

# 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 > View Permit

Home

Welcome to Halifax Regional Municipality's Online Permitting System.

Manage your permits via the tabs below. Check these tabs often for updates.

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

Your inspections are listed here. Sort by selecting column title or use the search function.

Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Location	View Permit
BP-2020-01342-01		<a href="#">Cancel Inspection</a>	Building	Nov 24, 2020	Nov 24, 2020		<a href="#">Permit</a>
BP-2020-01343-01		<a href="#">Cancel Inspection</a>	Building	Nov 24, 2020	Nov 24, 2020		<a href="#">Permit</a>
BP-2020-01414-01		<a href="#">Cancel Inspection</a>	Building	Nov 26, 2020	Nov 26, 2020		<a href="#">Permit</a>
BP-2020-01414-02		<a href="#">Cancel Inspection</a>	Building	Nov 26, 2020	Nov 26, 2020		<a href="#">Permit</a>
BP-2020-01475-01		<a href="#">Cancel Inspection</a>	Building	Nov 30, 2020	Nov 30, 2020		<a href="#">Permit</a>

[Search...](#)

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

RENEW PERMIT

You cannot renew this permit at this time.

WITHDRAW PERMIT

You cannot withdraw this permit at this time.

DOWNLOAD PERMIT

[Download Building Permit](#)

**AMEND PERMIT**

[Amend Building Permit](#)

REQUEST INSPECTION

[Request Inspection](#)

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## 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

Status: Issued      Application Date: Nov 22, 2020  
Issue Date: Nov 22, 2020  
Completed Date:  
Expiration Date: Nov 22, 2022

Description: Residential - Dwelling - Single Detached - New Building

**a** \*Amendment Description:

UPLOADED DOCUMENTS

**b**        Group by:  Type      Filter by:  Markups

File Name	Document Type	Comments	Markups
<b>(3) Existing Documents</b>			
<input type="checkbox"/> A-101 - Site Plan.pdf	Site Plan - Building (Site Plan - Building)		
<input type="checkbox"/> A-102 - Construction Plan - 77 Brunello.pdf	Construction Plan - Building (Construction Pla...		
<input type="checkbox"/> A-201 - Elevations - 77 Brunello.pdf	Elevations - Building (Elevations - Building)		

**c**

## 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.