eApply for Homeowners

Planning and Development

Prepared by Planning and Development Services

March 2020

Please note that the Homeowner Application guide is split into three separate documents depending on the nature of work being performed. This guide is for **New Accessory Buildings only**.

- New Home Build Guide
  - If you are building a new home on a vacant lot or you're performing the electrical, plumbing, or heating system installation in a newly constructed home.
- Home Renovation or Addition Guide
  - If you are making improvements to your home or accessory building. This option also includes any electrical, plumbing, or heating system installations.
- **Detached Garage or Accessory Building Guide**
  - **If you are constructing a secondary building on your property (this includes detached garages, sheds, and pergolas)**

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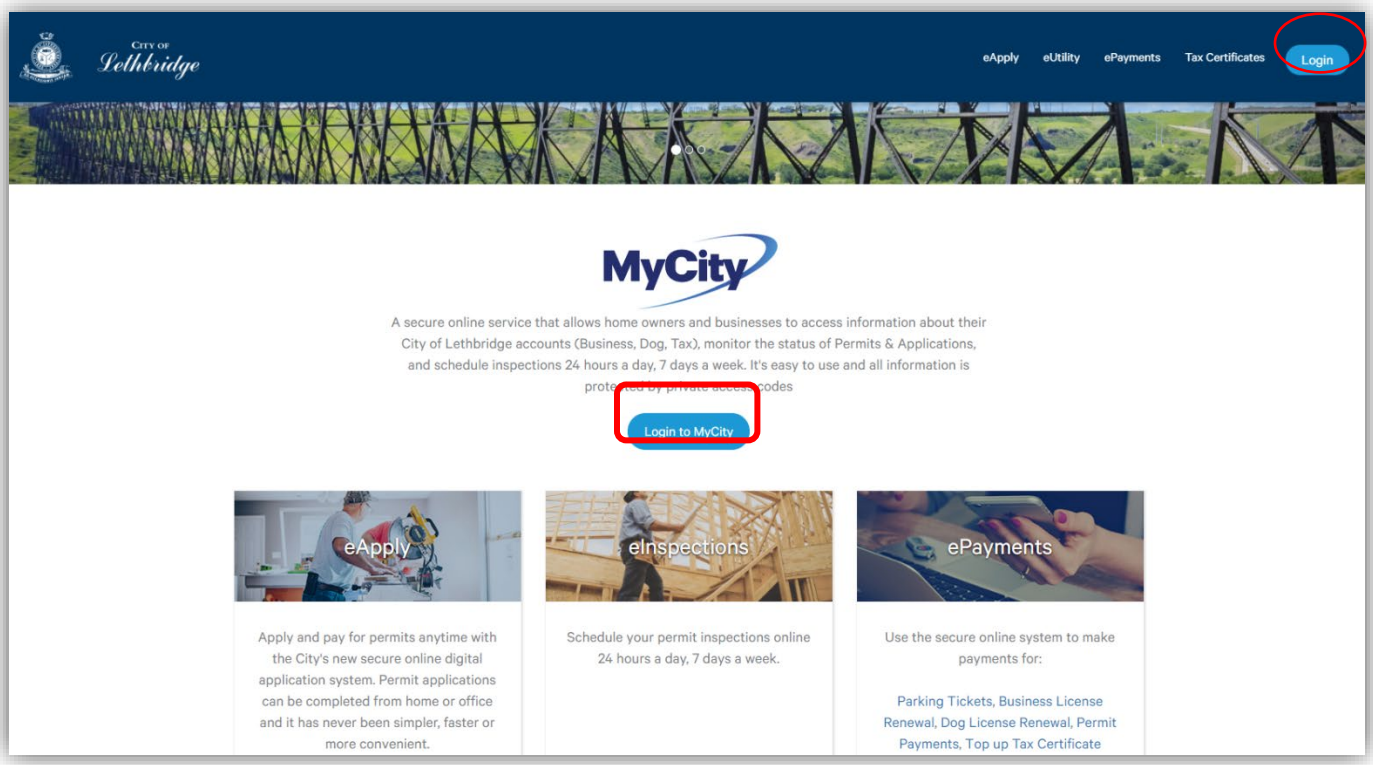
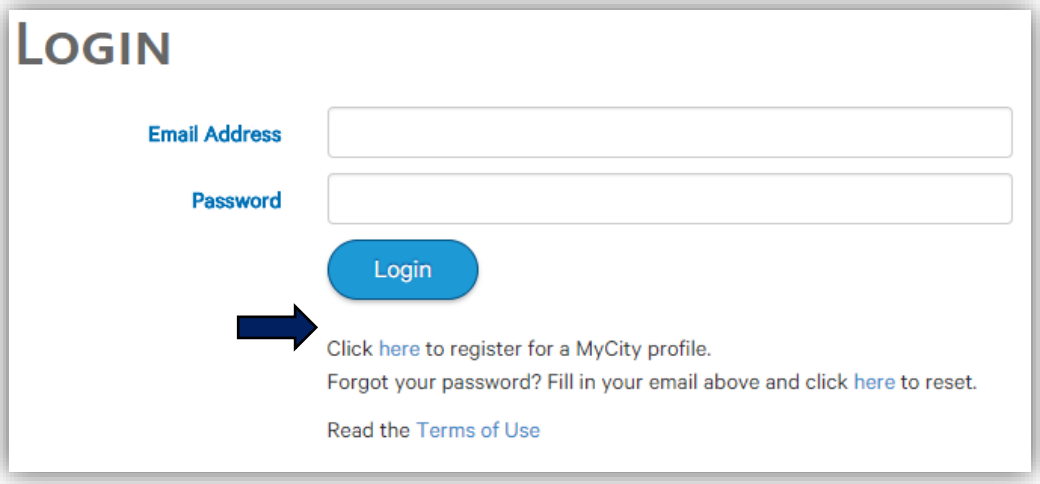
Creating a MyCity Account:

In order to apply for permits online using eApply, you will first need to register a MyCity account with the City of Lethbridge. You can do this by navigating to www.lethbridge.ca\mycity



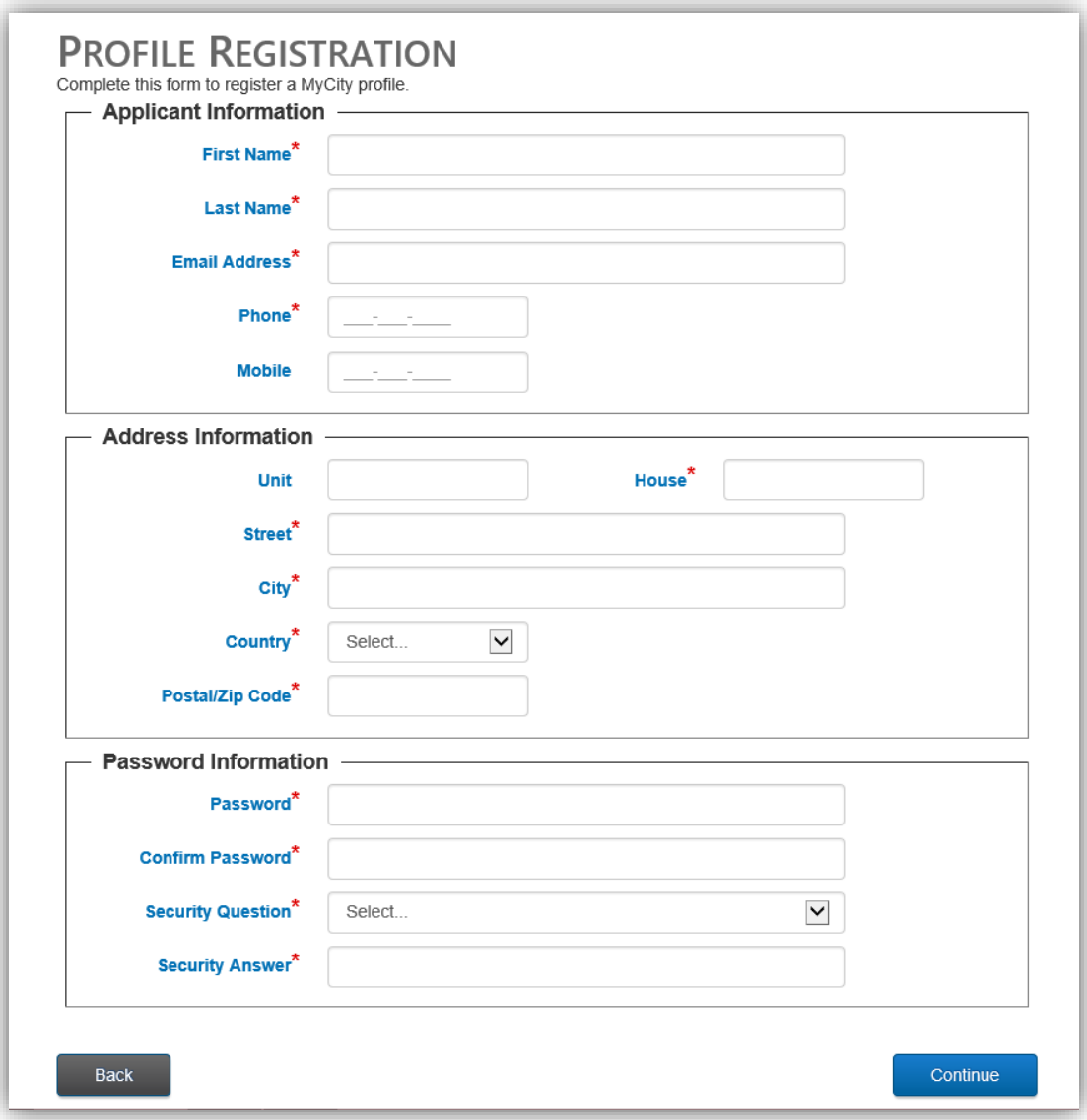
Click either the 'Login' button in the top right or 'Login to MyCity' in the centre of the page to continue.



To register for a new account, click on the link under the 'Login' button.

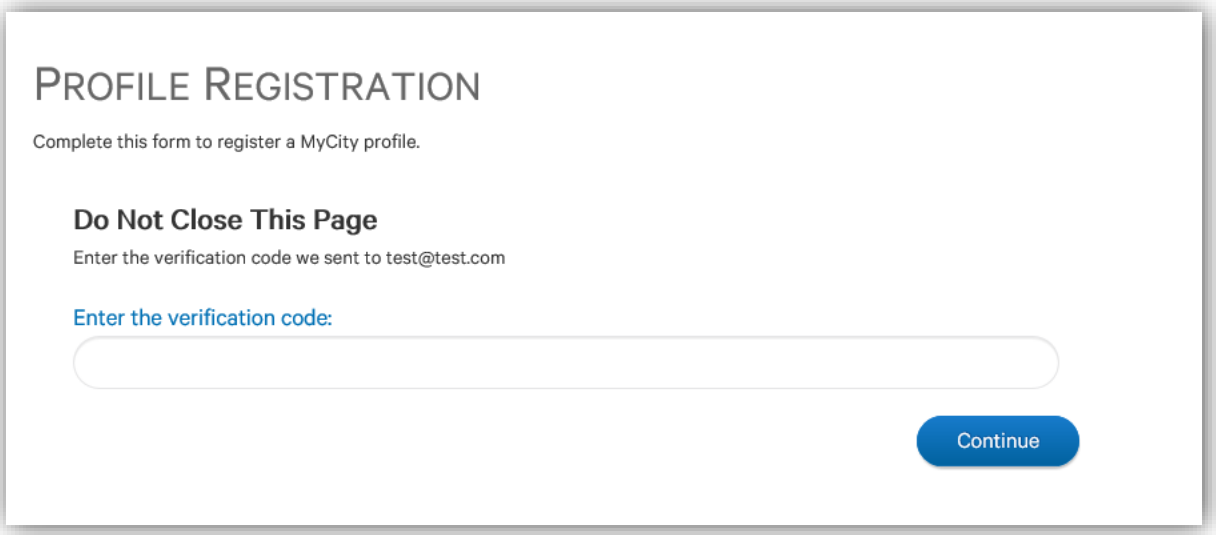
Registering a MyCity Profile:

You will be required to provide your basic contact information in order to register a MyCity account. Please fill in all mandatory fields marked with a *



Click ‘Continue’ once you’ve entered in your information.

The following screen will display:



Do not navigate away from this page.

An email will be sent to the account used to register for the MyCity profile, which will include an activation code.

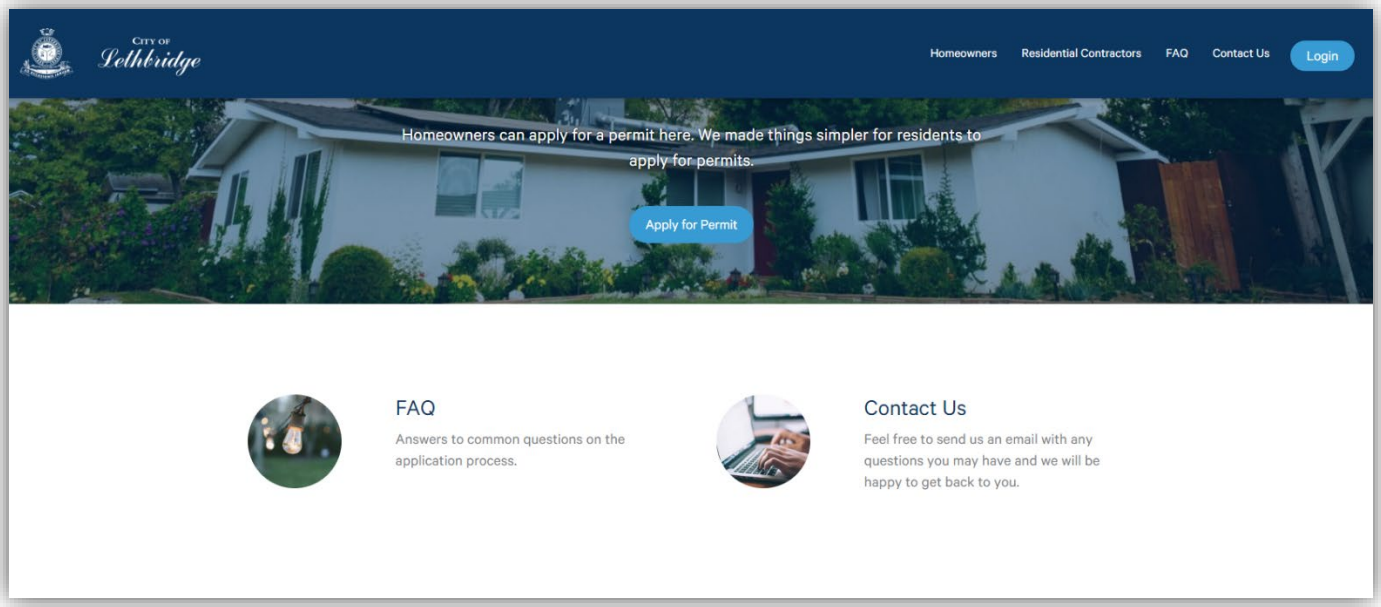
<u>IMPORTANT</u>: to activate your account you must enter in the verification code.

If you do not receive an activation email please check your spam folder. If you still did not receive a copy of the activation email, contact the City of Lethbridge at 311 (403-320-3111) for assistance.

Home Owner Permit Application

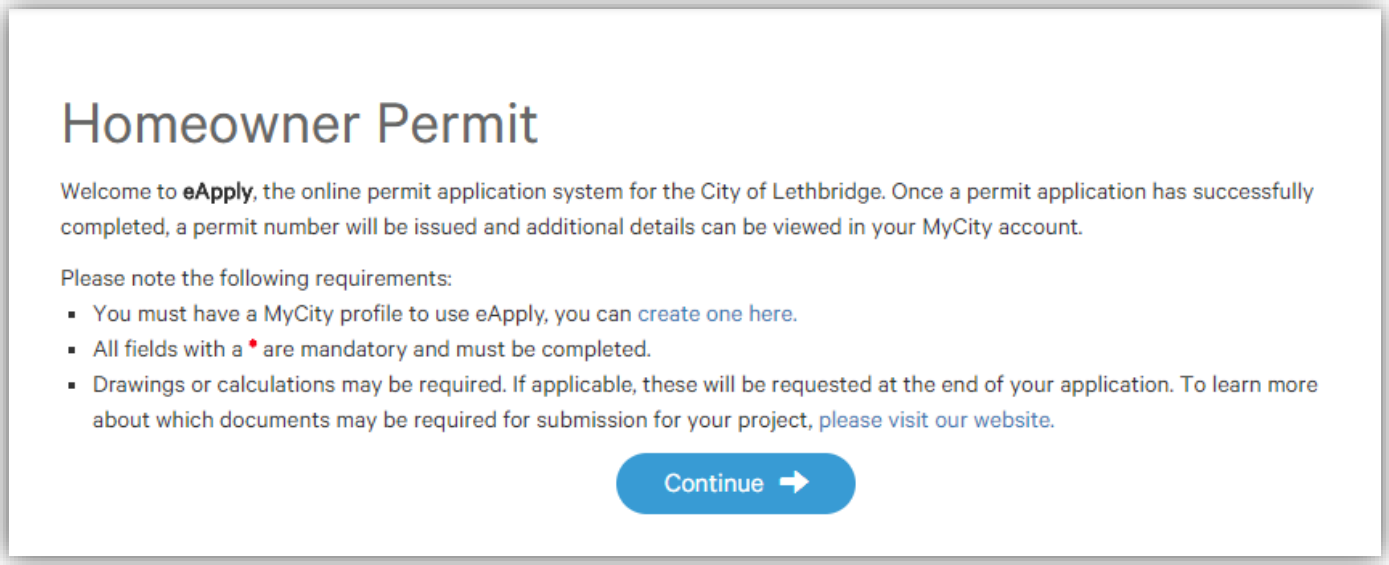
Landing Page

Once you've registered a MyCity account, permits can be applied for online at [www.lethbridge.ca/eapply.](http://www.lethbridge.ca/eapply) To apply for a homeowner permit, please either select the 'Homeowners' option in the top right panel or scroll down to the Homeowners section.



Welcome Screen

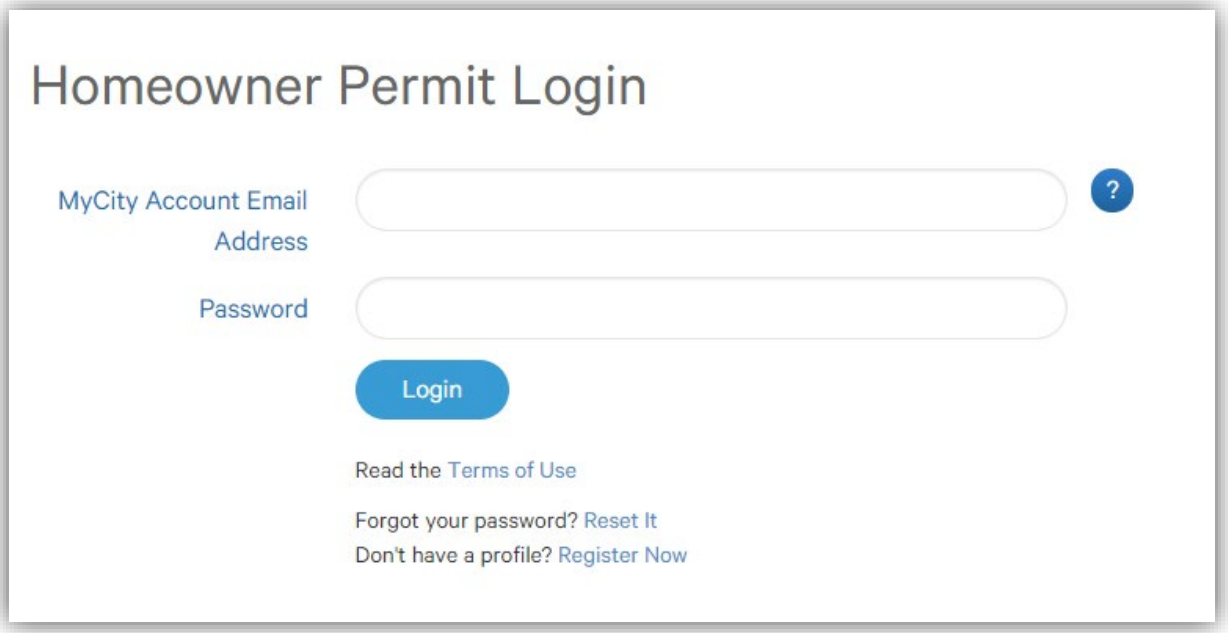
In the Homeowners Section, click the Apply for Permit button. This will bring you to the Homeowner application starting page.



Please click the 'Continue' button to begin the application process.

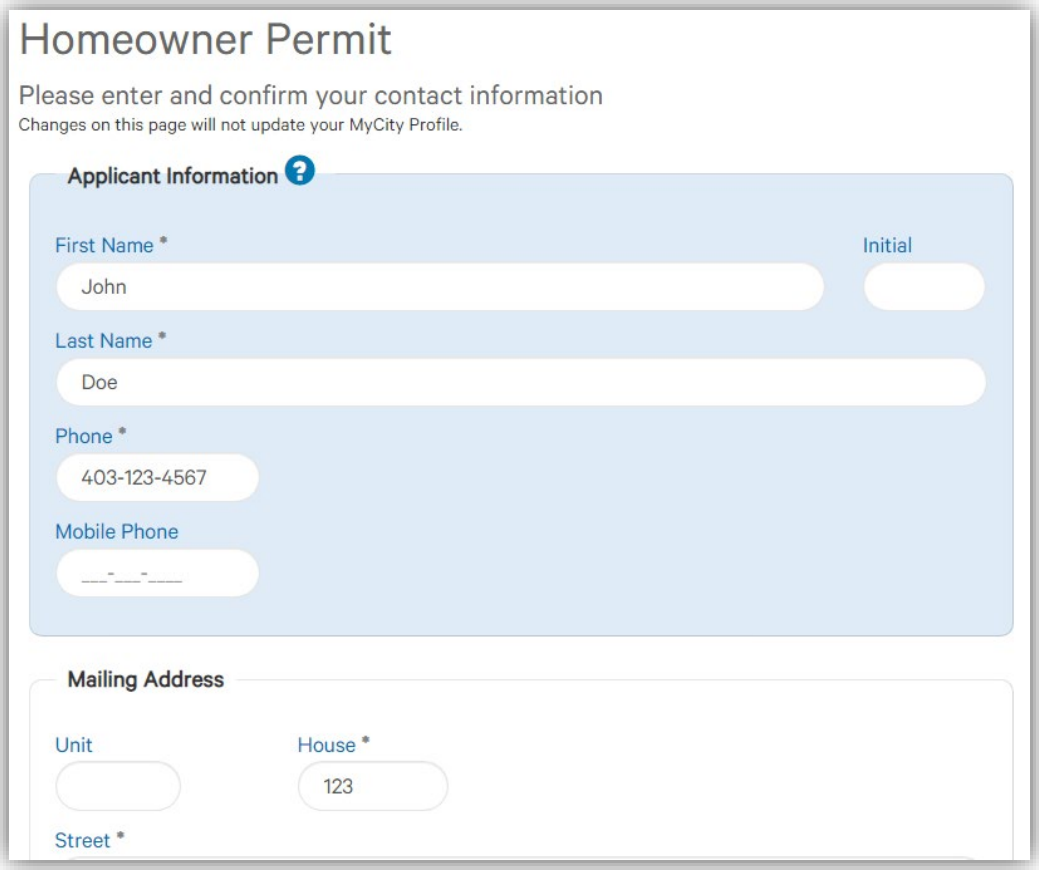
MyCity Login

Log in with your MyCity account.



Contact Information

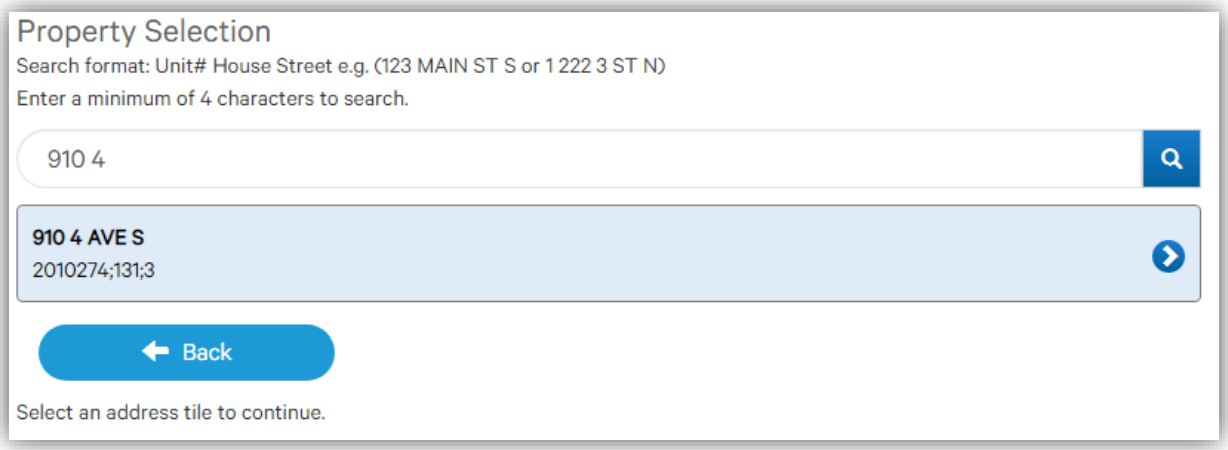
Make sure the contact information is correct, this section will auto populate with your MyCity information.



Click Continue once you have verified your contact information.

Property Selection

Next you will need to search for your home address. All addresses used by eApply are formatted using the Canada Post standard (e.g., to search for “910 4 Avenue South”, enter “910 4 AVE S”). It is often best to search for your property by entering the house number and first digits or letters of the street name (e.g., 910 4) which will then display a list of available options.

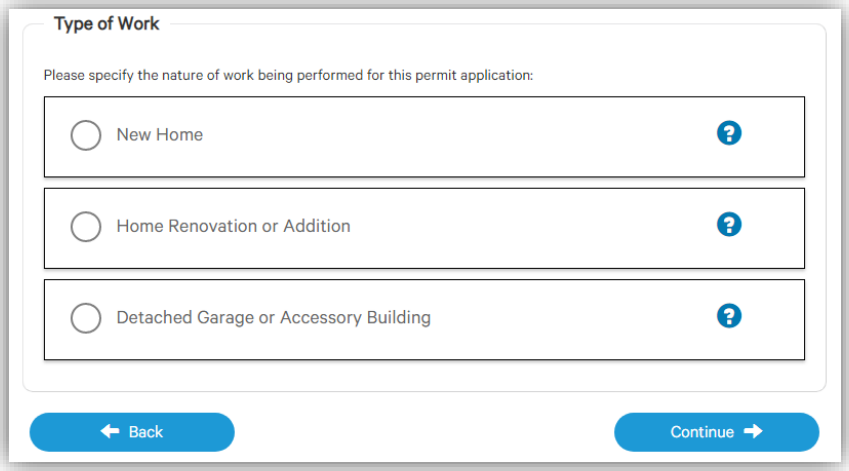


Click on the address tile to continue.

Type of Work

Next you will have to select the Type of Work for your project, this guide is written for a New Home application.

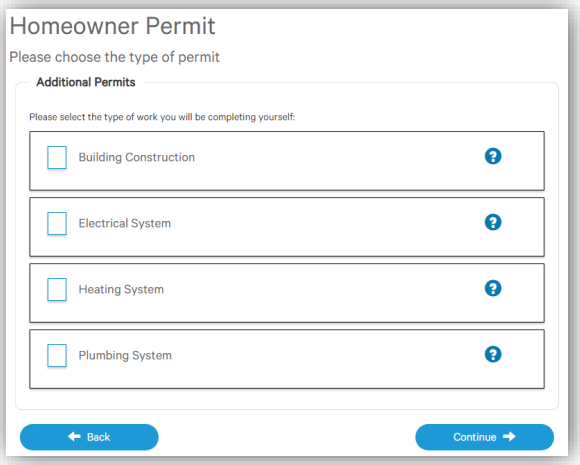
- New Home
  - Select this option if you are building a new home on a vacant lot or you’re performing the electrical, plumbing, or heating system installation in a newly constructed home.
- Home Renovation or Addition
  - Select this option if you are making improvements to your home. This option also includes any electrical, plumbing, or heating system installations.
- **Detached Garage or Accessory Building**
  - **Select this option if you are constructing a secondary building on your property (this includes detached garages, sheds, and pergolas)**



Click continue after you have made your selection.

Additional Permits

The system will request to know the extent of the work you will be completing. That is, will you be performing the building, electrical system, heating system, or plumbing system installation (or all of the above). Select all of the options that apply for your project. If you're hiring a contractor to perform work, they will be responsible for pulling their own permits.



Click 'Continue' to proceed.

Building Construction

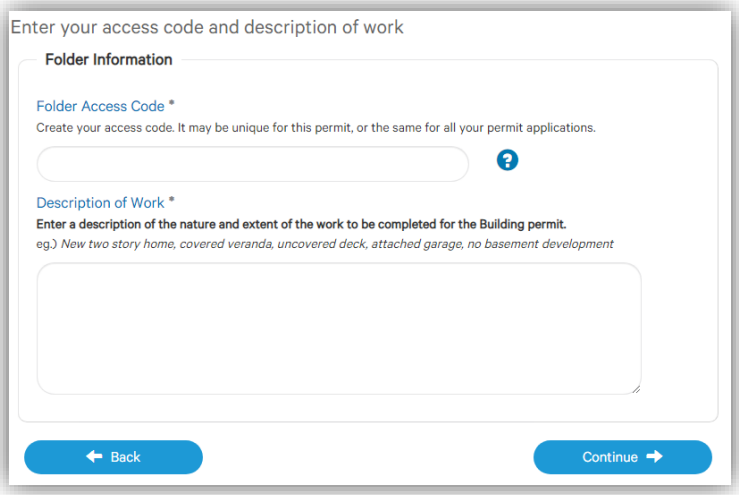
This section will be displayed if you selected 'Building Construction' on the Additional Permits page.

Description of Work

First you will need to set an access code and provide a short description of work.

An **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. It may contain numbers, letters, and spaces - up to 10 characters in length.

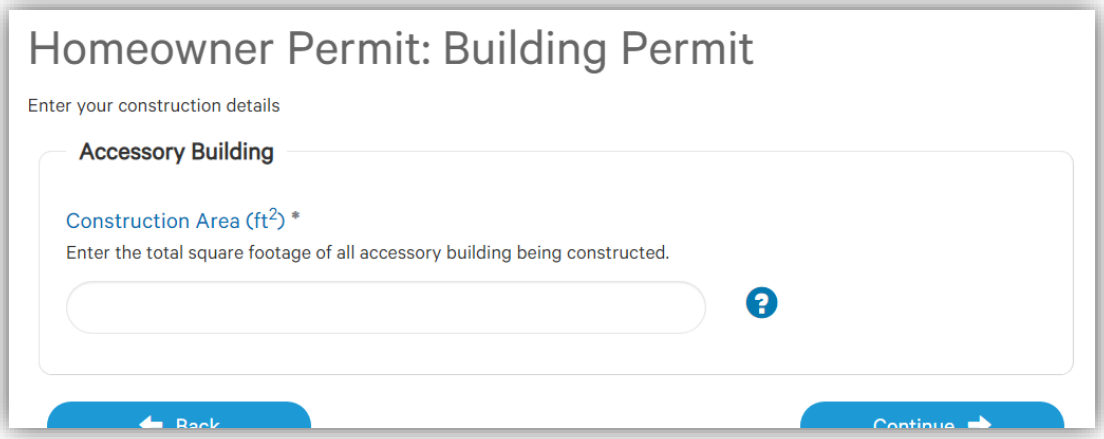
The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the building permit.



Click 'Continue' to proceed.

Construction Details

Enter in the expected total square footage of the new accessory building



Click 'Continue' to proceed.

Electrical Systems

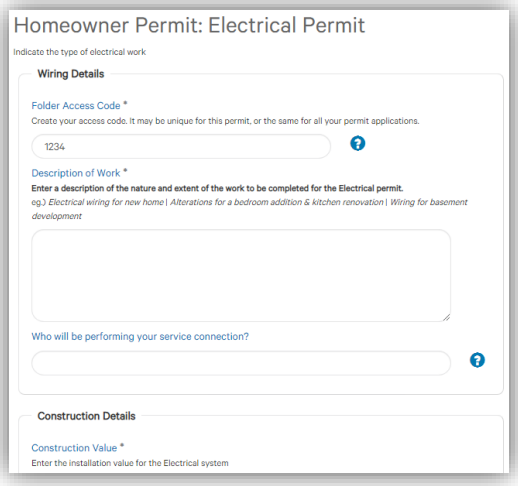
This section will be displayed if you selected 'Electrical System' on the Additional Permits page. Any electrical service work must be completed by an electrician.

Wiring Details

An **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. It may contain numbers, letters, and spaces - up to 10 characters in length.

The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the building permit.

The **construction value** is the *Prevailing Market Rate* (i.e. the expected value if you were to request a quote from a contractor). It includes all the installation components and a fair market value for the labour.



Click 'Continue' to proceed.

Heating Systems

This section will be displayed if you selected 'Heating System' on the Additional Permits page.

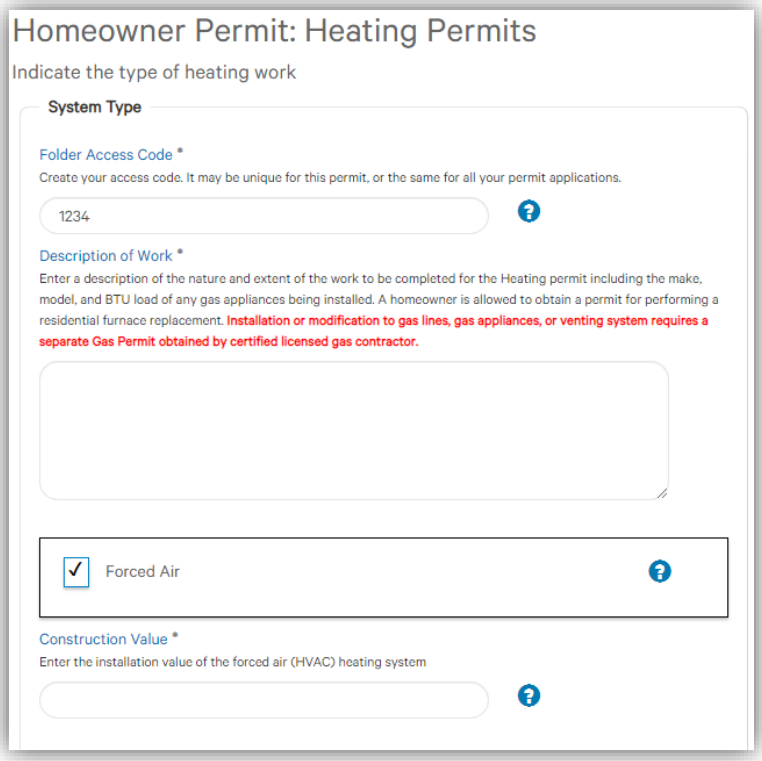
System Type and Details

An **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. It may contain numbers, letters, and spaces - up to 10 characters in length.

The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the building permit.

The **construction value** is the *Prevailing Market Rate* (i.e. the expected value if you were to request a quote from a contractor). It includes all the installation components and a fair market value for the labour.

Checking off and selecting a system type will display the field to enter the installation value for that heating system. Select as many as required for your project.



Click 'Continue' to proceed.

Plumbing System

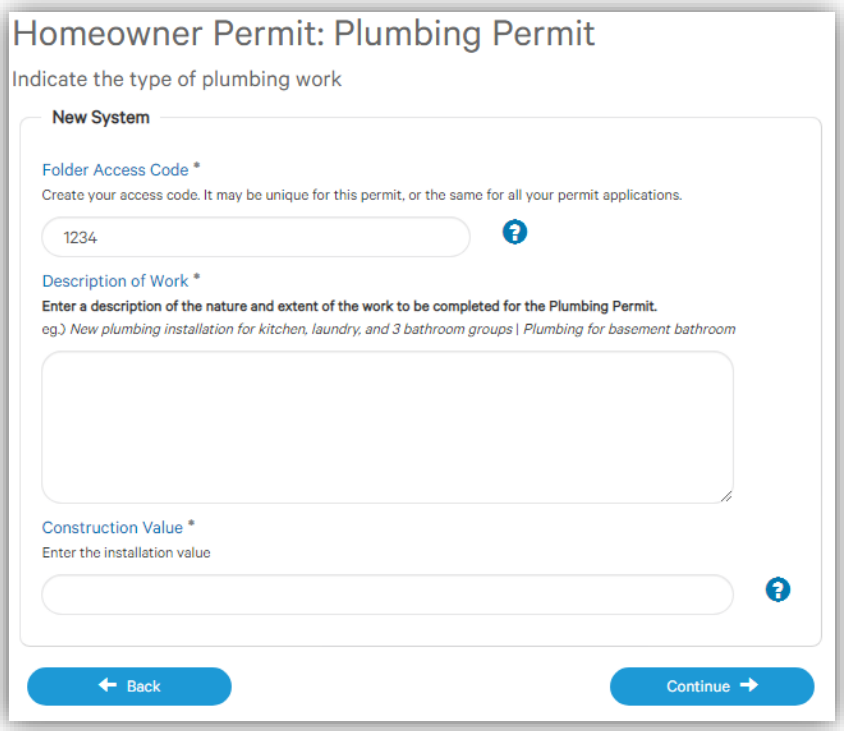
This section will be displayed if you selected 'Plumbing System' on the Additional Permits page.

System Details

An **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. It may contain numbers, letters, and spaces - up to 10 characters in length.

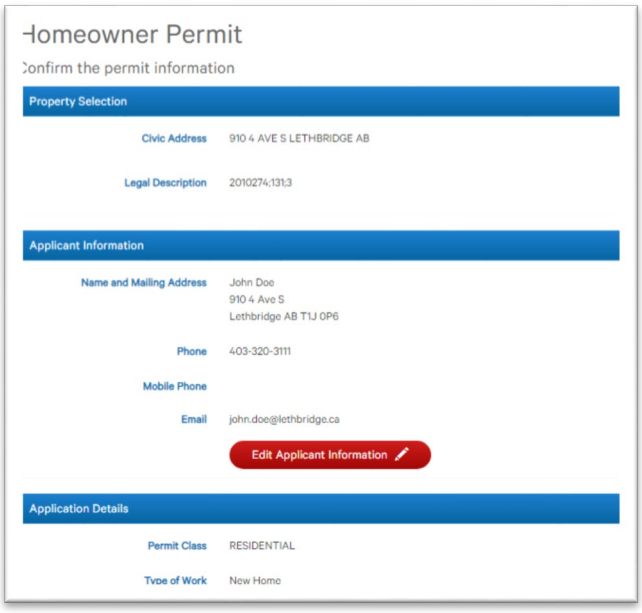
The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the building permit.

The **construction value** is the *Prevailing Market Rate* (i.e. the expected value if you were to request a quote from a contractor). It includes all the installation components and a fair market value for the labour.



Confirmation Page & Acknowledgements

Please review all of the details presented on the Confirmation Page before making a payment. You can update information within a section by clicking on the red "Edit…" buttons. If a different permit type is selected (e.g. switching from New to Alteration) you will be required to re-enter all of the application details.



Click 'Continue' to proceed.

Payment Summary

The payment summary displays the breakdown of all permits and charges included within your permit application. The Safety Code Fee is a mandatory non-refundable fee levied by the Safety Code Council of Alberta. It is 4% of each individual permit fee, with a minimum of $4.50 and a maximum of $560 per permit.

Click 'Continue' to proceed to our secure 3rd party payment provider.

Receipt

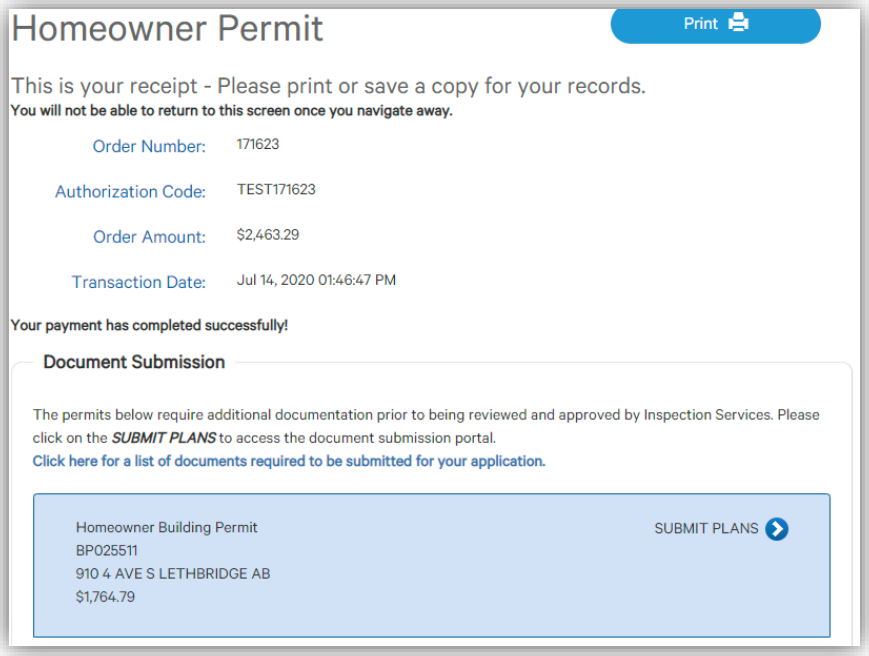
Transaction Approved

After completing the payment through our secure 3rd party payment provider, the receipt screen will be displayed. You will not be able to return to this page, so be sure to print or save a copy for your records. Your permits will be split into two sections, 'Document Submission' and either 'Issued Permits' or 'Pending Review' depending on the properties zoning.

Document Submission The permits within this section 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.

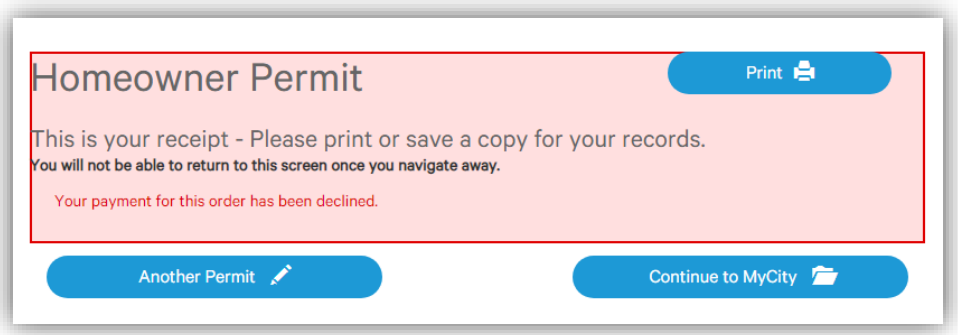
Permit Issued The permits within this section have been issued. Please print or save a copy for your records.

Pending Review Depending on your property's zoning, an additional review may be required by Development Services. No further action is required on your behalf and you will be notified by email once the review is completed.



Transaction Declined

If the transaction is decline, and error message will be displayed. You will have to start the process from the beginning using the 'Another Permit' button. Please do not try to use your browser to navigate backwards.



Uploading Documents

Please note:

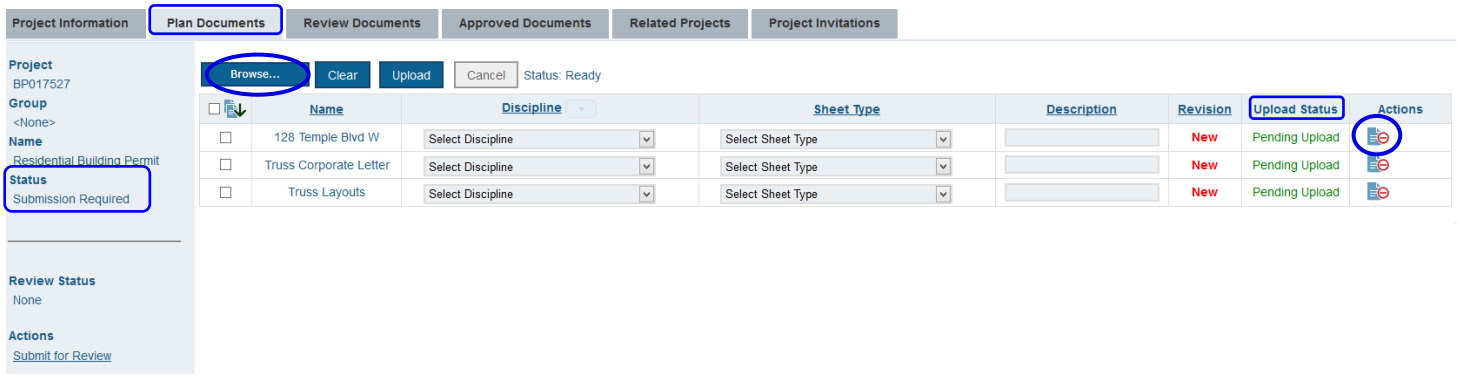
1. For Professional drawings please leave a one-inch space on the right hand side of the page, this will be used by the reviewer for their examination stamps.
2. Prior to uploading drawings, please separate the documents by discipline and sheet type.

To upload drawings, click the '***Browse***…' button, and select the necessary files to be uploaded for the permit application. Multiple files can be selected simultaneously. Specify the discipline and sheet type for each file.

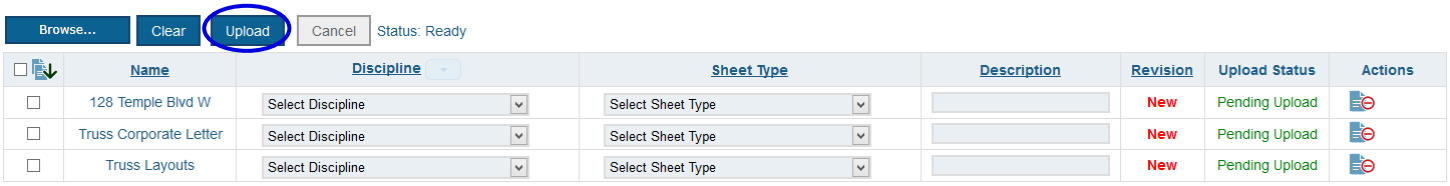
The '*Upload Status*' column will display '*Pending Upload*'.

If a file has been uploaded in error, under the '*Actions*' column click the Remove icon.

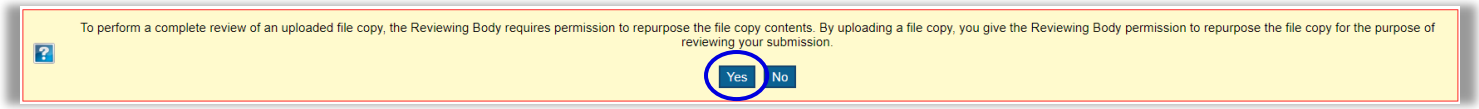
After the document is uploaded the project status will display '***Submission Required***'.



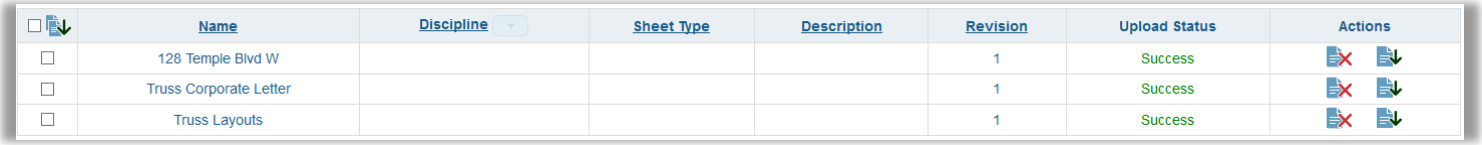
Click the '***Upload***' button.



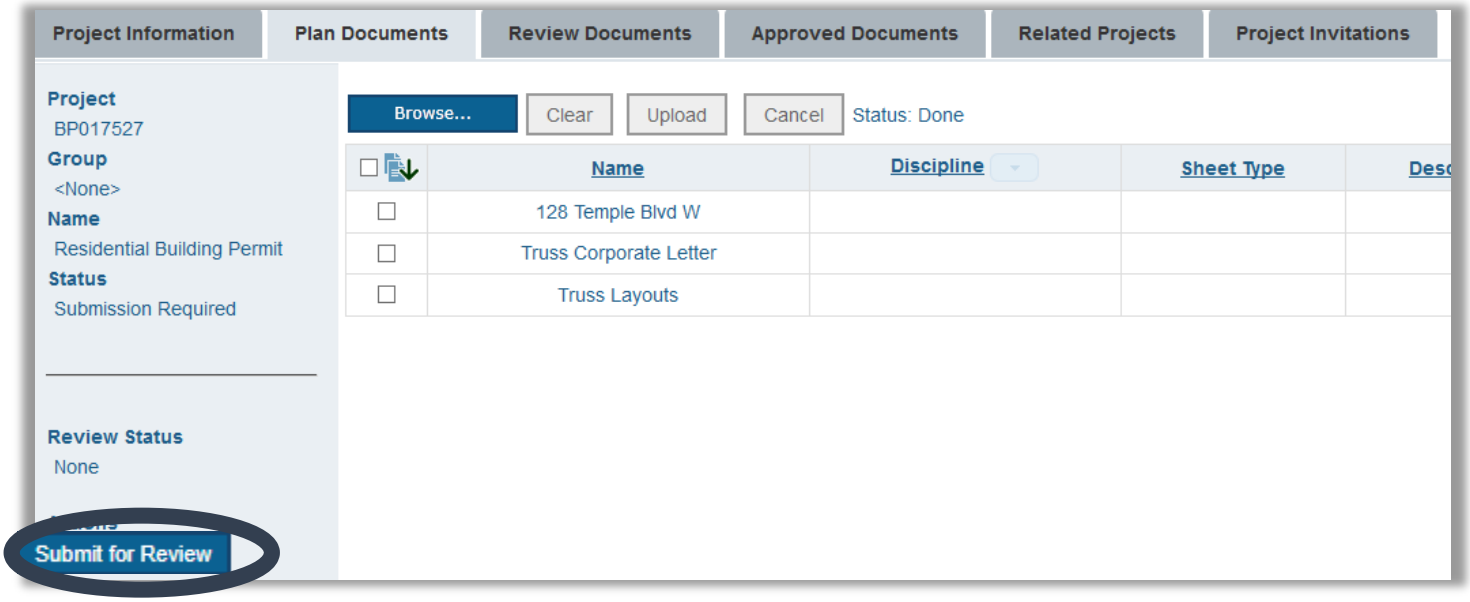
On the confirmation, click '***Yes***'.



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



Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
128 Temple Blvd W				1	Success	
Truss Corporate Letter				1	Success	
Truss Layouts				1	Success	

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

Note: Plans examiners will ***not*** be notified to begin their review ***until the documents have been submitted for review.***