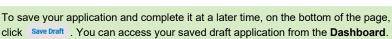




Applying for a Permit on My Permits Portal

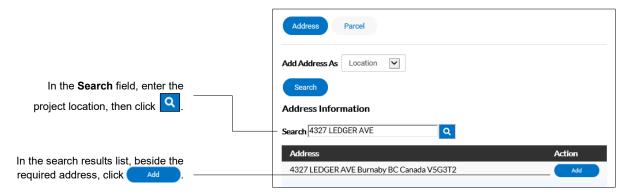
Follow the steps below to apply for a permit on My Permits Portal. If you have questions related to My Permits Portal, please contact 604-570-3600 or email MyPermitsPortal@burnaby.ca.

- 1 Log in to mypermits.burnaby.ca.
- Click the Apply tile.
- 3 If you need help getting started, in the pop-up, click Yes
- 4 To view all available permits, click the **Show Me All Permits** tile.
- 5 To apply for a permit, beside the permit description, click



Step 1: Location

1 To identify the project location, click the **Add Location** tile.



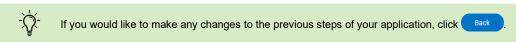
To search by Parcel number, click Parcel , then in the **Search** field, enter the parcel number. Beside the required parcel number, select the **Actions** checkbox, then click Search Associated Addresses . Beside the displayed associated address for the parcel, select the **Actions** checkbox, then click Add Selected .

If your project includes multiple locations, ensure that all addresses are added to your

application. If your mailing or billing address is different from your project location, add it to the list by repeating steps above.

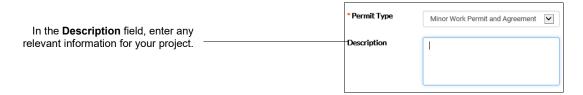
If your permit is not connected to an address or parcel, select the closest adjacent address, and in the **Step 2: Type** section, describe the location in the **Description** field, or in the **Step 5: Attachments** section, attach a map or drawing showing the location.

2. To proceed to the **Type** step in the application process, click Next





Step 2: Type



1 To proceed to the **Contacts** step in the application process, click

Step 3: Contacts

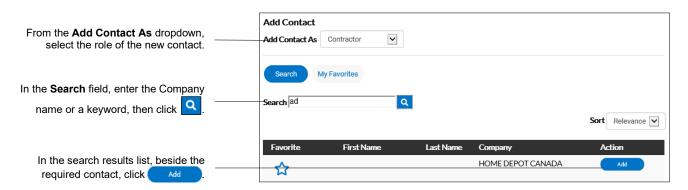


The type of permit determines the contact(s) required for your application.



By default, the Applicant is added as a contact and considered the billing contact. If the applicant is not the billing contact, ensure the person who will pay the invoice is added as the billing contact.

Click the Add Contact tile.





You can only add Companies as additional contact(s) provided they are already registered or have done business with the City of Burnaby.

If you are unable to locate the required contact on the list, type a different variation of their name or address information in the search field. If you are still unable to locate your contact on the list, please call 604-570-3600 or email myPermitsPortal@burnaby.ca.

To mark the contact as one of your Favorites, beside their name click $\stackrel{ extbf{c}}{ extbf{c}}$.

Favorites can speed up your next permit application as you will not need to search for your contact.

2. To proceed to the **More Info** step in the application process, click



Step 4: More Info

- Enter the required (*) information. The remaining fields are optional.
- To proceed to the **Attachments** step in the application process, click Next

Step 5: Attachments



The type of permit determines the attachment(s) required for your application.

- To upload an attachment, click the Add Attachment tile.
- Navigate to the required file on your computer, then click

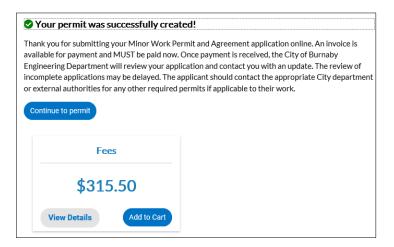


You may add additional files using the Add Attachment tile.

To proceed to the **Review and Submit** step in the application process, click Next

Step 6: Review and Submit

Review the application information to ensure it is accurate, then





To view your permit number, click Continue to permit





If your permit application requires the application fee to be paid before the permit is reviewed, the confirmation message includes the payment option.