

# Customer Portal

## How To: Apply for a Secondary Suite Permit

### WHAT ARE SECONDARY AND BACKYARD SUITES?

**Secondary suites** - are separate dwelling units that are completely contained within a home. They are often referred to as in-law suites or basement apartments.

**Backyard suites** - are separate free-standing buildings, either built overtop an accessory structure like a garage, or simply on their own. They are often referred to as granny suites, carriage flats and could be in the form of a tiny house.

**Once you are sure you are applying for a secondary suite, follow these steps:**












1. From customer portal apply for 'Building Permit'

**Apply for a Permit**






Detailed information about different permit types, Type of Work, and Type of Structure definitions please visit [Halifax.ca](http://Halifax.ca)

PERMITS

If you would like to apply for a stand-alone permit, use the links below.

 <a href="#">Building Permit</a>	 <a href="#">Blasting Permit</a>
 <a href="#">Deck Permit</a>	 <a href="#">Development Permit</a>
 <a href="#">Fence Construction</a>	 <a href="#">Lot Grading Permit</a>
 <a href="#">Grade Alteration Permit</a>	 <a href="#">Master Plan</a>
 <a href="#">Right of Way Permit - Development</a>	 <a href="#">Solar Permit</a>
	 <a href="#">Water Permit</a>


MISCELLANEOUS PERMITS

 <a href="#">Demolition Permit</a>	 <a href="#">Mobile Home Permit</a>
 <a href="#">Occupancy Permit</a>	 <a href="#">Sign Permit</a>
 <a href="#">Swimming Pool Permit</a>	

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## 2. Within permit application select:

- **Master Plan** –This does not apply at this time – Leave blank.
- **Select:** Residential
- **Type of work:** is either renovation or addition (in rare cases it will be new build)
- **Type of Structure:** Dwelling – select the dwelling that best represents your situation
- **Occupancy:** For the floor, select the floor the new unit will be created.
- **Enter a description of the type of work:** provide a description of the current situation and what you are changing it into. Be as descriptive as possible to help us understand the space.

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APPLICATION INSTRUCTIONS

- All measurements must be entered in metric.
- All areas should be entered in square metres. Square metres is a unit of area (length in metres multiplied by width in metres).

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APPLICATION

Master Plan Permit Number:   Clone from Master Plan

\* Are you applying for a Residential or Commercial permit?  Residential  Commercial

\* What type of work will be done?

\* What type of structure?

\* Enter a description of the work that will be done. **Number of units:**  [+]  
 [-]

Select the Project that this permit will belong to:

\* What is your relationship to this permit?  Homeowner  Contractor (Jason's Blasting Company)


Next

Screen ID: 1018077

## Secondary Suites

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3. Provide your contact information and the location of the property where the secondary suite will be located. This can be entered as civic address or as a PID. To enter locations, use the search button and type the address (do not include road, street, avenue etc.). Select the address from the list of returned results. For more detailed instructions on entering an address click [here](#).

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**LOCATIONS**

**Addressed Locations**

Search and find parcels by address and add them to your application. Indicate suite or unit number, if applicable.  
Note: You MUST click on the search button and select an address or PID from the search results. This will link your permit to that location.

\* Address:

Parcel ID	Address	Net Acres
	Total Area:	

Specific Location:

**OWNER/TENANT**

\* Name:

\* Mailing Address:

\* City/Town:

\* State/Province:

\* Zip/Postal Code:

\* Phone Number: (  )  -

Email Address:

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4. Complete the Occupancy section of the application.

You are responsible for completing the fields marked with an Asterisk, as well as the "Floor" field. Municipal staff will complete the remaining fields.

**Occupancy Type:** Secondary Suite

**Square Meters:** is the size (area in metric) of the secondary suite.

**Floor:** is selected from a pull-down menu. It reflects where in the current dwelling the secondary suite will be located (ex. Basement Suite vs Attic Suite)

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Please enter Occupancy information.

For more Occupancy information, examples and definitions please visit [Halifax.ca](http://Halifax.ca)

**\*OCCUPANCY**

**+ Add Occupancy**

* Occupancy Type	Building Code Classification	* Square Meters	Floor	Sprinklers?	Heated	Finished	
Secondary Suite	(None)	70	<=4UD - Basement	Unsprinkler	Yes	Yes	✘

**Back** **Next**

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- 5. Answer the questions in the application.  
Reminder - All fields marked with an Asterisk are required, and all measurements are in metric.

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*Provide the following information. Note, all mandatory fields [\*] must be filled in.*

**CONSTRUCTION DETAILS**

- \*What is the Proposed Total Area of the Building Footprint?
- \*What is the Overall Height of the Building?
- \*Indicate the proposed number of storeys in building height:
- \*Indicate which HRM Construction Debris Disposal Location you will use:
- \*Will a Sprinkler System be Installed?
- \*Will there be work in the Municipal Right of Way?
- \*Will there be plumbing installed?  Yes  No  (None)
- \*Will a Foundation be installed?  Yes  No  (None)

**ADDITION / RENOVATION**

- \*Will there be an alteration to the existing External Walls?  Yes  No  (None)
- \*Will there be an increase to the Height of Building?  Yes  No  (None)
- \*Will the proposed work alter the existing Sewage Disposal System?  Yes  No  (None)

**RESIDENTIAL**

- Number of Full Baths:  Type of Heat:
- Number of Half Baths:  Fireplace:
- \*Indicate the Number of Existing Residential Units:
- \*Indicate the Number of Proposed Residential Units:

**PROJECT VALUE**

- \*Building Project Value:  Mechanical Project Value:
- Electrical Project Value:  Plumbing Project Value:
- Total Project Value:

**HERITAGE**

- \*Municipal Heritage:  Yes  No  (None)
- \*Provincial Heritage:  Yes  No  (None)

**EQUIPMENT**

*For this permit application, list all the equipment that will be added or changed. Use the Equipment button to add the information.*

**+ Add Equipment**

Description	Quantity
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## Secondary Suites

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6. **Documents Page:** The next step in the application is to upload documents to support your application. (for additional information on how to upload a document please click [here](#).)

The following documents must be provided:

IF an Addition:	If a Renovation (no increase in floor area):
Site Plan	Site Plan
Construction Plan	Floor Plan (Showing Existing)
Elevations	Floor Plan (Showing New)

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*Upload the required documents for your permit application.  
Maximum file size per document is 100Mb*

*Note: Larger documents take more time to upload. Ensure each document you upload is less than 100Mb in size.  
Before you upload documents to the system, here are ways to reduce the PDF file size:*

- Open the PDF in the PDF application, then print to PDF. The new document will be much smaller.
- OR
- In a PDF with many pages, separate out the pages into separate PDFs. You can upload 1 or more documents to align with a Document Type (eg. Floor Plan).
- OR
- Some PDF applications also have a compress file option.

*For more information on required documents for each permit type please visit [Halifax.ca](http://Halifax.ca)*

**DOCUMENTS TO ATTACH**

Uploaded	Attachment Type	Description	Sample Form
Required	Construction Plan - Building	FLOOR PLANS shall show the existing interior layout (RENOVATIONS & ADDITIONS) & proposed interior layout of each floor including: - footing, foundation & wall locations - rooms labelled with proposed uses & full dimensions - location of plumbing & electrical fixtures, drains, heating & ventilation appliances all smoke alarms & carbon monoxide detectors - size, space & span of all framing members, including decks, steps & stairs - total area by floor, & the total area of the proposed building A ROOF PLAN shall include: - layout of roof structure, roof slopes, hips/valleys/peaks & ventilation outlets - detailed information about beams & columns supporting loads A CROSS SECTION shall be through an exterior wall from the footing to the roof & show: - footing & foundation wall size, & exterior grade above basement floor - all floor, roof, & wall assemblies CONSTRUCTION DETAILS AND NOTES such as all sources of heating, ventilation or other mechanical systems shall be included BUILDING ELEVATIONS shall include:	None
Required	Elevations - Building	- dimensions of all sides of the structure and include finished grade, overall height to the highest point of the roof and the slope of the roof. - exterior finishes, window and door type, sizes and locations, including the height of window sills above floor level. - total area of each exposed building face, the area of window, door and hood openings, and required limiting distance if known. - location and dimension of exterior decks, stairs, guards and handrails.	None
Optional	A11 Certification of Field Review	This letter must be signed by a licensed Architect, Interior Designer, or Professional Engineer as appropriate in accordance with provincial legislation and must be submitted after completion of the project but before the occupancy permit is issued. A separate letter must be submitted by each architect, interior designer, or professional engineer hired by the owner or prime consultant.	<a href="#">Open</a>

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Once the documents are uploaded if you have not followed the document naming convention you will need to select the document type from the pull-down list. For information on document naming conventions click [here](#).

<input type="checkbox"/> File Name	Document Type	Comments
- (3) New Documents		
<input type="checkbox"/> A-101-SitePlan.pdf	New Site Plan - Building (Site Plan - Building)	Add comment
<input type="checkbox"/> A-102-ConstructionPlan.pdf	New Construction Plan - Building (Construction PL...)	Add comment
<input type="checkbox"/> A-201-Elevations.pdf	New Elevations - Building (Elevations - Building)	Add comment

## 7. Contractor's Page

Select your contractor from the list of registered contractors.

- Select 'Add contractor'
- In pop-up window enter contractor's business name
- Click search
- Select your contractor from the list.

Note: if your contractor does not have a registered account they will not be found in the search. Contact your contractor and have them register with a contractor profile.

If you do not have a contractor leave this field blank. It will be assumed the applicant is doing the work.

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CONTRACTORS

Click Add Contractors button to attach Contractor(s) who will be performing the work, and select a prime contractor.

**+ Add Contractors**

Prime?	Type
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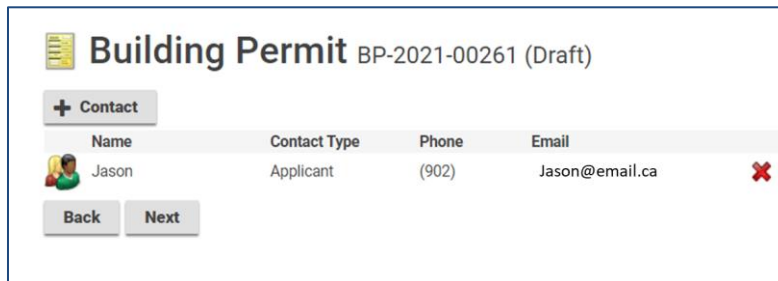
## 8. Contacts Page

The first line of this page populates automatically with the applicant's information. You can now add additional contact information if there are others who should be contacted about the permit. In this section you can specify their relationship to the permit and if they should also receive notifications about this permit.

- Click + Contacts and supply the requested contact information.

If you previously added a contractor, they will also appear here as a contact.

NOTE: all correspondence about the permit will by default go to the applicant.



The screenshot shows a web interface for a 'Building Permit' with ID 'BP-2021-00261 (Draft)'. Below the title is a '+ Contact' button. A table lists the contact information for 'Jason', who is the 'Applicant'. The table has columns for Name, Contact Type, Phone, and Email. A red 'X' icon is visible next to the contact entry. At the bottom of the table are 'Back' and 'Next' buttons.

Name	Contact Type	Phone	Email
Jason	Applicant	(902)	Jason@email.ca

## 9. Attestation and Pay:

- A summary of fees appears on this page.
- You will be required to “sign” the attestation by selecting the box confirming you have read and understand the statement.
- At the bottom of the page you can ‘Pay and Submit’ your permit application.

**Note: In red text at the bottom of this page you will be notified if additional related permits are required. They must be applied for separately. This permit application cannot proceed until the related permits are also submitted (applied for and paid). See image below for example.**



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## Building Permit BP-2021-00261 (Draft)

### SUBMIT APPLICATION

Click the "Pay Fees & Submit Application" button to pay your fees and submit your application now. Or, click the "Save" button to save the application as a draft and return to it at a later time. Note, all fees must be paid for the application to be submitted for processing.

### FEES

The following fees must be paid as part of your permit application.

Description	Amount	Balance
Residential Development Permit Fee	\$200.00	\$200.00
Building Permit Application Fee	\$192.50	\$192.50
Residential Unit Based Solid Waste Fee	\$248.29	\$248.29
Residential Plumbing Fee	\$25.00	\$25.00

### CUSTOMER ATTESTATION

I certify I am submitting this application, including all of the required supporting information, for approval with the consent of the owner(s) of the subject property(s). My identification as the applicant means that I am the primary contact with HRM in all matters pertaining to this application unless otherwise noted.

### COLLECTION AND USE STATEMENT

Halifax Regional Municipality (HRM) is committed to protecting your personal information. HRM's online permitting, licensing and compliance system – POSSE LMS - is hosted by Computronix. Computronix stores the information you provide to its servers in Canada. Computronix is required to protect your personal information in a manner that is consistent with HRM's legislative obligations.

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the processing of your application and for the management and administration of the permitting, licensing and compliance system. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-7460 or [accessandprivacy@halifax.ca](mailto:accessandprivacy@halifax.ca).

[Back](#) [Pay Fees & Submit Application](#) [Save](#)

You will require the following permit(s) in addition to this one:  
Water Permit

Note: All secondary suites within the municipal waste-water boundary will require a water permit.