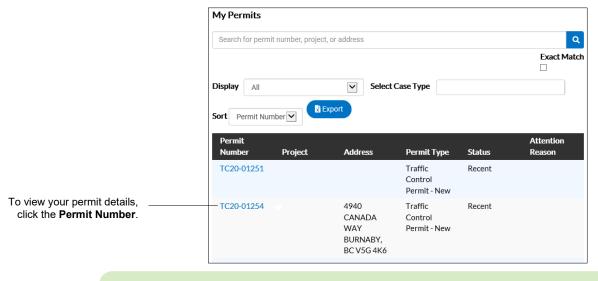




## **Checking Permit Status on My Permits Portal**

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 <a href="MyPermitsPortal@burnaby.ca">MyPermitsPortal@burnaby.ca</a>.

- 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





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  $\boxed{\hspace{1em}}$  .





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:
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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