Industrial - Reno	ovation Oct 9, 2020
	Puilding Pormit	PP.2020.01410	1876 A VERNON ST, HALIF	AX, In Povious	Commercial - Accessory Struc	cture - Oct 9 2020
	Building Permit	BF-2020-01410	B3H3N7	In Review	New Building	0010, 2020
	Building Permit	BP-2020-01383	B3K5J6	In Review	Addition	Oct 8, 2020
	Building Permit	BP-2020-01162	193 GREENWOOD AVE, TIN B3T1H9	Issued	Residential - Accessory Struct Building	ure - New Sep 11, 2020 Request Inspection
	Right of Way	GP-2020-01344	IRVING ST Left From:1 Left To: 41, Rig Right To: 40	ht From: 2 Issued	Residential - Right of Way - wa split on Sackville Dr	itermain Oct 5, 2020 Request
	Right of Way	GP-2020-01341	IRVING AVE Left From:2 Left To: 20, Rig Right To: 19	ht From: 1 Issued	Commercial - Right of Way - in broken mmsmsms	ving st Oct 5, 2020 Request
	Deck	GP-2020-01335	200 WINDMILL RD, DARTM B3A1E9	IOUTH, Issued	Commercial - Deck - testing de	eck Oct 2, 202 Request





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

DETAILS         Contact Phone Number:       (902) 555 - 5555         Requested Date:       Oct 15, 2020         Requested Time:       Oct 15, 2020         Special Instructions for Inspector:       @AM         INSPECTION TYPES         Select the inspection(s) you are ready for at this stage of construction. For more information on required inspections wisit Halifax.ca         Request Type of Inspection       Latest       Recommended Inspection Order Requested Oct 05, 2020       0 (Mandatory Mandatory         Image: Standards - Deck Final Construction Inspection Building Standards - Deck Footing Inspection       Latest       Recommended Inspection Order Requested Oct 05, 2020       0 (Mandatory Mandatory         Image: Requested Inspection       0       Mandatory Mandatory         Image: Requested Inspection       0       Mandatory         Imadatory	ΗΛLΙϜΛΧ	Welcome, Cindy Stevens	Home	Search Pay	My Payments			
Contact Phone Number:       (902) 555 - 5555         Requested Date:       Oct 15, 2020         Requested Time:       Oct 15, 2020         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         Request Type of Inspection       Latest Inspection Result Inspection Order Building Standards - Deck Final Construction Inspection         Building Standards - Deck Footing Inspection       Request Oct 05, 2020       0         Mandatory         Request Inspection       Cancel Inspection Request	Request an Inspection	<b>ON</b> General Permit (	GP-2020-01335)					
Requested Date:       Oct 15, 2020         Requested Time:       Image: Cancel Inspection         Special Instructions for Inspector:       Image: Cancel Inspection         INSPECTION TYPES       Image: Cancel Inspection         Select the inspection or required inspections visit Halifax.ca       Image: Cancel Inspection         Request Type of Inspection       Image: Cancel Inspection         Image: Cancel Inspection       Cancel Inspection Request	Contact Phone Number:	(902)555-55	55					
Requested Time: <ul> <li>AM OPM O(Any Time)</li> <li>anytime after 8:30 am</li> </ul> INSPECTION TYPES       INSPECTION TYPES         Select the inspection(s) you are ready for at this stage of construction. For more information on required inspections visit Halifax.ca       Latest       Recommended Inspection Order         Building Standards - Deck Final Construction Inspection       Requested Oct 05, 2020       0       Mandatory         Building Standards - Deck Footing Inspection       Requested Oct 05, 2020       1       Mandatory         Request Inspection       Cancel Inspection Request       0       Request Oct 05, 2020       1	Requested Date:	Oct 15, 2020	Oct 15, 2020					
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 <u>Halifax.ca</u> Request Type of Inspection         Building Standards - Deck Final Construction Inspection         Building Standards - Deck Footing Inspection         Building Standards - Deck Footing Inspection         Request Inspection         Cancel Inspection Request	Requested Time:	OAM OPM	(Any Time)					
INSPECTION TYPES         Select the inspection(s) you are ready for at this stage of construction.         For more information on required inspections visit Halifax.ca         Latest Inspection Request         Request Type of Inspection         Building Standards - Deck Final Construction Inspection       Requested Oct 05, 2020       0       Mandatory         Image: Deck Final Construction Inspection       Requested Oct 05, 2020       0       Mandatory         Image: Deck Final Construction Inspection       Requested Oct 05, 2020       0       Mandatory         Image: Deck Final Construction Inspection       Requested Oct 05, 2020       1       Mandatory         Image: Deck Final Construction Inspection       Requested Oct 05, 2020       1       Mandatory         Image: Deck Final Construction Inspection       Requested Oct 05, 2020       1       Mandatory         Image: Deck Final Construction Request       Image: Deck Final Construction Requ	Special Instructions for Inspector:	anytime after 8:30 an	n	1				
Select the inspection(s) you are ready for at this stage of construction.         For more information on required inspections visit Halifax.ca         Request Type of Inspection       Latest Inspection Result       Recommended Inspection Order         Building Standards - Deck Final Construction Inspection       Requested Oct 05, 2020       0       Mandatory         Land Development and Subdivision - Discretionary Land Use Inspection       Not Requested       0       Mandatory         Building Standards - Deck Footing Inspection       Requested Oct 05, 2020       1       Mandatory         Request Inspection       Cancel Inspection Request       Vertice       Vertice       Vertice	INSPECTION TYPES							
Request Type of Inspection       Latest Inspection Result       Recommended Inspection Order         Building Standards - Deck Final Construction Inspection       Requested Oct 05, 2020       0       Mandatory         Land Development and Subdivision - Discretionary Land Use Inspection       Not Requested       0       Mandatory         Building Standards - Deck Footing Inspection       Cancel Inspection Request       0       Mandatory         Request Inspection       Cancel Inspection Request       0       Mandatory	Select the inspection(s) you are ready for at this stage For more information on required inspections visit <u>Hal</u>	e of construction. l <mark>ifax.ca</mark>						
Building Standards - Deck Final Construction Inspection       Requested Oct 05, 2020       0       Mandatory         Land Development and Subdivision - Discretionary Land Use Inspection       Not Requested       0       Nandatory         Building Standards - Deck Footing Inspection       Cancel Inspection Request       1       Mandatory         Request Inspection       Cancel Inspection Request       0       1	Request Type of Inspection		Latest Inspection Result	Recommended Inspection Order	$\frown$			
Land Development and Subdivision - Discretionary Land Use Inspection       Not Requested       0         Building Standards - Deck Footing Inspection       Requested Oct 05, 2020       1         Request Inspection       Cancel Inspection Request       0	Building Standards - Deck Final Construct	ction Inspection	Requested Oct 05, 2020	0	Mandatory			
Request Inspection Cancel Inspection Request	Land Development and Subdivision - Dis Building Standards - Deck Footing Inspe	cretionary Land Use Inspection ction	Requested Oct 05, 2020	0	Mandatory			
and a star a sta	Request Inspection Cancel Inst	ection Request						
	Control inspection	could request						

c. Confirmation of Inspection Request will appear.

Confirmation of Inspection Request General Permit (GP-2020-01335)						
Your request for inspection has been su	ccessfully submitted.					
If you have signed up for email notificati	ions, you will receive the scheduled inspection date via email.					
If you have not signed up for email notif	ications, check your online account often for updates.					
If you would like to sign up for email not	lifications, 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						
<u>View Permit</u>						