

# Customer Portal Series

## CUSTOMER PORTAL DASHBOARD OVERVIEW

	Result
a. <b>Building Permits</b>	View list of permits to select and input an application
b. <b>Estimate Fees</b>	To input a sample permit application and see estimated fees
c. <b>Inquiries</b>	Submit an Inquiry in relation to your permit application – This function is not yet available.
d. <b>My Inspections</b>	View inspection status and/or request an inspection
e. <b>My Activities</b>	View permits that are in progress, from draft status onward. Check for draft prior to starting new permit application. View permit application requests for information, etc.
f. <b>My Projects</b>	View Projects related to your permits
g. <b>My Businesses</b>	View businesses you related to your Customer Account – This function is not yet available
h. <b>Home</b>	Return to the Home Page
i. <b>Search</b>	View the Search menu
j. <b>Pay</b>	View area to pay for some or all pending fees
k. <b>My Payments</b>	View payments that have been completed
l. <b>Profile</b>	View Customer Account profile information
m. <b>Sign Out</b>	Exit the session

# Customer Portal Series

## MY ACTIVITIES OVERVIEW

HALIFAX
Welcome,

[Home](#)
[Search](#)
[Pay](#)
[My Payments](#)
[Profile](#)
[Sign Out](#)

### Home

**Welcome to Halifax Regional Municipality's Online Permitting System**

Manage your permits via the tabs below. Track your permit in the My Activities tab. Check often for updates.

If your permit does not appear in the tabs below, use the Search in the menu above to retrieve your permit.

**Permitting**

- > Apply for a Permit
- > Estimate Fees
- > Inquiries

MY INSPECTIONS
MY ACTIVITIES
MY PROJECTS
MY BUSINESSES

[Show more...](#)

Monitor the status of your permits here. **Note: Permits with a status of DRAFT have not been submitted.**

- Sort the table by selecting the column title
- To address permits returned as "Application Incomplete" click the permit icon to access the application, see notes from staff, and make changes.
- To address permits returned as "Applicant Revisions" click the blue link: Additional Info Required to access the section where you can make edits and re-submit the permit.
- To request inspections use the blue link: Request Inspections to open the request form.

a	b	c	d	e	f	g
Type	File Number	Location	Status	Description	Created Date	Submitted Date
Fence Construction	FENCE-2021-05629	91 ALDERNEY DR, DARTMOUTH, NS B2Y4W9	Submitted	Fence Construction - Accessory Structure	Apr 19, 2021	Apr 19, 2021
Deck Permit	DECK-2021-05628	91 ALDERNEY DR, DARTMOUTH, NS B2Y4W9	Draft	Deck Permit - Accessory Structure	Apr 19, 2021	

	Result
a. Type	List permit type for the application
b. File Number	HRM reference number and the permit number
c. Location	Location for which the permit applies
d. Status	Status of the application throughout the process
e. Description	Customer entered description of work to be conducted
f. Created Date	Date application created in the system
g. Submitted Date	Date application submitted with payment

# Customer Portal Series

## PROJECTS OVERVIEW

The screenshot shows the Halifax Customer Portal interface. At the top, the Halifax logo is on the left, and navigation links for Home, Search, Pay, My Payments, Profile, and Sign Out are on the right. Below the header, the page is titled "Home" and includes a welcome message: "Welcome to Halifax Regional Municipality's Online Permitting System". It provides instructions on how to manage permits and use the search function. A "Permitting" menu is visible with options for applying for a permit, estimating fees, and inquiries. A navigation bar at the bottom highlights the "MY PROJECTS" tab, with other tabs for MY INSPECTIONS, MY ACTIVITIES, and MY BUSINESSES. Below the tabs, there is a section for creating and managing projects, including a "+ Project" button and a list of existing projects, such as "PR-2021-000571 (Draft) 91 Alderney Renos". A search bar is located at the bottom right of the page.

	Result
a. <b>Add a Project</b>	<b>Click the button to create a Project and add application</b>
b. <b>Existing Projects</b>	<b>You can create a project and name it for easy reference</b>