



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

MEMORANDUM

TO: Business Improvement Districts, Tourism Industry Association of Nova Scotia, Restaurant Association of Nova Scotia, Halifax Chamber of Commerce, Discover Halifax, Atlantic Chapter of the Sign Association of Canada

CC: Kelly Denty, Jacques Dube, Denise Schofield, Andrea MacDonald

FROM: Margie Pike, Manager, Business Services and PPL&C Project, P&D

DATE: February 28, 2022

SUBJECT: **Permitting, Planning, Licensing & Enforcement Project: Release 2 Implementation**

Hello,

HRM is almost ready to go live with Release 2 (R2) of the Permit, Planning, Licensing & Compliance (PPL&C) online system.

Our team is excited to be rolling out Release 2 of our new online system to the public on Monday, March 21, 2022, which will bring licensing online for customers and violation inspection and enforcement into the new system for staff. Now, in addition to applying for a permit, businesses and individuals will be able to apply for temporary sign, sidewalk cafe and vendor licenses online 24/7.

Depending upon their level of engagement with a particular license, we'll be communicating information and providing support via virtual one-on-one and group meetings, email and/or mail to the groups, individuals and businesses who have applied for these licenses in the past. As industry leaders, we wanted to inform you about the upcoming online licensing solution and ask, if possible, you share this information with your memberships.

Here are some key features of the online business licensing system:

- Apply for a license online 24/7 - when it's convenient for your members
- Secure online payments accepted
- Digital record keeping and improved access to license information for your members
- Full integration with the municipal GIS map database
- All measurement fields in the online system must be entered using metric measurements only

Permitting, Planning, Licensing & Compliance Project
Business Services, Planning & Development

We are recommending individuals go online and create a [PPL&C Customer Portal account](#). This can be done in advance of the go live date. You can direct your membership to [visit our support webpage](#) or email PPLC-Info@halifax.ca if they have questions or require assistance. In person license applications will still be accepted at Municipal Customer Service Centres, although we are encouraging everyone to move to the online solution after March 21, 2022.

Please don't hesitate to contact our team or myself if you have any questions or comments related to the online licensing solution.

Sincerely,

MARGARET PIKE

**MANAGER & BUSINESS LEAD
PERMIT, PLANNING, LICENSING & COMPLIANCE PROJECT
BUSINESS SERVICES | PLANNING & DEVELOPMENT**

HALIFAX

PIKEM@HALIFAX.CA

PPL&C-INFO@HALIFAX.CA

Permitting, Planning, Licensing & Compliance Project
Business Services, Planning & Development

Email: pplc-info@halifax.ca Halifax.ca