



eApply for Homeowners

Planning and Development

Please note that the Homeowner Application guide is split into three depending on the nature of work being performed. This guide is for **alterations to existing homes and accessory buildings only.**

- New Home Build Guide
 - If you are building a new home on a vacant lot or you're performing the electrical, plumbing, or heating system installation in a newly constructed home.
- **Renovation or Addition Guide**
 - **If you are making improvements to your home or accessory building. This option also includes any electrical, plumbing, or heating system installations.**
- Detached Garage or Accessory Building Guide
 - If you are constructing or improving a secondary building on your property (this includes detached garages, sheds, and pergolas)

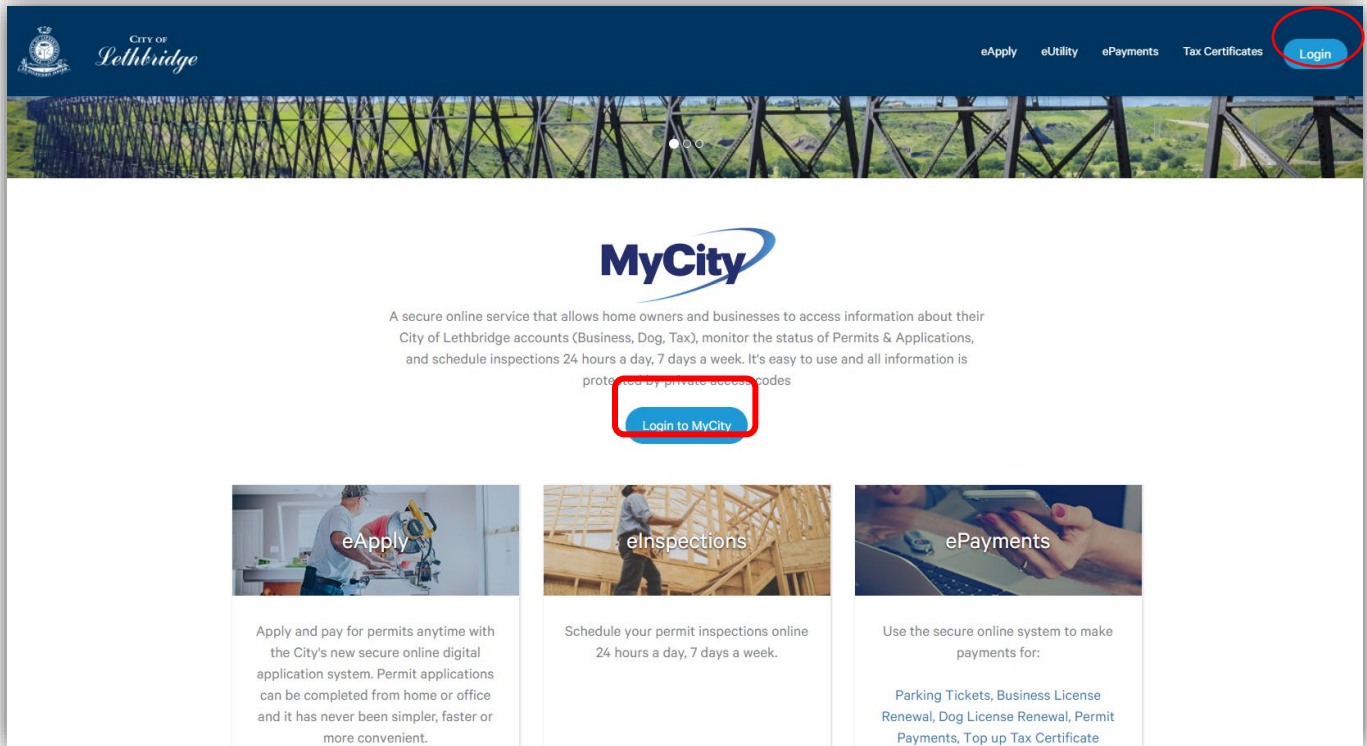
Contents

Creating a MyCity Account:	4
Registering a MyCity Profile:	5
Home Owner Permit Application	7
Landing Page.....	7
Welcome Screen.....	7
MyCity Login	8
Contact Information	8
Property Selection	9
Type of Work	9
Additional Permits	Error! Bookmark not defined.
Building Construction	10
Description of Work.....	Error! Bookmark not defined.
New Home Construction	Error! Bookmark not defined.
New Home Warranty Number	Error! Bookmark not defined.
New Home Construction Details	Error! Bookmark not defined.
Electrical Systems	11
Wiring Details	11
Heating Systems	12
System Type and Details.....	12
Plumbing System	13
System Details	13
Confirmation Page & Acknowledgements	14
Payment Summary	15

Online Payment	Error! Bookmark not defined.
Receipt.....	16
Transaction Approved	16
Transaction Declined	16
Uploading Documents	17

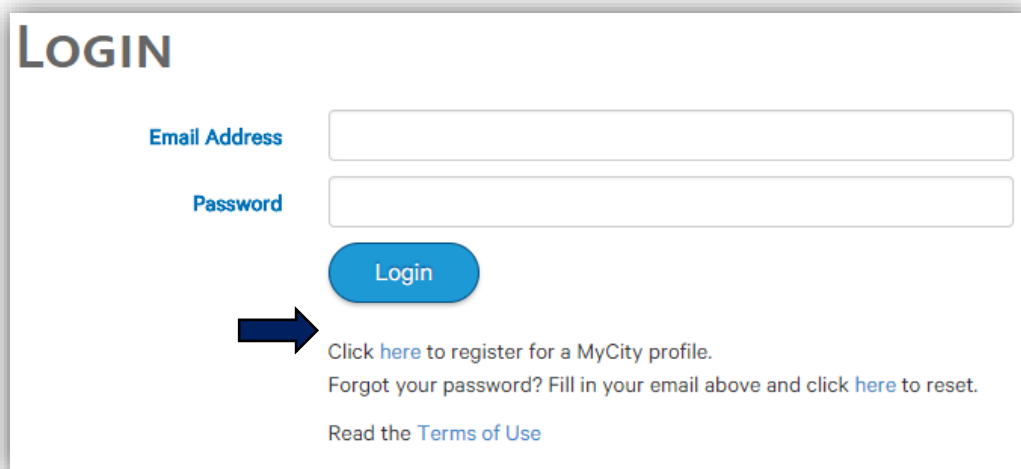
Creating a MyCity Account:

In order to apply for permits online using eApply, you will first need to register a MyCity account with the City of Lethbridge. You can do this by navigating to www.lethbridge.ca/mycity



The screenshot shows the MyCity website homepage. At the top right, there is a navigation menu with links for eApply, eUtility, ePayments, Tax Certificates, and a blue 'Login' button circled in red. The main content area features the MyCity logo and a description: 'A secure online service that allows home owners and businesses to access information about their City of Lethbridge accounts (Business, Dog, Tax), monitor the status of Permits & Applications, and schedule inspections 24 hours a day, 7 days a week. It's easy to use and all information is protected by private access codes'. Below this text is a blue button labeled 'Login to MyCity' also circled in red. Three service tiles are displayed below: 'eApply' (with an image of a person at a counter), 'Inspections' (with an image of a person on a construction site), and 'ePayments' (with an image of a hand using a smartphone). Each tile includes a brief description of the service.

Click either the 'Login' button in the top right or 'Login to MyCity' in the centre of the page to continue.



The screenshot shows the MyCity login page. At the top left, the word 'LOGIN' is displayed in large, bold, blue letters. Below this, there are two input fields: 'Email Address' and 'Password', both with empty text boxes. A blue button labeled 'Login' is positioned below the password field. A blue arrow points from the 'Login' button to the text 'Click here to register for a MyCity profile.' Below this, there is a link 'Forgot your password? Fill in your email above and click here to reset.' and another link 'Read the Terms of Use'.

To register for a new account, click on the link under the 'Login' button.

Registering a MyCity Profile:

You will be required to provide your basic contact information in order to register a MyCity account. Please fill in all mandatory fields marked with a *

PROFILE REGISTRATION

Complete this form to register a MyCity profile.

Applicant Information

First Name*

Last Name*

Email Address*

Phone*

Mobile

Address Information

Unit **House***

Street*

City*

Country*

Postal/Zip Code*

Password Information

Password*

Confirm Password*

Security Question*

Security Answer*

Click 'Continue' once you've entered in your information.

The following screen will display:

PROFILE REGISTRATION

Complete this form to register a MyCity profile.

Do Not Close This Page
Enter the verification code we sent to test@test.com

Enter the verification code:

[Continue](#)

Do not navigate away from this page.

An email will be sent to the account used to register for the MyCity profile, which will include an activation code.

IMPORTANT: to activate your account you must enter in the verification code.

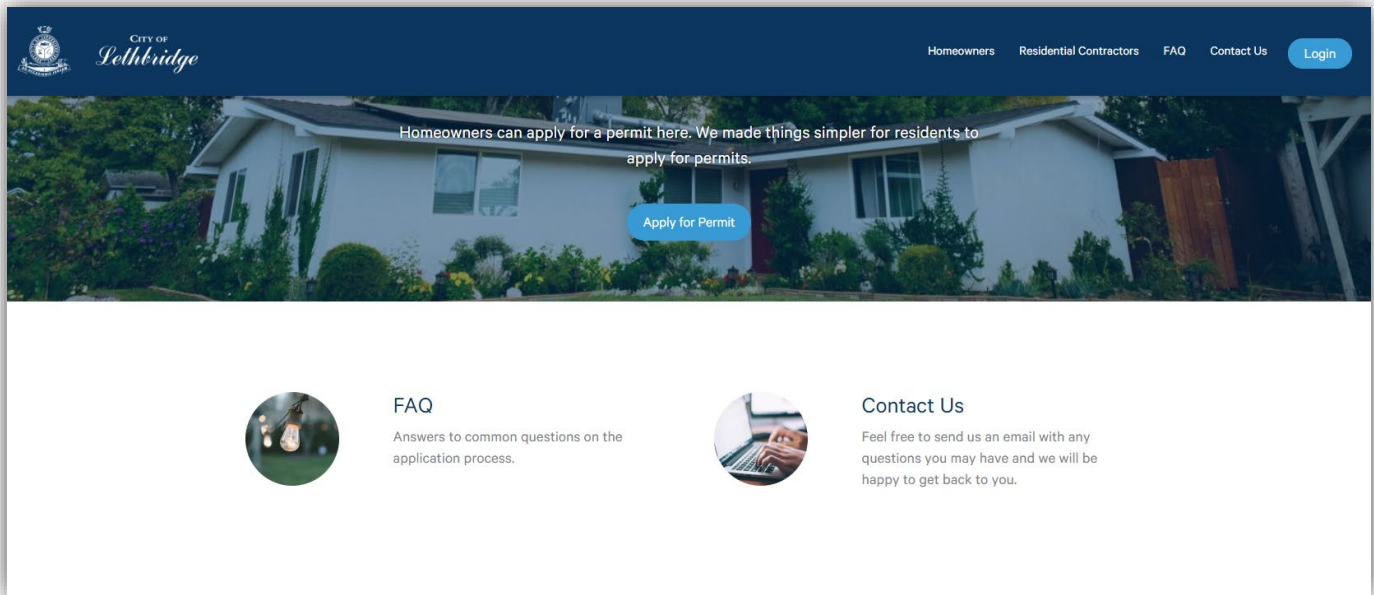


If you do not receive an activation email please check your spam folder. If you still did not receive a copy of the activation email, contact the City of Lethbridge at 311 (403-320-3111) for assistance.

Home Owner Permit Application

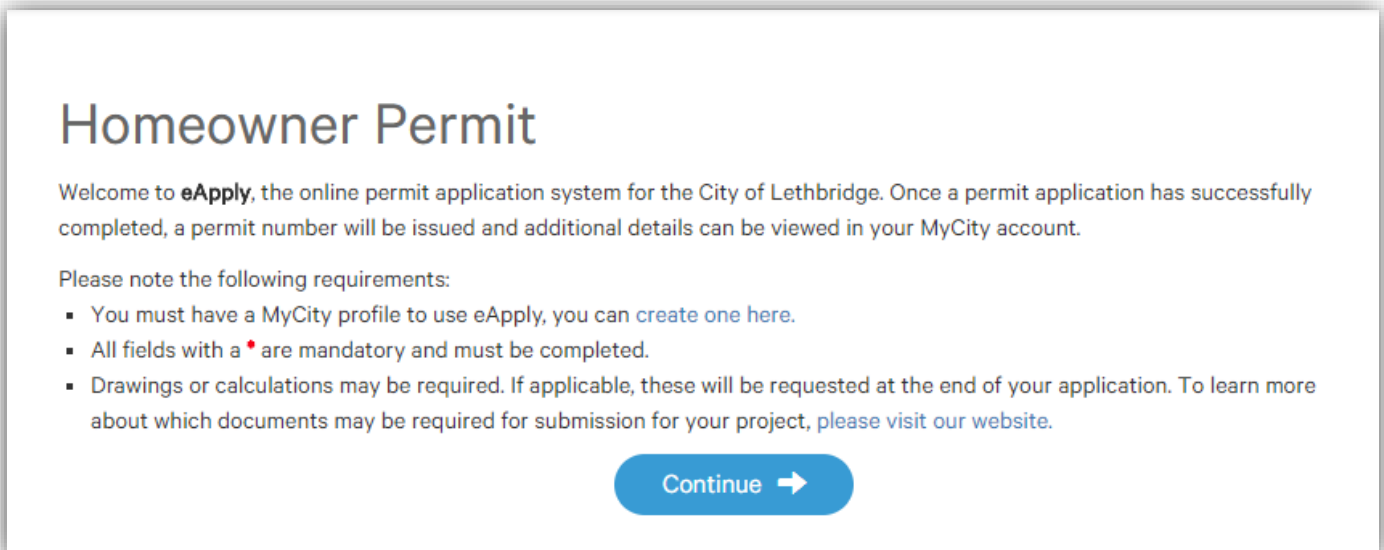
Landing Page

Once you've registered a MyCity account, permits can be applied for online at www.lethbridge.ca/eapply. To apply for a homeowner permit, please either select the 'Homeowners' option in the top right panel or scroll down to the Homeowners section.



Welcome Screen

In the Homeowners Section, click the Apply for Permit button. This will bring you to the Homeowner application starting page.




Please click the 'Continue' button to begin the application process.

MyCity Login

Log in with your MyCity account.

Homeowner Permit Login

MyCity Account Email 

Address

Password

[Login](#)

[Read the Terms of Use](#)

Forgot your password? [Reset It](#)

Don't have a profile? [Register Now](#)

Contact Information

Make sure the contact information is correct, this section will auto populate with your MyCity information.

Homeowner Permit

Please enter and confirm your contact information
Changes on this page will not update your MyCity Profile.

Applicant Information

First Name * Initial

Last Name *

Phone *

Mobile Phone

Mailing Address

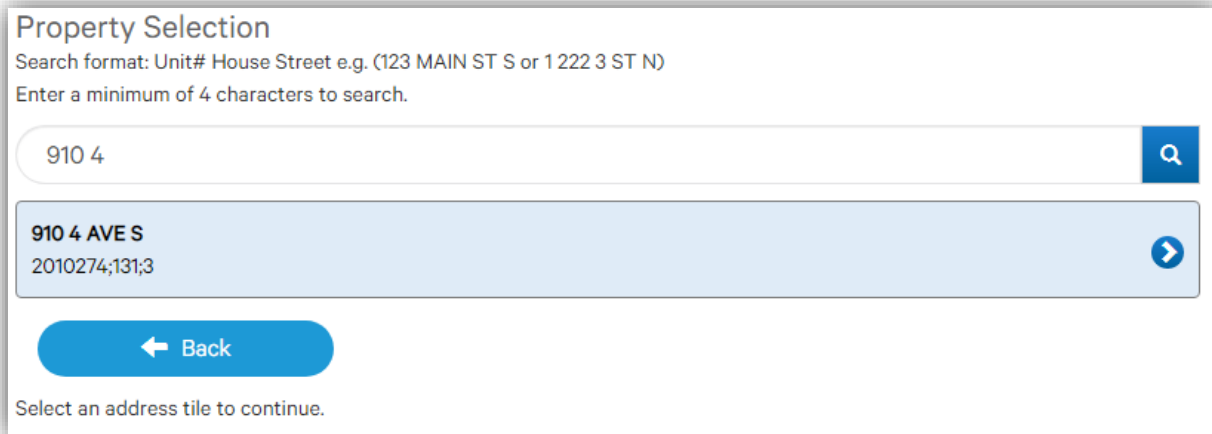
Unit House *

Street *

Click Continue once you've verified your contact information.

Property Selection

Next you will need to search for your home address. All addresses used by eApply are formatted using the Canada Post standard (e.g., to search for “910 4 Avenue South”, enter “910 4 AVE S”). It is often best to search for your property by entering the house number and first digits or letters of the street name (e.g., 910 4) which will then display a list of available options.



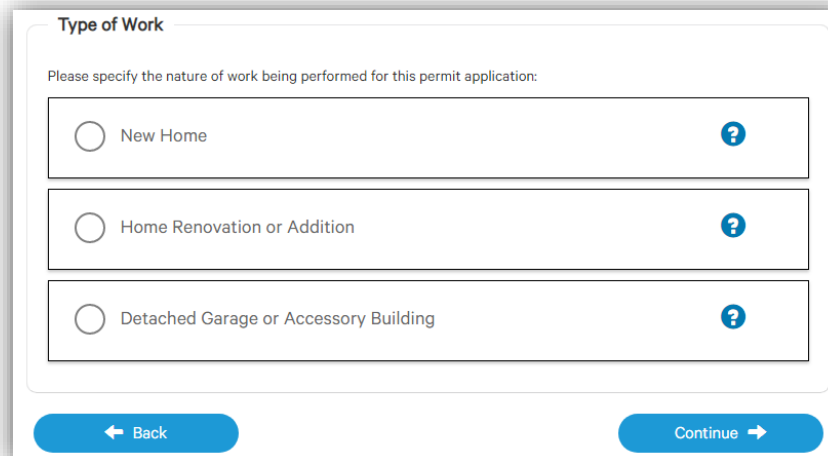
The screenshot shows a web form titled "Property Selection". Below the title, it provides a search format example: "Search format: Unit# House Street e.g. (123 MAIN ST S or 1 222 3 ST N)". A prompt says "Enter a minimum of 4 characters to search." A search input field contains "910 4" and has a magnifying glass icon on the right. Below the input field, a blue address tile is displayed with the text "910 4 AVE S" and "2010274;131;3" below it, and a right-pointing arrow icon. At the bottom left of the form is a blue "Back" button with a left-pointing arrow. At the bottom center, there is a prompt: "Select an address tile to continue."

Click on the address tile to continue.

Type of Work

Next you will have to select the Type of Work for your project, this guide is written for a New Home application.

- **New Home**
 - Select this option if you are building a new home on a vacant lot or you’re performing the electrical, plumbing, or heating system installation in a newly constructed home.
- **Home Renovation or Addition**
 - **Select this option if you are making improvements to your home or accessory building. This option also includes any electrical, plumbing, or heating system installations.**
- **Detached Garage or Accessory Building**
 - Select this option if you are constructing or improving a secondary building on your property (this includes detached garages, sheds, and pergolas)



The screenshot shows a web form titled "Type of Work". Below the title, it says "Please specify the nature of work being performed for this permit application:". There are three radio button options, each in a separate box with a question mark icon on the right: "New Home", "Home Renovation or Addition", and "Detached Garage or Accessory Building". At the bottom of the form, there are two blue buttons: "Back" with a left-pointing arrow and "Continue" with a right-pointing arrow.

Click continue after you have made your selection.

Scope of Work

The system will request to know the extent of the work you will be completing. That is, from the available list will you performing building, electrical system, heating system, or plumbing system alterations (or all of the above). Select all of the options that apply for your project. If you're hiring a contractor to perform work, they will be responsible for pulling their own permits.

Homeowner Permit

Please choose the scope of work

Scope of Work

Please select all that apply:

<input type="checkbox"/>	Attached Garage	?
<input type="checkbox"/>	Addition	?
<input type="checkbox"/>	Basement Development	?
<input type="checkbox"/>	Carport	?

Click 'Continue' to proceed.

Building Construction

This section will be displayed if you selected work that is considered part of a Building Permit on the *Scope of Work* page.

Construction Details

First you will need to set an access code and provide a short description of work.

An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. It may contain numbers, letters, and spaces - up to 10 characters in length.

The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the building permit.

The online application will request **Construction Details** based on the scope of work indicated on the *Scope of Work*. Please enter a numeric value for each field that is presented to you.

Homeowner Permit: Building Permit

Enter your construction details

Folder Information

Folder Access Code *

Create your access code. It may be unique for this permit, or the same for all your permit applications.



Description of Work *

Enter a description of the nature and extent of the work to be completed.

Attached Garage

Construction Area (ft²) *

Enter the attached garage area



Click 'Continue' to proceed.

Electrical Systems

This section will be displayed if you selected 'Electrical System' on the Additional Permits page. Any electrical service work must be completed by an electrician.

Wiring Details

An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. It may contain numbers, letters, and spaces - up to 10 characters in length.

The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the building permit.

The **construction value** is the *Prevailing Market Rate* (i.e. the expected value if you were to request a quote from a contractor). It includes all the installation components and a fair market value for the labour.

Homeowner Permit: Electrical Permit

Indicate the type of electrical work

Wiring Details

Folder Access Code *
Create your access code. It may be unique for this permit, or the same for all your permit applications.

 ?

Description of Work *
Enter a description of the nature and extent of the work to be completed for the Electrical permit.
eg.) Electrical wiring for new home | Alterations for a bedroom addition & kitchen renovation | Wiring for basement development

Who will be performing your service connection?

 ?

Construction Details

Construction Value *
Enter the installation value for the Electrical system

 ?

Click 'Continue' to proceed.

Heating Systems

This section will be displayed if you selected 'Heating System' on the Additional Permits page.

System Type and Details

An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. It may contain numbers, letters, and spaces - up to 10 characters in length.

The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the building permit.

The **construction value** is the *Prevailing Market Rate* (i.e. the expected value if you were to request a quote from a contractor). It includes all the installation components and a fair market value for the labour.

Checking off and selecting a system type will display the field to enter the installation value for that heating system. Select as many as required for your project.

Homeowner Permit: Heating Permits

Indicate the type of heating work

System Type

Folder Access Code *
Create your access code. It may be unique for this permit, or the same for all your permit applications.

1234 ?

Description of Work *
Enter a description of the nature and extent of the work to be completed for the Heating permit including the make, model, and BTU load of any gas appliances being installed. A homeowner is allowed to obtain a permit for performing a residential furnace replacement. **Installation or modification to gas lines, gas appliances, or venting system requires a separate Gas Permit obtained by certified licensed gas contractor.**

?

Forced Air ?

Construction Value *
Enter the installation value of the forced air (HVAC) heating system

?

Click 'Continue' to proceed.

Plumbing System

This section will be displayed if you selected 'Plumbing System' on the Additional Permits page.

System Details

An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. It may contain numbers, letters, and spaces - up to 10 characters in length.

The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the building permit.


The **construction value** is the *Prevailing Market Rate* (i.e. the expected value if you were to request a quote from a contractor). It includes all the installation components and a fair market value for the labour.

Homeowner Permit: Plumbing Permit

Indicate the type of plumbing work


New System

Folder Access Code *
Create your access code. It may be unique for this permit, or the same for all your permit applications.

1234 

Description of Work *
Enter a description of the nature and extent of the work to be completed for the Plumbing Permit.
eg.) New plumbing installation for kitchen, laundry, and 3 bathroom groups | Plumbing for basement bathroom

Construction Value *
Enter the installation value



[← Back](#) [Continue →](#)

Confirmation Page & Acknowledgements

Please review all of the details presented on the Confirmation Page before making a payment. You can update information within a section by clicking on the red “Edit...” buttons. If a different permit type is selected (e.g. switching from New to Alteration) you will be required to re-enter all of the application details.

Homeowner Permit

Confirm the permit information

Property Selection

Civic Address 910 4 AVE S LETHBRIDGE AB

Legal Description 2010274/1313


Applicant Information

Name and Mailing Address John Doe
910 4 Ave S
Lethbridge AB T1J 0P6

Phone 403-320-3111

Mobile Phone

Email john.doe@lethbridge.ca

[Edit Applicant Information](#) 

Application Details

Permit Class RESIDENTIAL

Type of Work New Home

Click ‘Continue’ to proceed.

Payment Summary

The payment summary displays the breakdown of all permits and charges included within your permit application. The Safety Code Fee is a mandatory non-refundable fee levied by the Safety Code Council of Alberta. It is 4% of each individual permit fee, with a minimum of \$4.50 and a maximum of \$560 per permit.

This is your payment summary

Homeowner Building Permit	
B FOOTING/FOUNDATION - RES	250.00
B SAFETY CODES FEE - RES	10.00
Total Permit Fees	\$260.00
Homeowner Lot Grading	
B LOT GRADING	125.00
Total Permit Fees	\$125.00
Homeowner Building Permit	
B RESIDENTIAL PERMIT FEE	1,581.28
B SAFETY CODES FEE - RES	63.25
D DEVELOPMENT REVIEW - RES	60.00
Total Permit Fees	\$1,704.53
Homeowner Plumbing Permit	
B RESIDENTIAL PERMIT FEE	100.00
B SAFETY CODES FEE - RES	4.50
Total Permit Fees	\$104.50
Homeowner HVAC Permit	
B RESIDENTIAL PERMIT FEE	100.00
B SAFETY CODES FEE - RES	4.50
Total Permit Fees	\$104.50
Homeowner Electrical Permit	
B RESIDENTIAL PERMIT FEE	100.00
B SAFETY CODES FEE - RES	4.50
Total Permit Fees	\$104.50
Total Charges	\$2,403.03

[Continue →](#)

Click 'Continue' to proceed to our secure 3rd party payment provider.

Receipt

Transaction Approved

After completing the payment through our secure 3rd party payment provider, the receipt screen will be displayed. You will not be able to return to this page, so be sure to print or save a copy for your records. Your permits will be split into two sections, 'Document Submission' and either 'Issued Permits' or 'Pending Review' depending on the properties zoning.


Document Submission The permits within this section require additional documentation prior to being reviewed and approved by Inspection Services. Please click on the SUBMIT PLANS to access the document submission portal.

[Click here for a list of documents required to be submitted for your application.](#)

Permit Issued The permits within this section have been issued. Please print or save a copy for your records.

Pending Review Depending on your property's zoning, an additional review may be required by Development Services. No further action is required on your behalf and you will be notified by email once the review is completed.

Homeowner Permit

Print 


This is your receipt - Please print or save a copy for your records.
You will not be able to return to this screen once you navigate away.

Order Number: 171623
Authorization Code: TEST171623
Order Amount: \$2,463.29
Transaction Date: Jul 14, 2020 01:46:47 PM

Your payment has completed successfully!

Document Submission


The permits below require additional documentation prior to being reviewed and approved by Inspection Services. Please click on the **SUBMIT PLANS** to access the document submission portal.
[Click here for a list of documents required to be submitted for your application.](#)

Homeowner Building Permit BP025511 910 4 AVE S LETHBRIDGE AB \$1,764.79	SUBMIT PLANS 
--	--

Transaction Declined


If the transaction is decline, and error message will be displayed. You will have to start the process from the beginning using the 'Another Permit' button. Please do not try to use your browser to navigate backwards.


Homeowner Permit

Print 

This is your receipt - Please print or save a copy for your records.
You will not be able to return to this screen once you navigate away.

Your payment for this order has been declined.

Another Permit 

Continue to MyCity 


Uploading Documents

Please note:

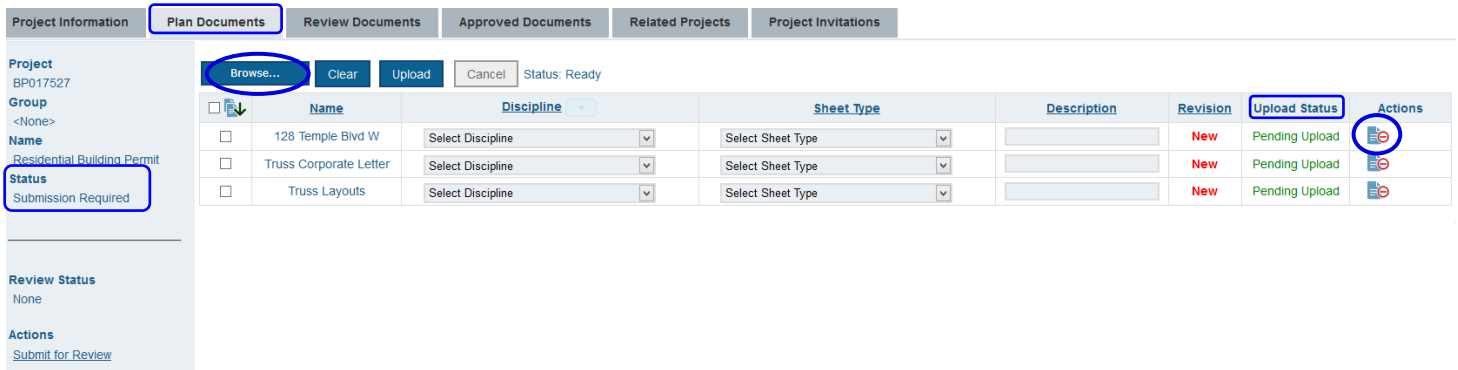
1. For Professional drawings please leave a one-inch space on the right hand side of the page, this will be used by the reviewer for their examination stamps.
2. Prior to uploading drawings, please separate the documents by discipline and sheet type.

To upload drawings, click the **'Browse...'** button, and select the necessary files to be uploaded for the permit application. Multiple files can be selected simultaneously. Specify the discipline and sheet type for each file.

The **'Upload Status'** column will display **'Pending Upload'**.

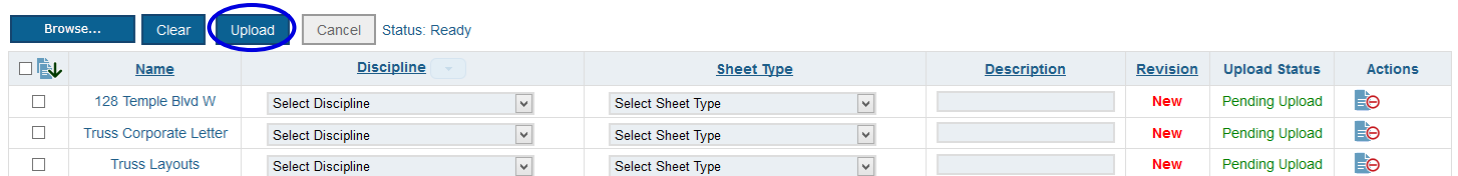
If a file has been uploaded in error, under the **'Actions'** column click the Remove icon. 

After the document is uploaded the project status will display **'Submission Required'**.



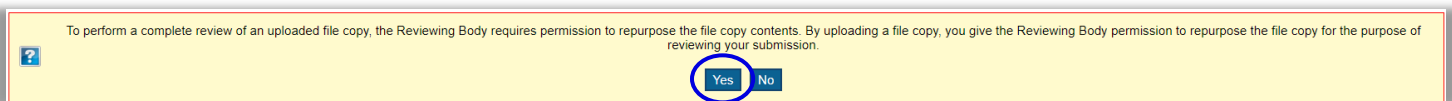
Project Information		Plan Documents	Review Documents	Approved Documents	Related Projects	Project Invitations
Project: BP017527 Group: <None> Name: Residential Building Permit Status: Submission Required Review Status: None Actions: Submit for Review						
Browse... Clear Upload Cancel Status: Ready						
Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/> 128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/> Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/> Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

Click the **'Upload'** button.



Project Information		Plan Documents	Review Documents	Approved Documents	Related Projects	Project Invitations
Project: BP017527 Group: <None> Name: Residential Building Permit Status: Submission Required Review Status: None Actions: Submit for Review						
Browse... Clear Upload Cancel Status: Ready						
Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/> 128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/> Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/> Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

On the confirmation, click **'Yes'**.



To perform a complete review of an uploaded file copy, the Reviewing Body requires permission to repurpose the file copy contents. By uploading a file copy, you give the Reviewing Body permission to repurpose the file copy for the purpose of reviewing your submission.

Yes No

The Upload Status will indicate if the plans/documents have been successfully uploaded.

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/> 128 Temple Blvd W				1	Success	
<input type="checkbox"/> Truss Corporate Letter				1	Success	
<input type="checkbox"/> Truss Layouts				1	Success	

When all items have been uploaded, click the **'Submit for Review'** button.

Note: Plans examiners will ***not*** be notified to begin their review ***until the documents have been submitted for review.***

Project Information | Plan Documents | Review Documents | Approved Documents | Related Projects | Project Invitations

Project
BP017527

Group
<None>

Name
Residential Building Permit

Status
Submission Required

Review Status
None

Submit for Review

Browse... Clear Upload Cancel Status: Done

<input type="checkbox"/>	Name	Discipline	Sheet Type	Desc
<input type="checkbox"/>	128 Temple Blvd W			
<input type="checkbox"/>	Truss Corporate Letter			
<input type="checkbox"/>	Truss Layouts			