



## Logging in to My Permits Portal and Navigating the Dashboard

Once you've received email confirmation of your My Permits Portal registration, you can follow the steps below to review the menu options and navigate through the Permits Portal home page and dashboard. If you have questions related to My Permits Portal, please contact 604-570-3600 or email [MyPermitsPortal@burnaby.ca](mailto:MyPermitsPortal@burnaby.ca).

- 1 Navigate to [mypermits.burnaby.ca](https://mypermits.burnaby.ca).
- 2 Click the **Login or Register** tile.
- 3 Enter your email, then click **Next**.
- 4 Enter your password, then click **Verify**.



Alternatively, you may select one of the login partner options including Google, Apple, Microsoft, or Facebook account to log in to your account if that email address for the partner account matches the email address associated with your My Permits Portal account. If you select a login partner option, you will be directed to that application. Login using your email and password for the selected application.

### Using the Navigation Bar



The top navigation bar highlights the current menu page.

**Dashboard**

View and access by status:

- My Permits
- My Invoices

**Calendar**

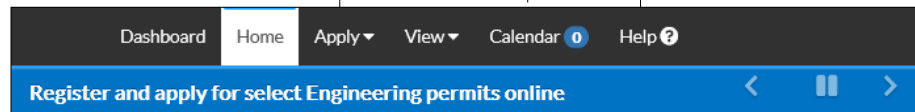
View dates that are specific to you, such as permit expiry date(s) and invoice due date(s).

**Apply**

View and apply for available online permit types.

**Help**

View My Permits Portal help.



**Home**

Access the following tiles:

- My Account
- Apply
- Burnaby Map
- My Property Portal

**Message Banner**

Use the arrows to navigate between messages.

**View**

View and access in a list format:

- Permits
- Invoices

## Navigating the Home Page

**My Account**

View your account information.

To update your account information, contact 604-570-3600 or email MyPermitsPortal@burnaby.ca.

View and manage My Favorites.

**Apply**

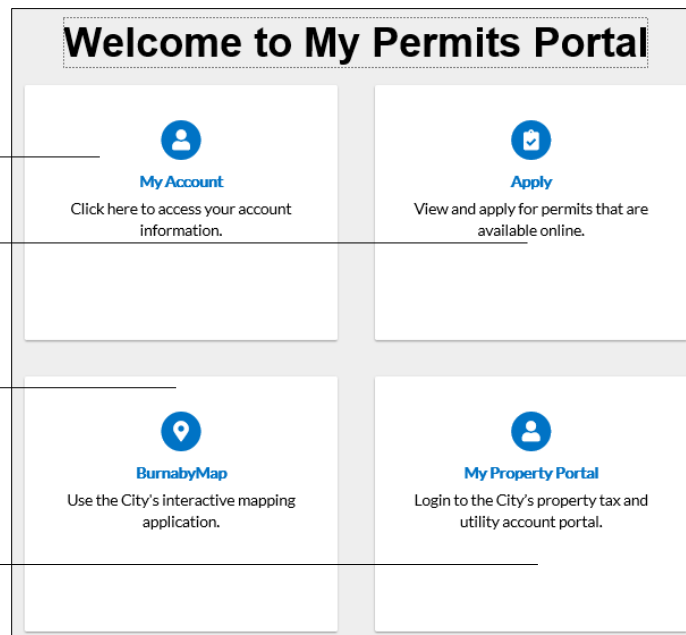
View and apply for permits that are available online.

**BurnabyMap**

Use the City's interactive mapping application to assist with your permit application (e.g. to review traffic or environmental impact).

**My Property Portal**

Log in to the City's property tax and utility account portal.



## Navigating the Dashboard

### My Permits

View and access your permits by status.

Click [View My Permits](#) to access all permits associated with your account.

### My Plans & My Inspections

As of April 2024, this section is not currently in use.

### My Invoices

View and access your pending invoices by status.

Click [View My Invoices](#) for details or to access payment records.

If you are ready to pay your invoice(s), beside the required invoice, click [Add To Cart](#).

If you have questions about your invoices, please call 604-294-7460

#### My Permits

<b>Attention</b> <b>1</b>	<b>Pending</b> <b>2</b>	<b>Active</b> <b>0</b>	<b>Draft</b> <b>0</b>	<b>Recent</b> <b>2</b>
<small>Minor Work Permi... 1</small>	<small>Minor Work Permi... 1 Hydrant Water Use... 1</small>			<small>Minor Work Permi... 1 Hydrant Water Use... 1</small>
<a href="#">View My Permits</a>				

#### My Plans

<b>Attention</b> <b>0</b>	<b>Pending</b> <b>0</b>	<b>Active</b> <b>0</b>	<b>Draft</b> <b>0</b>	<b>Recent</b> <b>0</b>
<a href="#">View My Plans</a>				

#### My Inspections

<b>Requested</b> <b>0</b>	<b>Scheduled</b> <b>0</b>	<b>Closed</b> <b>0</b>
<a href="#">View My Inspections</a>		

#### My Invoices

<b>Current</b> 0	<b>\$0.00</b>	<a href="#">Add To Cart</a>
<b>Past Due</b> 1	<b>\$315.50</b>	<a href="#">Add To Cart</a>
<b>Total</b> 1	<b>\$315.50</b>	<a href="#">Add To Cart</a>

[View My Invoices](#)