

Customer Portal

How To: Change Applicant or Contractor after the permit is Issued

If changes to the applicant or contractor are required after a permit has been issued, they can be requested using the Amendment Process from the customer portal. This would allow a new “applicant” to take responsibility for the permitted work and inspections. The applicant and / or the contractor can be changed.

1. Permit is Issued to original applicant and lists original contractor.
2. From My Activities Tab > click icon next to permit to open permit file

Home

Welcome to Halifax Regional Municipality's Online Permitting System.

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

[Apply for a Permit](#)

[Estimate Fees](#)

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

[Show more...](#)

By date of last activity ADMIN

Type	File Number	Location	Status	Description	Created Date
Water Permit	WP-2021-00062		Draft	Commercial	Feb 12, 2021
Deck	GP-2021-00057	259 SKYRIDGE AVE, LOWER SACKVILLE, NS B4C1S3	Draft	Residential - Deck - deck around swimming pool	Feb 4, 2021
Lot Grading	GP-2021-00056	259 SKYRIDGE AVE, LOWER SACKVILLE, NS B4C1S3	Draft	Residential - Lot Grading - lay pad for pool and remove grass and topsoil	Feb 4, 2021
Swimming Pool	GP-2021-00055	259 SKYRIDGE AVE, LOWER SACKVILLE, NS B4C1S3	Draft	Residential - Swimming Pool - install above ground pool in my backyard	Feb 4, 2021
Occupancy	GP-2021-00051	1088 ROBIE ST RAMP, HALIFAX, NS B3H3C6	Draft	Commercial - Occupancy - new Mexican restaurant in old Chinese restaurant	Feb 3, 2021
Blasting	GP-2021-00050		Draft	Commercial - Blasting	Feb 3, 2021
Deck	GP-2020-01273		Draft	Commercial - Deck	Nov 19, 2020
Deck	GP-2020-01272	10 ALBRO LAKE RD, DARTMOUTH, NS B3A3X8	Draft	Commercial - Deck	Nov 19, 2020
Deck	GP-2020-01270	1875 BARRINGTON ST, HALIFAX, NS B3J3L6	Issued	Commercial - Deck - Deck for 1875 Barrington Commercial reno	Nov 19, 2020 Request Inspection

3. The permit file opens on the permit Details Tab. Scroll down the page 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](#)

Issued

Customer Portal

On the Amendment page:

Amendment Description: in this field, provide an explanation of the change required and why.

Be very specific.

Example #1:

*I am an architect and I am only responsible for the application process. I would now like to transfer responsibility for the build to the contractor and the homeowner.
New Applicant to be: Elle Parker elle.parker@yahoo.com (902)-715-6262
New Contractor should be: Mighty Builders Inc. (902) 888-7692*

Example #2:

I have hired a contractor for work I previously planned to do myself. I would like the contractor to be added to the permit and transfer the role of applicant to them so they can deal with inspections and communication moving forward. The contractor is Little Builders Inc. 22 Main Street, Halifax Nova Scotia, (902) 444-9999 and the person at Little Builders to be listed as applicant is Mark Hawkins Mhawkins@littlebuilders.ca. (902)444-8899.

Note: the more information about the “new” the better so we can find them confidently in the system.

- An applicant must be a person (not a company) and must have a registered customer portal account.
- At a minimum an email and phone number are required for the new applicant. All communication about the permit and inspections goes to the applicant.
 - Specify if new applicant is homeowner (individual) or contractor (company)
 - Specify if the new applicant has a customer portal account.
- Only contractors with a registered contractor profile can be added to a permit. The contractor information in the amendment request must match what is on file as the “Registered Contractor”.

Customer Portal

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

***Amendment Description:**

UPLOADED DOCUMENTS

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

File Name	Document Type	Comments	Markups
(3) Existing Documents			
<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)		

4. Scroll down and Click '**Submit**' at the bottom of the page.

Note:

- The request will be processed by staff. If there are any questions during the change-over they will go to the **original applicant on the permit**.
- Only after the change is complete will communication and notifications go to the new applicant.
- The permit file will no longer be visible or accessible to the original applicant or contractor unless they remain listed as one of the contractors doing work.
- A new permit will be issued with the updated information.

Issued