

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.
- 2 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 **Apply**.



To save your application and complete it at a later time, on the bottom of the page, click **Save Draft**. You can access your saved draft application from the **Dashboard**.

Step 1: Location

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

In the **Search** field, enter the project location, then click .

In the search results list, beside the required address, click **Add**.

Address
Parcel

Add Address As Location ▼

Search

Address Information

Search 

Address	Action
4327 LEDGER AVE Burnaby BC Canada V5G3T2	Add



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**.



If you would like to make any changes to the previous steps of your application, click **Back**.

Step 2: Type

In the **Description** field, enter any relevant information for your project.

*** Permit Type** Minor Work Permit and Agreement

Description

- 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.

From the **Add Contact As** dropdown, select the role of the new contact.

In the **Search** field, enter the Company name or a keyword, then click .

In the search results list, beside the required contact, click .

Add Contact

Add Contact As Contractor

Search

Sort

Favorite	First Name	Last Name	Company	Action
☆			HOME DEPOT CANADA	Add



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 .

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

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

Step 4: More Info

- 1 Enter the required (*) information. The remaining fields are optional.
- 2 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.

- 1 To upload an attachment, click the **Add Attachment** tile.
- 2 Navigate to the required file on your computer, then click [Open](#).



You may add additional files using the **Add Attachment** tile.

- 3 To proceed to the **Review and Submit** step in the application process, click [Next](#).

Step 6: Review and Submit

- 1 Review the application information to ensure it is accurate, then click [Submit](#).

✔ Your permit was successfully created!

Thank you for submitting your Minor Work Permit and Agreement application online. An invoice is available for payment and MUST be paid now. Once payment is received, the City of Burnaby Engineering Department will review your application and contact you with an update. The review of incomplete applications may be delayed. The applicant should contact the appropriate City department or external authorities for any other required permits if applicable to their work.

[Continue to permit](#)

Fees

\$315.50

[View Details](#)

[Add to Cart](#)



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.