



eApply Residential Building for Contractors

Planning and Development

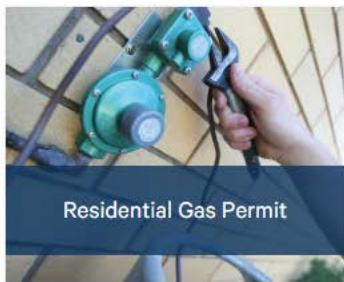
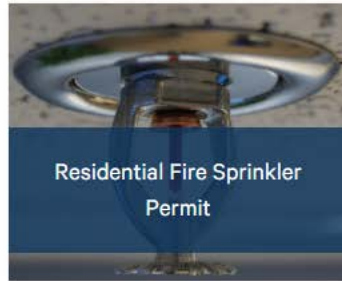
Contents

Contractor Permit Application	3
Residential Building Permit	4
Select a Business license:	5
Contractor Details:	5
Property Selection.....	8
Type of work	8
New Home – Journey	9
Folder Information	10
New Home Construction.....	11
Indicate Construction Detail	12
Permit Confirmation	13
Payment Summary.....	14
Payment Page – redirected to chase exact.....	15
Receipt Page.....	16
Uploading Documents through the eApply Plan Review Portal:	17
Home Renovation or Addition	19
Folder Information	20
Select the Scope of work:	21
Indicate Construction Details either Construction Area or Construction Value:.....	22
Permit Confirmation	23
Payment Summary.....	24
Payment Page – redirected to chase exact.....	25
Receipt Page.....	26
Uploading Documents through the eApply Plan Review Portal:	27
Detached Garage or Accessory Building	29
Folder Information	30
Construction Details.....	31
Permit Confirmation	32
Payment Summary.....	33
Payment Page – redirected to chase exact.....	34
Receipt Page.....	35
Uploading Documents through the eApply Plan Review Portal:	36



Contractor Permit Application

www.lethbridge.ca/eapply



Click the on the Permit Application Type of Residential Building Permit

Residential Building Permit

Throughout the pages this will  give you help about what is required.

Residential Building Permit Login

Email Address



Password

Login

Read the [Terms of Use](#)

Forgot your password? [Reset It](#)

Don't have a profile? [Register Now](#)

Enter the email address and password for your MyCity profile.

Select a Business license:

Residential Building Permit

Select a business license

Select the Business License under which the permit will be applied for.

TEST

113153



← Back

Prior to commencing an application, a Business License must be registered to the MyCity profile using the License Number and Access Code provided on the renewal invoice. The License must be active, in good standing, and valid for the discipline of work for this permit type. Contact Regulatory Services at 403-320-3074 for additional information regarding your license.

Click on the blue license box. If the business license is not valid for the permit type you will get the following error.

Residential Building Permit

Select a business license

Select the Business License under which the permit will be applied for.

The business license does not meet the proper designation

TEST

113153



← Back

Prior to commencing an application, a Business License must be registered to the MyCity profile using the License Number and Access Code provided on the renewal invoice. The License must be active, in good standing, and valid for the discipline of work for this permit type. Contact Regulatory Services at 403-320-3074 for additional information regarding your license.

Contractor Details:

Applicant – Business Representative is the person who is completing the permit application, this will be used if any additional contact is needed. Changes on this page does not change the MyCity profile.

Residential Building Permit

Please enter and confirm the contractor details

Please enter the contact information for the representative making application for the permit. The optional Site Supervisor section allows a Project Manager or other representative to have the permit automatically added to their existing MyCity account for access to schedule inspections and receive emailed inspection reports.

Applicant - Business Representative

First Name *

Julie

Last Name *

Smith

Phone *

403-381-8547

Would you like to receive email inspection notices?

Yes ✓

No



Site Supervisor (Optional) – This is if you want someone for additional information about this permit. The permit can be added to this person’s MyCity profile, the ability for them to get emails inspection notices.

Site Supervisor (Optional)


First Name

Last Name


Phone

Email

Would you like to send email inspection notices to the site supervisor?



Would you like to add this permit to the site supervisor's MyCity account?



Click Continue

Property Selection


Enter in your address that you want to pull the permit on. If you enter in the full address but get no results then try less characters, minimum of four is required.

Residential Building Permit

Property Selection

Search format: Unit# House Street e.g. (123 MAIN ST S or 1 222 3 ST N)

Enter a minimum of 4 characters to search.



← Back

Select an address tile to continue.

Type of work

New Home is construction of new residential home.

Home Renovation or Addition is work being performed to an existing home including basement development, new addition, deck, installation of hot tub/pool, alterations, interior renovations, etc.

Detached Garage or Accessory Building is Construction of a new, or alterations to an existing detached garage, pergola, shed, or other accessory building.


Residential Building Permit


Choose the type of work

Type of Work

Please specify the nature of work being performed for this permit application:

New Home 

Home Renovation or Addition 

Detached Garage or Accessory Building 

← Back

Continue →

New Home – Journey

Home Warranty or Exemption numbers are obtained through the Alberta Home Warranty Program. This number is required for application on all new homes.

Residential Building Permit

Enter your Home warranty or exemption number

Home Warranty Number

Warranty or Exemption Number *

Enter the warranty number



← Back

Continue →

Folder Information

Folder Access code - The access code provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. An access code may contain numbers, letters, and spaces - up to 10 characters in length

Job Number - The Job Number field allows a business to assign their own unique designation to the application in addition to the City's assigned permit number.

Description of Work – Enter a description of nature and extent of the work to be completed for the Building Permit.

Eg. New two story home, covered veranda, uncovered deck, attached garage, no basement development.

Folder Information

Folder Access Code *
Create an access code for the permit

?

Job Number
Enter the job number (optional)

?

Description of Work *
Enter a description of the nature and extent of the work to be completed for the Building permit.
eg.) *New two story home, covered veranda, uncovered deck, attached garage, no basement development*

[← Back](#) [Continue →](#)

New Home Construction

Choose the type of new home construction.

Residential Building Permit

Choose the type of new home construction

New Home Construction

What type of new home construction:

Detached Single Family - One Storey

Detached Single Family - Two Storey

Duplex

Triplex

Fourplex

← Back

Continue →

Indicate Construction Detail
Enter in the construction area

New One Storey Detached Single Family Home

Please enter all applicable fields:

Main Floor (ft²) *
Enter the total construction area

?

Attached Garage (ft²)
Enter the attached garage area

?

Covered Wood Deck (ft²)
Enter the wood deck: covered area

?

Uncovered Wood Deck (ft²)
Enter the wood deck: uncovered area

?

Basement Development (ft²)
Enter the basement development area

?

Carport (ft²)
Enter the carport area

?

Wood Burning Fireplace (Quantity)
Enter the wood burning fireplace area

?

Will you be installing a hot tub or pool?

Yes	No ✓
-----	------

Will you require a Footing & Foundation permit?

Yes	No ✓
-----	------

?

← Back

Continue →

Permit Confirmation

This page is your permit details if you Edit Type of Work or the Construction Details the permit application process will start over. You need to accept Acknowledgment, and click continue.

Residential Building Permit

Confirm the permit information

Property Selection

Civic Address 396 MCMASTER BLVD W LETHBRIDGE AB T1K 4L3

Legal Description

7710684/20/5

Applicant Information

Business License

Name and Mailing Address TEST
910 4 AVE S LETHBRIDGE AB T1J 0P6

Business Representative

Name and Mailing Address Julie Smith
910 4 AVE S LETHBRIDGE AB T1J 0P6

Phone 403-381-8547

Email julie.smith@lethbridge.ca

Site Supervisor

No Information Provided

[Edit Applicant Information](#)

Application Details

Permit Class RESIDENTIAL

Type of Work New Home

[Edit Type of Work](#)

Residential Building Permit: Construction Details

Access Code test

Work Description test

Home Warranty Number test

Construction Type Two Storey

Main Floor Construction Area (ft²) 1200

Second Floor Construction Area (ft²) 1200

Footing & Foundation Permit NO

Hot Tub or Pool Installation NO

[Edit Construction Details](#)

Acknowledgement

As the applicant, I accept the terms and conditions.

Payment Summary

This is the breakdown of the cost of your permit.

Residential Building Permit

This is your payment summary

Lot grading

B LOT GRADING	125.00
Total Permit Fees	\$125.00

Residential Building Permit

B RESIDENTIAL PERMIT FEE	1,452.36
B SAFETY CODES FEE - RES	58.09
D DEVELOPMENT REVIEW - RES	60.00
Total Permit Fees	\$1,570.45

Total Charges **\$1,695.45**

[Continue](#) →

Click Continue

Payment Page – redirected to chase exact



City of Lethbridge

Review Your Order

Quantity	Item	Unit		Price
1	396 MCMASTER BLVD W - Residential Lot Grading	CAD 125.00	CAD	125.00
1	396 MCMASTER BLVD W - Residential Building Permit	CAD 2,262.75	CAD	2262.75
Total			CAD	2387.75

[« Return to City of Lethbridge](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date(MMY)

Email

A confirmation email will be sent to this address.

[Pay With Your Credit Card](#)

Pay From Your Bank Account



Pay directly from your bank account using the INTERAC Online service.

Email

A confirmation email will be sent to this address.

[Pay From Your Bank Account](#)

The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

Receipt Page

This page is where drawings are uploaded for plan review.

Residential Building Permit

Print 

This is your receipt - Please print or save a copy for your records.

You will not be able to return to this screen once you navigate away.

Order Number: 115345

Authorization Code: A123

Order Amount: \$2702.42

Your payment has completed successfully!

Document Submission

The permits below require additional documentation prior to being reviewed and approved by Inspection Services. Please click on the **SUBMIT PLANS** to access the document submission portal.


[Click here for a list of documents required to be submitted for your application.](#)

Lot grading

LG002249

396 MCMASTER BLVD W LETHBRIDGE AB T1K 4L3

\$125.00


SUBMIT PLANS 

Residential Building Permit

BP022006

396 MCMASTER BLVD W LETHBRIDGE AB T1K 4L3

\$2,577.42

SUBMIT PLANS 

Drawings will need to be submitted for all of the blue boxes that say submit plans

Uploading Documents through the eApply Plan Review Portal:

Click the **Browse...** button and select the necessary files to be uploaded for the permit application. Multiple files can be selected simultaneously.

The **Upload Status** will display Pending Upload. If a file has been added in error, under the Action header, click the Remove icon.

Project Information | **Plan Documents** | Review Documents | Approved Documents | Related Projects | Project Invitations

Project: BP017527
Group: <None>
Name: Residential Building Permit
Status: Submission Required

Review Status: None
Actions: Submit for Review

Browse... Clear Upload Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

Click the Upload button.

Browse... Clear **Upload** Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

On the confirmation pop-up, click Yes.

Are you sure you want to upload the document changes? **Yes** No

The Upload Status will indicate if your plans/documents have been successfully uploaded.

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W				1	Success	
<input type="checkbox"/>	Truss Corporate Letter				1	Success	
<input type="checkbox"/>	Truss Layouts				1	Success	

When all items have been uploaded, click the **Submit for Review** button.

Note: Internal City reviewers will **NOT** be notified to begin their review **UNTIL THIS BUTTON IS CLICKED**. This allows a user to begin the application process even though they may not yet possess all documents required for submission.

Project Information Plan Documents Review Documents Approved Documents Related Projects Project Invitations

Project
BP017527

Group
<None>


Name
Residential Building Permit

Status
Submission Required

Review Status
None

[Submit for Review](#)

Browse... Clear Upload Cancel Status: Done

<input type="checkbox"/>		Name	Discipline	Sheet Type	Desc
<input type="checkbox"/>		128 Temple Blvd W			
<input type="checkbox"/>		Truss Corporate Letter			
<input type="checkbox"/>		Truss Layouts			

Home Renovation or Addition

Select the type of work

Residential Building Permit

Choose the type of work

Type of Work

Please specify the nature of work being performed for this permit application:

<input type="radio"/> New Home	?
<input checked="" type="radio"/> Home Renovation or Addition	?
<input type="radio"/> Detached Garage or Accessory Building	?

[← Back](#) [Continue →](#)

Folder Information

Folder Access code - The access code provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. An access code may contain numbers, letters, and spaces - up to 10 characters in length

Job Number - The Job Number field allows a business to assign their own unique designation to the application in addition to the City's assigned permit number.

Description of Work – Enter a description of nature and extent of the work to be completed for the Building

Folder Information

Folder Access Code *
Create an access code for the permit

?

Job Number
Enter the job number (optional)

?

Description of Work *
Enter a description of the nature and extent of the work to be completed for the Building permit.
eg.) *New two story home, covered veranda, uncovered deck, attached garage, no basement development*

[← Back](#) [Continue →](#)

Permit. Eg. New two story home, covered veranda, uncovered deck, attached garage, no basement development.

Select the Scope of work:

Residential Building Permit

Please choose the scope of work

Scope of Work

Please select all that apply:

<input type="checkbox"/> Attached Garage	?
<input type="checkbox"/> Addition	?
<input type="checkbox"/> Basement Development	?
<input type="checkbox"/> Carport	?
<input type="checkbox"/> Fireplace: Wood Burning	?
<input type="checkbox"/> Foundation	?
<input type="checkbox"/> Hot Tub / Pool	?
<input type="checkbox"/> Renovation	?
<input type="checkbox"/> Wood Deck: Covered	?
<input type="checkbox"/> Wood Deck: Uncovered	?

[← Back](#) [Continue →](#)

Indicate Construction Details either Construction Area or Construction Value:

Residential Building Permit: Building Permit

Indicate your construction details

Attached Garage

Construction Area (m²) *
Enter the attached garage area

Addition

Construction Value (\$) *
Enter the area being created for the addition

Basement Development

Construction Area (m²) *
Enter the basement development area

Carport

Construction Area (m²) *
Enter the carport area

Foundation

Construction Value (\$) *
Enter the foundation area

Renovation

Construction Value (\$) *
Enter the construction value of the renovation

Wood Burning Fireplace

Quantity *
Enter the wood burning fireplace area

Wood Deck: Covered

Construction Area (m²) *
Enter the wood deck covered area

Wood Deck: Uncovered

Construction Area (m²) *
Enter the wood deck uncovered area

Hot Tub or Pool Installation Y/N

[← Back](#) [Continue →](#)

Permit Confirmation

This page is your permit details if you Edit Type of Work or the Construction Details the permit application process will start over. You need to accept Acknowledgment, and click continue.

Residential Building Permit

Confirm the permit information

Property Selection

Civic Address 396 MCMASTER BLVD W LETHBRIDGE AB T1K 4L3

Legal Description

7710684/20,5

Applicant Information

Business License

Name and Mailing Address TEST
910 4 AVE S LETHBRIDGE AB T1J 0P6

Business Representative

Name and Mailing Address Julie Smith
910 4 AVE S LETHBRIDGE AB T1J 0P6

Phone 403-381-8547

Email julie.smith@lethbridge.ca

Site Supervisor

No Information Provided

[Edit Applicant Information](#)

Application Details

Permit Class RESIDENTIAL

Type of Work New Home

[Edit Type of Work](#)

Residential Building Permit: Construction Details

Access Code test

Work Description test

Home Warranty Number test

Construction Type Two Storey

Main Floor Construction Area (ft²) 1200

Second Floor Construction Area (ft²) 1200

Footing & Foundation Permit NO

Hot Tub or Pool Installation NO

[Edit Construction Details](#)

Acknowledgement

As the applicant, I accept the terms and conditions.

Payment Summary

This is the breakdown of the cost of your permit.

Residential Building Permit

This is your payment summary

Lot grading

B LOT GRADING	125.00
Total Permit Fees	\$125.00

Residential Building Permit

B RESIDENTIAL PERMIT FEE	1,452.36
B SAFETY CODES FEE - RES	58.09
D DEVELOPMENT REVIEW - RES	60.00
Total Permit Fees	\$1,570.45

Total Charges

\$1,695.45

Continue →

Click Continue



City of Lethbridge

Review Your Order

Quantity	Item	Unit		Price
1	396 MCMASTER BLVD W - Residential Lot Grading	CAD 125.00	CAD	125.00
1	396 MCMASTER BLVD W - Residential Building Permit	CAD 2,262.75	CAD	2262.75
		Total	CAD	2387.75

[« Return to City of Lethbridge](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date(MMY)

Email

A confirmation email will be sent to this address.

Pay From Your Bank Account



Pay directly from your bank account using the INTERAC Online service.

Email

A confirmation email will be sent to this address.

The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

Residential Building Permit

Print 

This is your receipt - Please print or save a copy for your records.

You will not be able to return to this screen once you navigate away.

Order Number: 115348

Authorization Code: A123

Order Amount: \$1748.46

Your payment has completed successfully!

Document Submission

The permits below require additional documentation prior to being reviewed and approved by Inspection Services. Please click on the **SUBMIT PLANS** to access the document submission portal.


[Click here for a list of documents required to be submitted for your application.](#)


Residential Building Permit


BP022009

396 MCMASTER BLVD W LETHBRIDGE AB T1K 4L3

\$1,748.46

SUBMIT PLANS 

Another Permit of the same type 

Continue to MyCity 

This page is where drawings are uploaded for plan review.

Drawings will need to be submitted for all of the blue boxes that say submit plans

Uploading Documents through the eApply Plan Review Portal:

Click the **Browse...** button and select the necessary files to be uploaded for the permit application. Multiple files can be selected simultaneously.

The **Upload Status** will display Pending Upload. If a file has been added in error, under the Action header, click the Remove icon.

Project Information | **Plan Documents** | Review Documents | Approved Documents | Related Projects | Project Invitations

Project: BP017527
Group: <None>
Name: Residential Building Permit
Status: Submission Required

Review Status: None
Actions: Submit for Review

Browse... Clear Upload Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

Click the Upload button.

Browse... Clear **Upload** Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

On the confirmation pop-up, click Yes.

Are you sure you want to upload the document changes? **Yes** No

The Upload Status will indicate if your plans/documents have been successfully uploaded.

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W				1	Success	
<input type="checkbox"/>	Truss Corporate Letter				1	Success	
<input type="checkbox"/>	Truss Layouts				1	Success	

When all items have been uploaded, click the **Submit for Review** button.

Note: Internal City reviewers will **NOT** be notified to begin their review **UNTIL THIS BUTTON IS CLICKED**. This allows a user to begin the application process even though they may not yet possess all documents required for submission.

Project Information Plan Documents Review Documents Approved Documents Related Projects Project Invitations

Project
BP017527

Group
<None>

Name
Residential Building Permit

Status
Submission Required

Review Status
None

[Submit for Review](#)

Browse... Clear Upload Cancel Status: Done

<input type="checkbox"/>	<u>Name</u>	<u>Discipline</u> ▼	<u>Sheet Type</u>	<u>Desc</u>
<input type="checkbox"/>	128 Temple Blvd W			
<input type="checkbox"/>	Truss Corporate Letter			
<input type="checkbox"/>	Truss Layouts			

Detached Garage or Accessory Building

Residential Building Permit

Choose the type of work

Type of Work

Please specify the nature of work being performed for this permit application:

New Home



Home Renovation or Addition



Detached Garage or Accessory Building



[← Back](#)

[Continue →](#)

Folder Information

Folder Access code - The access code provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. An access code may contain numbers, letters, and spaces - up to 10 characters in length


Job Number - The Job Number field allows a business to assign their own unique designation to the application in addition to the City's assigned permit number.

Description of Work – Enter a description of nature and extent of the work to be completed for the Building Permit.


Eg. New two story home, covered veranda, uncovered deck, attached garage, no basement development.

Folder Information

Folder Access Code *
Create an access code for the permit



Job Number
Enter the job number (optional)



Description of Work *
Enter a description of the nature and extent of the work to be completed for the Building permit.
eg.) *New two story home, covered veranda, uncovered deck, attached garage, no basement development*

Select
the
Scope
of
work:

CC
Enter

← Back

Continue →

Construction Details

Residential Building Permit

Indicate your construction details

Accessory Building

Construction Area (ft²) *

Enter the construction value of the accessory building

← Back

Continue →

Click Continue

Permit Confirmation

This page is your permit details if you Edit Type of Work or the Construction Details the permit application process will start over. You need to accept Acknowledgment, and click continue.

Residential Building Permit

Confirm the permit information

Property Selection

Civic Address 396 MCMASTER BLVD W LETHBRIDGE AB T1K 4L3

Legal Description

7710684,20,5

Applicant Information

Business License

Name and Mailing Address TEST
910 4 AVE S LETHBRIDGE AB T1J 0P6

Business Representative

Name and Mailing Address Julie Smith
910 4 AVE S LETHBRIDGE AB T1J 0P6

Phone 403-381-8547

Email julie.smith@lethbridge.ca

Site Supervisor

No Information Provided

[Edit Applicant Information](#)

Application Details

Permit Class RESIDENTIAL

Type of Work New Home

[Edit Type of Work](#)

Residential Building Permit: Construction Details

Access Code test

Work Description test

Home Warranty Number test

Construction Type Two Storey

Main Floor Construction Area (ft²) 1200

Second Floor Construction Area (ft²) 1200

Footing & Foundation Permit NO

Hot Tub or Pool Installation NO

[Edit Construction Details](#)

Acknowledgement

As the applicant, I accept the terms and conditions.

Payment Summary

This is the breakdown of the cost of your permit.

Residential Building Permit

This is your payment summary

Residential Building Permit

B SAFETY CODES FEE - RES	4.50
D DEVELOPMENT REVIEW - RES	60.00
B RESIDENTIAL PERMIT FEE	100.00
Total Permit Fees	\$164.50

Total Charges **\$164.50**

[Continue →](#)

Click Continue



City of Lethbridge

Review Your Order

Quantity	Item	Unit	Price
1	396 MCMASTER BLVD W - Residential Lot Grading	CAD 125.00	CAD 125.00
1	396 MCMASTER BLVD W - Residential Building Permit	CAD 2,262.75	CAD 2262.75
Total		CAD	2387.75

[« Return to City of Lethbridge](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date(MMY)

Email

A confirmation email will be sent to this address.

[Pay With Your Credit Card](#)

Pay From Your Bank Account



Pay directly from your bank account using the INTERAC Online service.

Email

A confirmation email will be sent to this address.

[Pay From Your Bank Account](#)


The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

Receipt Page

This page is where drawings are uploaded for plan review.

Residential Building Permit

Print 


This is your receipt - Please print or save a copy for your records.
You will not be able to return to this screen once you navigate away.


Order Number: 115348
Authorization Code: A123
Order Amount: \$1748.46


Your payment has completed successfully!

Document Submission

The permits below require additional documentation prior to being reviewed and approved by Inspection Services. Please click on the **SUBMIT PLANS** to access the document submission portal.
[Click here for a list of documents required to be submitted for your application.](#)

Residential Building Permit BP022009 396 MCMASTER BLVD W LETHBRIDGE AB T1K 4L3 \$1,748.46	SUBMIT PLANS 
--	--

Another Permit of the same type 

Continue to MyCity 

Drawings will need to be submitted for all of the blue boxes that say submit plans

Uploading Documents through the eApply Plan Review Portal:

Click the **Browse...** button and select the necessary files to be uploaded for the permit application. Multiple files can be selected simultaneously.

The **Upload Status** will display Pending Upload. If a file has been added in error, under the Action header, click the Remove icon.

Project Information | **Plan Documents** | Review Documents | Approved Documents | Related Projects | Project Invitations

Project: BP017527
Group: <None>
Name: Residential Building Permit
Status: Submission Required

Review Status: None
Actions: [Submit for Review](#)

Browse... Clear Upload Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

Click the Upload button.

Browse... Clear **Upload** Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

On the confirmation pop-up, click Yes.

Are you sure you want to upload the document changes? **Yes** No

The Upload Status will indicate if your plans/documents have been successfully uploaded.

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W				1	Success	
<input type="checkbox"/>	Truss Corporate Letter				1	Success	
<input type="checkbox"/>	Truss Layouts				1	Success	

When all items have been uploaded, click the **Submit for Review** button.

Note: Internal City reviewers will **NOT** be notified to begin their review **UNTIL THIS BUTTON IS CLICKED**. This allows a user to begin the application process even though they may not yet possess all documents required for submission.

Project Information Plan Documents Review Documents Approved Documents Related Projects Project Invitations

Project
BP017527

Group
<None>

Name
Residential Building Permit

Status
Submission Required

Review Status
None

[Submit for Review](#)

Browse... Clear Upload Cancel Status: Done

<input type="checkbox"/>	<u>Name</u>	<u>Discipline</u> ▼	<u>Sheet Type</u>	<u>Desc</u>
<input type="checkbox"/>	128 Temple Blvd W			
<input type="checkbox"/>	Truss Corporate Letter			
<input type="checkbox"/>	Truss Layouts			