

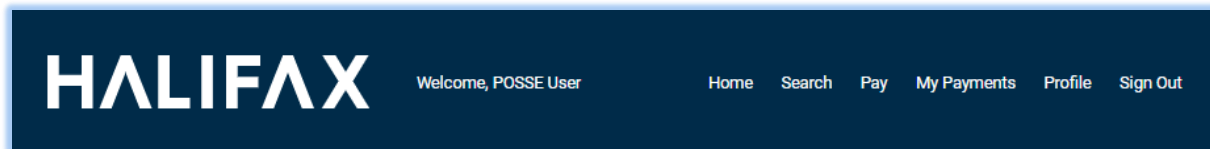
# Customer Portal

## How To: find a permit file that is no longer visible in the customer portal dashboard

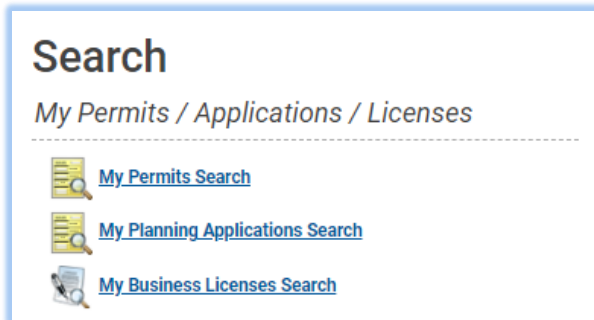
Once a permit is completed (certificate of completion or certificate of occupancy issued) the permit file will no longer be visible in your dashboard, however you can still access older permit files if they were created using your customer portal using the search function from the menu bar.

\*Note you will only be able to see permits that you created.

1. Log in to your Customer Portal Account.
2. From the top menu select **Search**.



3. Select My Permits Search.



# Customer Portal

4. Enter the known information such as the permit number and click Search.

## My Permits Search

*Search your permits. Enter at least one criteria from the listed options.*

Permit Type:

Permit Number:

Created:  To:

Issued:  To:


Location:

Job Status:

Contractor:

5. From the results, select the icon to the left of the permit.

## My Permits Search

Type	Permit Number	Location	Status	Created Date	Issue Date
 General Permit	GP-2020-01490	1236 HENRY ST, HALIFAX, NS B3H3J5	Completed	Nov 27, 2020	Mar 9, 2021

**Issued**

# Customer Portal

6. The permit file will open.

## General Permit - GP-2020-01490

**Status:** Completed      **Application Date:** Nov 27, 2020  
**Issue Date:** Mar 9, 2021  
**Completed Date:** Mar 9, 2021  
**Expiration Date:** Mar 9, 2023

**Description:** Residential - Fence - fence surrounding property

**DETAILS**      DOCUMENTS      PERMIT TYPE DETAILS      INSPECTIONS      CONTACTS

DETAILS		RELATED INFORMATION	
<b>Applicant:</b>	Homeowner	<b>Type</b>	<b>Description</b>
<b>Type:</b>	Residential		
<b>Permit Type:</b>	Fence		
<b>Primary Location:</b>	1236 HENRY ST, HALIFAX, NS B3H3J5		
<b>Specific Location:</b>		<b>HOLDS</b>	
<b>Work Description:</b>	fence surrounding property	<b>Type</b>	<b>Description</b>
		Hold Issuance	Fences that exceed 1.98m (6 1/2) in height must have Community Council approval prior to application approval.
			<b>Status</b>
			Released

You can print the certificate from here and review all information provides as part of the application.

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