

Sample EPermit Journey

1 Add applicant details.

Residential Building Permit
Please enter and confirm the contractor details
Please enter the contact information for the representative making application for the permit. The optional Site Supervisor section allows a Project Manager or other representative to have the permit automatically added to their existing MyCity account for access to schedule inspections and receive emailed inspection reports.

Applicant - Business Representative

First Name *
Julie

Last Name *
Smith

Phone *
[]

Would you like to receive email inspection notices?
☒ Yes ☐ No

2 Add property details.

Residential Building Permit
Property Selection
Search format: Unit# House Street e.g. 022 MAIN ST S or 1222 3 ST N
Enter a minimum of 4 characters to search.

[]

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Select an address file to continue.

3 Add details for type of work, type of construction, and other relevant details.

Residential Building Permit
Choose the type of work

Type of Work

Please specify the nature of work being performed for this permit application:

☐ New Home

☐ Home Renovation or Addition

☐ Detached Garage or Accessory Building

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4 Confirm your permit details and fees.

Residential Building Permit
Confirm the permit information

Property Selection

Civic Address: []

Legal Description: []

770664205

Application Details

Permit Class: RESIDENTIAL

Type of Work: New Home [Edit Type of Work](#)

Residential Building Permit: Construction Details

Access Code: []

Work Description: []

Home Warranty Number: []

Construction Type: Two Storey

Main Floor Construction Area (ft²): 1200

Second Floor Construction Area (ft²): 1200

Footings & Foundation Permit: NO

Hot Tub or Pool Installation: NO

[Edit Construction Details](#)

Acknowledgement

☐ As the applicant, I accept the terms and conditions.

5 Pay application fees online.

Pay With Your Credit Card

Cardholder Name: []

Credit Card Number: []

Expiry Date(MM/YY): []

Email: []

A confirmation email will be sent to this address.

[Pay With Your Credit Card](#)

6 Submit documents online and submit your application.

Project Name	Project Number	Project Status	Project Type	Project Date	Project Location	Project Description	Project Contact	Project Email	Project Phone
101 New Home	101	101	101	101	101	101	101	101	101
102 New Home	102	102	102	102	102	102	102	102	102
103 New Home	103	103	103	103	103	103	103	103	103
104 New Home	104	104	104	104	104	104	104	104	104
105 New Home	105	105	105	105	105	105	105	105	105

7 Monitor your permit status online through MyCity.

Registered Accounts

HL []

If you are set up for eBilling, please ensure your email address is current and emails from mycity@kamloops.ca are not marked as spam/junk.

[Update Profile](#) [Manage Accounts](#) [Logout](#)

FILTER ACCOUNTS ...

Permit Sort: Permit Number

Permit Number: [] B-RESIDENTIAL - SPD
Application Date: [] Issued Date: May 14, 2019
Project: [] Status: COMPLETED

Permit Number: [] B-PLUMBING PERMITS
Application Date: [] Issued Date: Jan 28, 2025
Project: [] Status: ACTIVE

Tasks	Completed	Not Started
PLUMBING - WATER, SEWER, STORM.	☒	☐
NOT STARTED	☐	☐
PLUMBING - UNDERSLAB.	☒	☐
CANCELLED	☐	☐
Start: Mar 17, 2025		End: Mar 17, 2025
PLUMBING - UNDERSLAB.	☒	☐
PARTIAL	☐	☐
Start: May 23, 2025		End: May 23, 2025

Folder

Purpose: To install additional fixtures in an existing washroom

Manager:

Application Date: Jan 28, 2025

Approval Date: Jan 28, 2025

Issued Date: Jan 28, 2025

Expires: Jan 28, 2027

Completed:

Charges

Description	Units	Charge Amount	Outstanding	On Deposit
Plumbing Fee	6.00	90.00	0.00	
TOTAL		90.00	0.00	0.00

Properties

Tax Account:	
PID:	
Civic Address:	
Legal Desc:	

New One Storey Detached Single Family Home

Please enter all applicable fields:

Main Floor (ft²) *
Enter the total construction area

Attached Garage (ft²)
Enter the attached garage area

Covered Wood Deck (ft²)
Enter the wood deck covered area

Uncovered Wood Deck (ft²)
Enter the wood deck uncovered area

Basement Development (ft²)
Enter the basement development area

Carport (ft²)
Enter the carport area

Wood Burning Fireplace (Quantity)
Enter the wood burning fireplace area

Will you be installing a hot tub or pool?
☐ Yes ☒ No

Will you require a Footing & Foundation permit?
☐ Yes ☒ No

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Residential Building Permit
This is your payment summary

Lot grading	
B LOT GRADING	125.00
Total Permit Fees	\$125.00
Residential Building Permit	
B RESIDENTIAL PERMIT FEE	1452.36
B SAFETY CODES FEE - RES	58.09
D DEVELOPMENT REVIEW - RES	60.00
Total Permit Fees	\$1570.45
Total Charges	\$1695.45

[Continue](#)