

Customer Portal Series

How To: Request a Refund

There are certain instances where you may be intitled to a refund on permit fees.

Step 1: Open the permit file by clicking the rectangle icon beside the permit number in the My Activities Tab.

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.

[Apply for a Permit](#)

[Estimate Fees](#)

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.

Icon	Type	File Number	Location	Description	Status	Created Date
	Building Permit	BP-2021-00367	11189 PEGGYS COVE RD, SEABRIGHT NS B3Z3A6	Residential - Dwelling - Single Detached - New Building	In Review	Mar 3, 2021

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Step 2: The permit file opens by default to the Details Tab.

Scroll down and on the right side of the page you will see a “Request Refund” button. When this function is available to you it will be present as a button. If refund requests are not possible due to the status of the permit it will not appear as a button.

Building Permit BP-2021-00367 (In Review)

Status: In Review Application Date: Mar 3, 2021
Issue Date:
Completed Date:
Expiration Date:

Description: Residential - Dwelling - Single Detached - New Building

DETAILS REVIEWS REVIEW SCHEDULE CONTACTS

DETAILS

Is Master Plan?

Applicant: Homeowner
Type: Residential
Primary Location: 11189 PEGGYS COVE RD, SEABRIGHT, NS B3Z3A6
Specific Location:
Work Description: New detached home
Type of Work: New Building
Type of Structure: Dwelling - Single Number of Units:
Detached
Other:

LOCATIONS

Parcel ID	Address	Net Acres
00614628	11189 PEGGYS COVE RD, SEABRIGHT, NS B3Z3A6	0.51
	Total Area:	0.51





OWNER/TENANT

Name: Jason Thibeau
Mailing Address: 40 Alderney Drive
City: Dartmouth
State / Province: Nova Scotia
Zip / Postal Code: B2Y 2N5
Phone Number: 9020110099


RESIDENTIAL

Number of Full Baths: 2
Number of Half Baths: 2
Type of Heat: Electric
Fireplace: Gas
Total Square

RELATED INFORMATION

Type	Description
 Building Occupancy	Occupancy: Residential Use 92 m2
 Building Occupancy	Occupancy: Residential Use 92 m2
 Building Occupancy	Occupancy: Residential Use 92 m2
	mighty builders inc dba mighty builders Phone: (902) 444-5555, No License Numbers

HOLDS

Type	Description	Status
 Hold Completion	When the On-Site Sewage Disposal System Notification Letter is submitted, the On-Site Sewage Disposal System Certificate of Installation must be provided prior to the CO being issued.	Active

EQUIPMENT

Description	Quantity
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PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

Request Refund

TEMPORARY CERTIFICATE OF OCCUPANCY (CO)

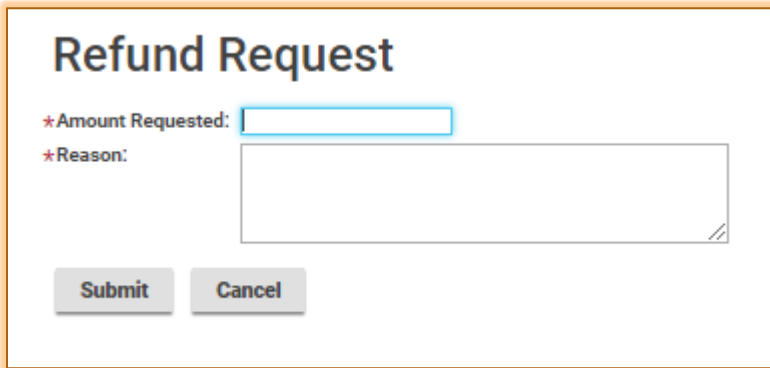
Allows you to occupy a portion of your approved development.

You cannot request a temporary CO at this time.

Refund Request

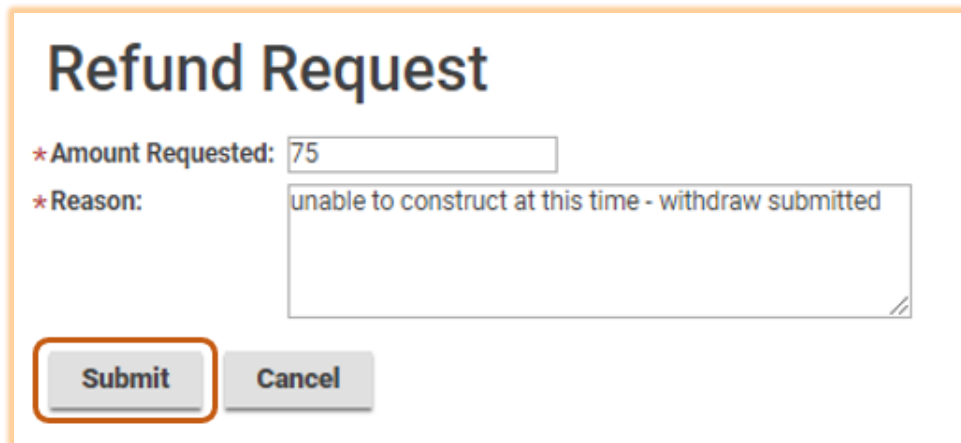
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Step 4: Complete the required fields in the pop-up window: Refund Amount and Refund Reason.



The screenshot shows a pop-up window titled "Refund Request". It contains two required fields: "Amount Requested:" with an empty text input field, and "Reason:" with an empty text area. Below the fields are two buttons: "Submit" and "Cancel".

Step 5: Submit request – it will be evaluated by staff and if approved it will be processed by staff as a refund on the credit card that paid for the application or in some instances will be refunded by cheque mailed to the applicant.



The screenshot shows the same "Refund Request" pop-up window. The "Amount Requested:" field now contains the number "75". The "Reason:" text area contains the text "unable to construct at this time - withdraw submitted". The "Submit" button is highlighted with a red border, indicating it is the next step in the process.

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STEP 10: You are returned to the permit page where it is noted that a refund has been requested.

PERMIT ACTIVITIES

This is where you can make requests on your permit. The eligible request types will appear depending on what your permit status is. The requests can include:

FEES

You have no outstanding fees.

You have requested a refund.

RENEW PERMIT

You cannot renew this permit at this time.

WITHDRAW PERMIT

You cannot withdraw this permit at this time.

DOWNLOAD PERMIT

You cannot download this permit at this time.

AMEND PERMIT

You cannot amend this permit at this time.

REQUEST INSPECTION

You cannot request an inspection at this time.