

Checking Permit Status on My Permits Portal

Follow the steps below to check your permit status 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 To locate your permit, in the top navigation bar, click **View** ▼.
- 3 From the **View** dropdown, under **PERMITS**, click **My Permits**.

My Permits

Search for permit number, project, or address Exact Match ☐

Display: All Select Case Type:

Sort: Permit Number Export

Permit Number	Project	Address	Permit Type	Status	Attention Reason
TC20-01251			Traffic Control Permit - New	Recent	
TC20-01254		4940 CANADA WAY BURNABY, BC V5G 4K6	Traffic Control Permit - New	Recent	

To view your permit details, click the **Permit Number**.



If you have multiple permits listed on the **My Permits** screen, to locate the required permit, use the search, filter and/or sorting features.

To export the displayed permit list, click Export, then in the **Export Options** pop-up, enter a file name and click **Ok**.

For more information about the permit, at the top right of the screen, click Print.

Permit Number: [TC20-01254](#) Print

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Traffic Control Permit - New Status: Approved

Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records Holds

Meetings More Info



To print your permit, please refer to the confirmation email you received when your permit was approved. Despite the print icon, the Permit Details page does not allow you to print the permit.

Under Permit Details, the tab elements give more details on the permit: **Location, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, Holds, Meetings, More Info**. Some information may not be displayed due to privacy settings.

Permit Status Descriptions

Status This status is used if the:

Submitted Permit has been manually submitted and is awaiting review

Submitted Online Permit has been submitted online and is awaiting review

In Review Permit is in review and not yet issued

On Hold Permit work is on hold for a reason other than a Stop Work Order

Ready to Pay Invoice is issued and is available to be paid

Paid Fees are paid

Ready to Issue Permit has been reviewed by the Engineering department and is ready for the Building and/or Planning department(s) to review

Approved Approval of a request/application does not require issuance

Issued Permit work is in progress

Complete Work pertaining to permit has been completed

Denied Application has been denied and a permit will not be issued

Cancelled Permit is cancelled

Expired Permit has expired and action is required

Revoked An inspector has revoked the permit

Stop Work Order Permit is currently stopped due to a stop work order

Void Permit is no longer valid