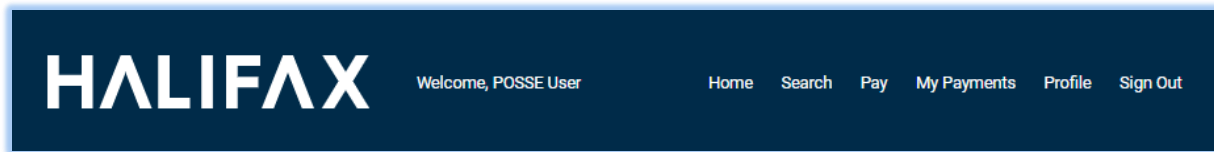


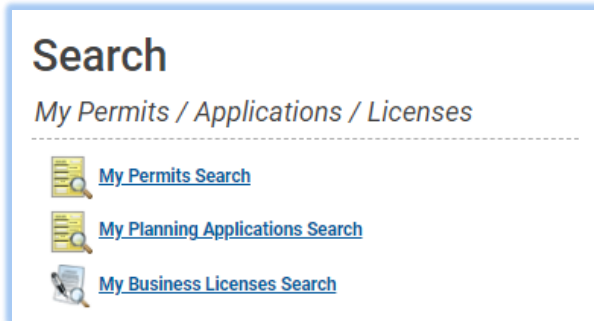
Customer Portal

How To: Print the Final Certificate in the Customer Portal

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



3. Select My Permits Search.



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


A white rectangular area with a blue border. At the top is the title 'My Permits Search' in a large, bold, black font. Below the title is a subtitle: 'Search your permits. Enter at least one criteria from the listed options.' The form contains several input fields: 'Permit Type:' with a dropdown menu showing '(All)'; 'Permit Number:' with a text box containing 'GP-2020-01490'; 'Created:' with two date input boxes labeled 'To:'; 'Issued:' with two date input boxes labeled 'To:'; 'Location:' with a text box; 'Job Status:' with a dropdown menu showing '(All)'; and 'Contractor:' with a text box. At the bottom left of the form is a grey button labeled 'Search'.

Issued

Customer Portal

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

[Search Again](#)

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

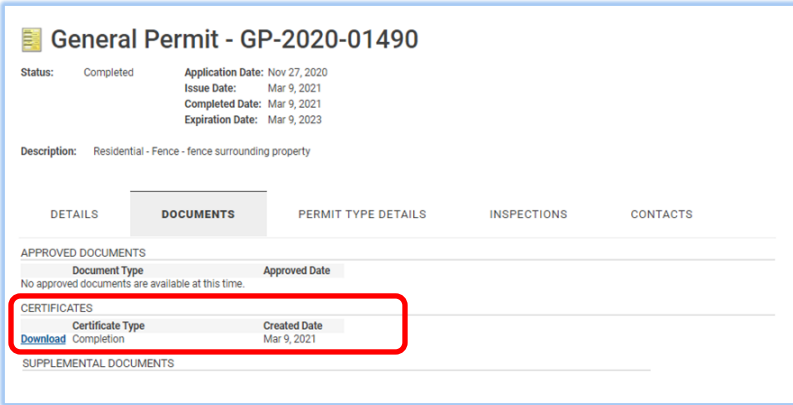
DETAILS DOCUMENTS PERMIT TYPE DETAILS INSPECTIONS CONTACTS

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

Issued

Customer Portal

7. Select the Documents tab.



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

APPROVED DOCUMENTS

Document Type	Approved Date
No approved documents are available at this time.	

CERTIFICATES

Certificate Type	Created Date
Download Completion	Mar 9, 2021

SUPPLEMENTAL DOCUMENTS

8. The PDF file will open.



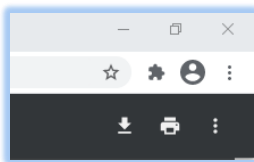
HALIFAX Visit: halifax.ca
Phone: Dial 311 or 1-800-835-6428
Email: contact@halifax.ca

Certificate of Completion
Permit Number: GP-2020-01490

DATE OF CERTIFICATE OF COMPLETION ISSUANCE March 9, 2021	TYPE OF WORK FEN - Fence Construction
APPLICANT POSSE User	PROPERTY OWNER(S) GOV OF DALHOUSIE COL & UNIV 44-5250 SOUTH ST HALIFAX, NS B3H4H6
TYPE Residential	
ADDRESS OF PROPERTY 1236 HENRY ST, HALIFAX, NS B3H3J5	LOT DETAILS A1
DESCRIPTION OF WORK fence surrounding property	

PLANNING & DEVELOPMENT | **HALIFAX**

9. Click the Print icon in the upper right corner.



Issued