



## **myBuild Permit Applications Online Portal: Guide** For Building and Subtrade Permit Applications

### **Getting Registered**

To register a new myBuild portal account:

#### **If registering as a Business or a Contractor:**

Please use your company name to register. We advise that you use a general email account for your Business or Contractor registration (eg. "info@123contractor.ca") whenever possible.

If you require multiple contacts under your business; individuals associated with your company can create their own registrations and be added as contacts on your permit applications as required.

For certified trades (Electrician, Plumber, Gas Fitter etc), we may contact you for a copy of your Trade Certificate to add to your file.

*\*Only contacts that are added to your permit applications can access or manage the permits through myBuild.*

1. **Navigate to** the myBuild portal and click on "Register".
2. **Register with email address and password:** The email address you use will be your login ID.
  - It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account.
  - The email address you enter is the email address that we will use to communicate with you regarding your account profile and permit services.
3. **Contact Information:** Complete all relevant fields as this information will appear on documents issued to you.
4. **Complete Registration:** In order to complete your account registration, you will receive a verification email containing a link. You will be required to click on the link to activate your account.

### **Starting An Application**

It is recommended that you have all the required documentation prior to starting an application.

- You may save your application at any time before you submit, and resume the application at a later time from the 'My Items' tab.
- Applications submitted with incomplete or missing documentation will not be reviewed until all items have been received.

Building and Subtrade permit application requirements and forms can be found here: [Forms & Documents | Rocky View County](#).



## Development Requirements

Before applying for your Building and Subtrade Permits, review your project to ensure it meets all applicable Land Use Bylaws, Subdivision requirements and/or Developers or Homeowners Associations requirements, and ensure that the work being carried out does not contravene the requirements of any restrictive covenants, caveats or any other restrictions registered against the property on your Land Title.

You may need to apply for a Development Permit first if your project does not meet these requirements:

[Development Permits | Rocky View County](#)

## Submittals

Ensure you have all the required documents prior to uploading, as insufficient submittals delay the review process.

A few things to know about document requirements:

- Documents and plans are to be uploaded under the appropriate submittal item on the upload page.
- Documents must be to scale, PDF format, under 70MB, and named appropriately.
- **Sealed / locked documents will need to be unlocked** in order to allow markups.

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## Resubmittals

When additional information or corrections are required, you may be asked to resubmit revised documents or plans.

Documents returned for correction should be named the same file name and uploaded to the same submittal type as a 'new version' when all requested corrections have been completed.

The portal is only open to receive additional documents during specific Application Statuses.

- **Verifying Application:** (application has been submitted and the documentation is being reviewed by our staff). If any submittal information has not been provided, or is incorrect, your application is considered incomplete, and you will receive a Letter of Incomplete Application noting the items required. You can upload submittal documents at this time if needed.
- **Waiting for Applicant Information:** additional documents or information has been requested to complete your application. You can upload submittal documents at this time if needed.
- **Plan Check:** no new submittal documents can be uploaded at this status, as the file is undergoing a technical review. If more information is required at this stage, you will be sent a *Plan Review Correction Notice* detailing what is needed. Your application status will return to *Waiting for Applicant Information*, which will allow you to upload additional documents.
- **Waiting for Inspection Request:** your permit has been issued and you can schedule an inspection when the work is ready.

## Making Payment

A notification email will be sent to you when the application and all submission documents have been determined to be complete and the permit fees are ready to be paid. Online payment through the portal can be made with Visa or MasterCard at any time of day.

- Navigate to 'My Items' and select the appropriate application. If fees are waiting to be paid, you will see the 'Add Fees to Cart' button.
- Select the 'Add Fees to Cart' button, then go to your 'Shopping Cart'. This will allow you to make your payment.
- Download the receipt for your records.