

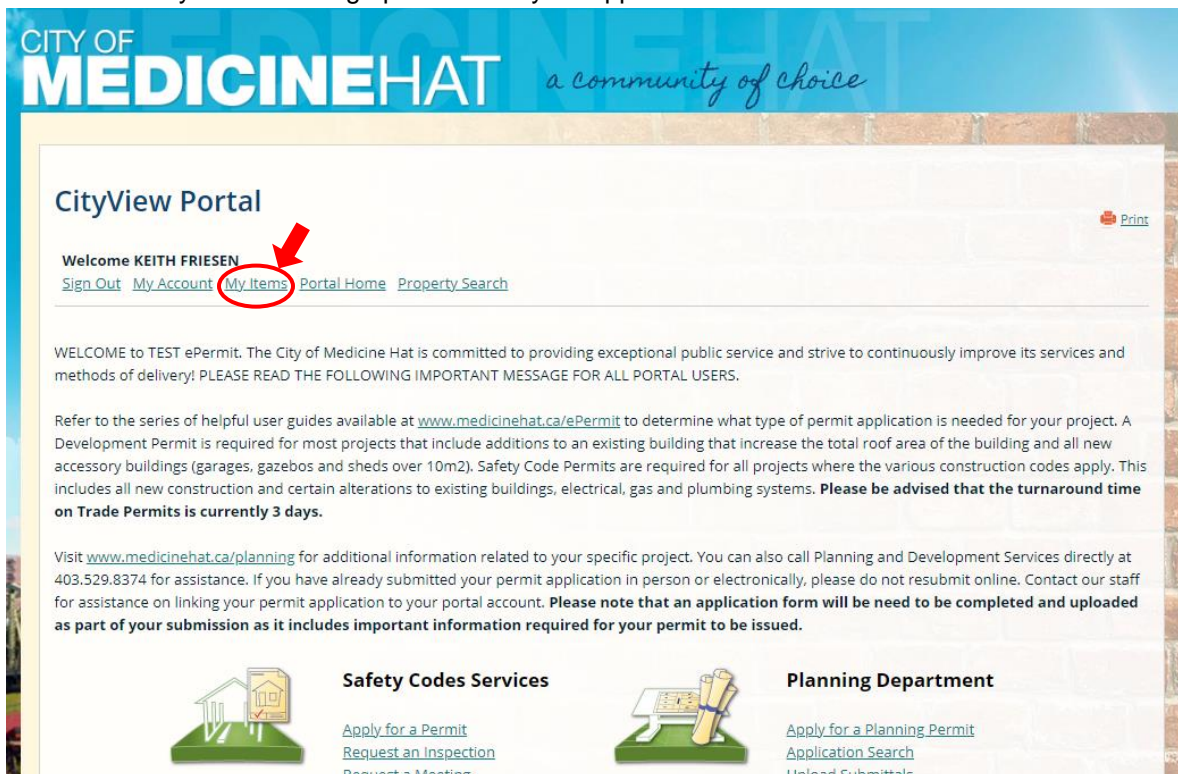
PROCESSING PAYMENTS THROUGH THE CITY OF MEDICINE HAT ePERMIT PORTAL

Most fees for City of Medicine Hat Permits and Business Licenses can now be paid through the ePermit Portal.

Online payment may only be made by Credit Card (Visa/Mastercard) and requires the applicant to have registered for an ePermit account.

Step One – Finding an item to pay

1. Applicants receive an email from the City of Medicine Hat when an application has been processed and payment is required. Applications are reviewed by City staff prior to being made payable to ensure submissions are complete and fees are accurate.
2. Log into the ePermit portal at <https://epermit.medicinehat.ca/> using your login and password that was previously set up.
3. Click on My Items to bring up a list of all your applications.



CITY OF
MEDICINEHAT *a community of choice*

CityView Portal


Welcome KEITH FRIESEN Print

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

WELCOME to TEST ePermit. The City of Medicine Hat is committed to providing exceptional public service and strive to continuously improve its services and methods of delivery! PLEASE READ THE FOLLOWING IMPORTANT MESSAGE FOR ALL PORTAL USERS.


Refer to the series of helpful user guides available at www.medicinehat.ca/ePermit to determine what type of permit application is needed for your project. A Development Permit is required for most projects that include additions to an existing building that increase the total roof area of the building and all new accessory buildings (garages, gazebos and sheds over 10m2). Safety Code Permits are required for all projects where the various construction codes apply. This includes all new construction and certain alterations to existing buildings, electrical, gas and plumbing systems. **Please be advised that the turnaround time on Trade Permits is currently 3 days.**

Visit www.medicinehat.ca/planning for additional information related to your specific project. You can also call Planning and Development Services directly at 403.529.8374 for assistance. If you have already submitted your permit application in person or electronically, please do not resubmit online. Contact our staff for assistance on linking your permit application to your portal account. **Please note that an application form will be need to be completed and uploaded as part of your submission as it includes important information required for your permit to be issued.**



Safety Codes Services

[Apply for a Permit](#)
[Request an Inspection](#)
[Request a Meeting](#)



Planning Department

[Apply for a Planning Permit](#)
[Application Search](#)
[Upload Submittals](#)

4. Click on the Application type type required in order to show all individual applications.
5. Click Pay Fees. Only items with available fees will show this button.

Show Active

| Reference Number | Address | Type | Status | Date Created |
|-------------------------------|--|----------|-----------------------|--------------|
| PRBD202100390 | 84 SHANNON CRES SE, Medicine Hat, AB T1B4G3 | Building | Ready for Issuance | 03/30/2021 |
| Description: | | | | |
| Pay Fees | | | | |

Step Two – Making Payment

1. Total fees on the application will be sorted by individual fee types. Select the fee types that will be paid at this time (*NOTE* – all fees on an application must be paid before permits or licenses will be issued).
2. Click Make Payment, which will take you to a payment processing site.

Permit Application Fees
PRBD202100390

Please select the fees you wish to pay now by checking the "Pay" checkbox on the fees below.

[Select All Fees](#) [Deselect All Fees](#)

| Fee Type | Amount | Amount Paid | Pay? |
|--------------------------|----------|-------------|-------------------------------------|
| BP-Garden Sheds | \$100.40 | \$0.00 | <input checked="" type="checkbox"/> |
| Safety Codes Council Fee | \$4.50 | \$0.00 | <input checked="" type="checkbox"/> |
| Totals: | \$104.90 | \$0.00 | |
| Total Selected: | \$104.90 | | |



[Cancel](#) [Make Payment](#)

3. Enter your credit card information and click Process Transaction.

QA Merchant ONE

Mandatory fields marked by *

Payment Details

Transaction Amount: \$ 100.40 (CAD)  

Order ID: 84009cd3-e305-4fd7-9b13-940bca514175

Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number.

Cardholder Name*: KEITH FRIESEN

Card Number*: 5454545454545454

Expiry Date (MMYY)*: 1224

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

[Process Transaction](#) [Cancel Transaction](#)

4. A confirmation page will appear when payment is complete. Your receipt will be sent to your email address on file, and can be found under Documents & Images for the application.

Conclusion

After payment has been made, City of Medicine Hat staff will receive a notice to issue the permit or license; applicants should receive a copy of their documents automatically within a few days and do not need to contact Planning & Development Services to arrange for this.