



Planning & Development Services

City of Medicine Hat
580 – 1 Street SE
Medicine Hat, AB T1A 8E6
Phone: 403.529.8374
Fax: 403.502.8038
pbe@medicinehat.ca

PERMIT SEARCH ONLINE PORTAL

Once you land on the home page, you will see a number of activity groups available to you. Under Planning Development, you will have choices to Apply for a permit to Request a meeting and upload your submittals.



- Click Apply for a Planning Permit to submit
You can apply here for **Driveway Permit, Encroachment Agreements, Property Compliance, Subdivision, Zoning Compliance.**
- You can request a meeting for these applications through here. This can be anytime before or during the application process.
- You can search your applications you have submitted.
- Once you have applied you can Upload your submittals if requested or you know you forgot some.



Planning Application - Project Description

Required information is indicated with an asterisk (*).

Choose the project type: *

Project Descriptive Name: *
Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments: *
Please add any additional comments about the project. Maximum 4000 characters

Step 1

- The Project Type will be whatever you are apply for, in this case I am saying Permit Search
- The Project Name can indicate what you are doing
- Comments can be a brief description

Cancel Next Step: Planning Types

Step 1: Project Description

Step 2: Planning Types

Step 3: Planning Details

Step 4: Location

Step 5: Contacts

Step 6: Upload Files

Step 7: Request a Meeting

Step 8: Review & Submit

Step 9: Submitted

Planning Application - Planning Types

Required information is indicated with an asterisk (*).

- Please choose the appropriate item(s) for your project.

Permit Search

Pre-Application

Previous Step: Project Description Next Step: Planning Details

Step 2

- Click on Permit Search

ePermit Medicine Hat

Welcome Kristina

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

Step 1: Project Description

Step 2: Planning Types

Step 3: Planning Details

Step 4: Location

Step 5: Contacts

Step 6: Upload Files

Step 7: Request a Meeting

Step 8: Review & Submit

Step 9: Submitted

Planning Application - Location of Project

Required information is indicated with an asterisk (*).

[Find location in Map](#)

Search for address:

The location you have selected: *

- 11 ST NW, Medicine Hat, AB T1A6G9
- 11 ST SE, Medicine Hat, AB T1A0A1
- 113 ST SE, Medicine Hat, AB T1A1W4
- 12 ST NE, Medicine Hat, AB T1A5K6
- 13 ST NE, Medicine Hat, AB T1A5L7
- 14 ST SE, Medicine Hat, AB T1A0J7
- 14 ST SW
- 15 ST SE
- 15 ST SW, Medicine Hat, AB T1A4G3
- 15 ST SW, Unit:1
- 19 ST NE, Medicine Hat, AB T1A5S1
- 19 ST SW, Medicine Hat, AB T1A4N5

Previous Step: Planning Details Next Step: Contacts

Step 3

- Find the location that you are applying for.

ePermit Medicine Hat

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

Step 1: Project Description Step 2: Planning Types Step 3: Planning Details **Step 4: Location** Step 5: Contacts
 Step 6: Upload Files Step 7: Request a Meeting Step 8: Review & Submit Step 9: Submitted

Planning Application - Contacts
 Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	Not shown for privacy reasons
Applicant	Kristina: <input type="text"/>

[Add New Contact](#)

[Previous Step: Location](#) [Next Step: Upload Files](#)

Step 4

- Contacts – the Property owner will not be shown
- Applicant will be yourself
- You can Add new Contact if you have a Contractor or Architect etc.. that you wish to add to the file.

Planning Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 100MB in size.
- Accepted file extensions:
 - PDF, JPG, GIF, PNG, DOCX
- All plans shall be to scale.
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

Current Submittal

Submittal #1) Planning (06/27/2020) [Print Requirement Items](#)

Type	Status	Date Verified
Request Letter	Pending	

Select a new document for this requirement:

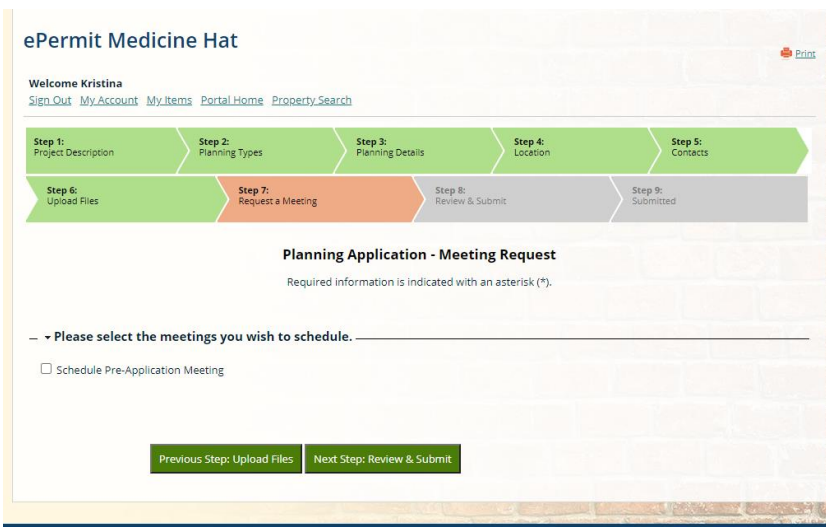
Upload Additional Documents

Select any documents you wish to provide:

Provide a short description of this set of documents:

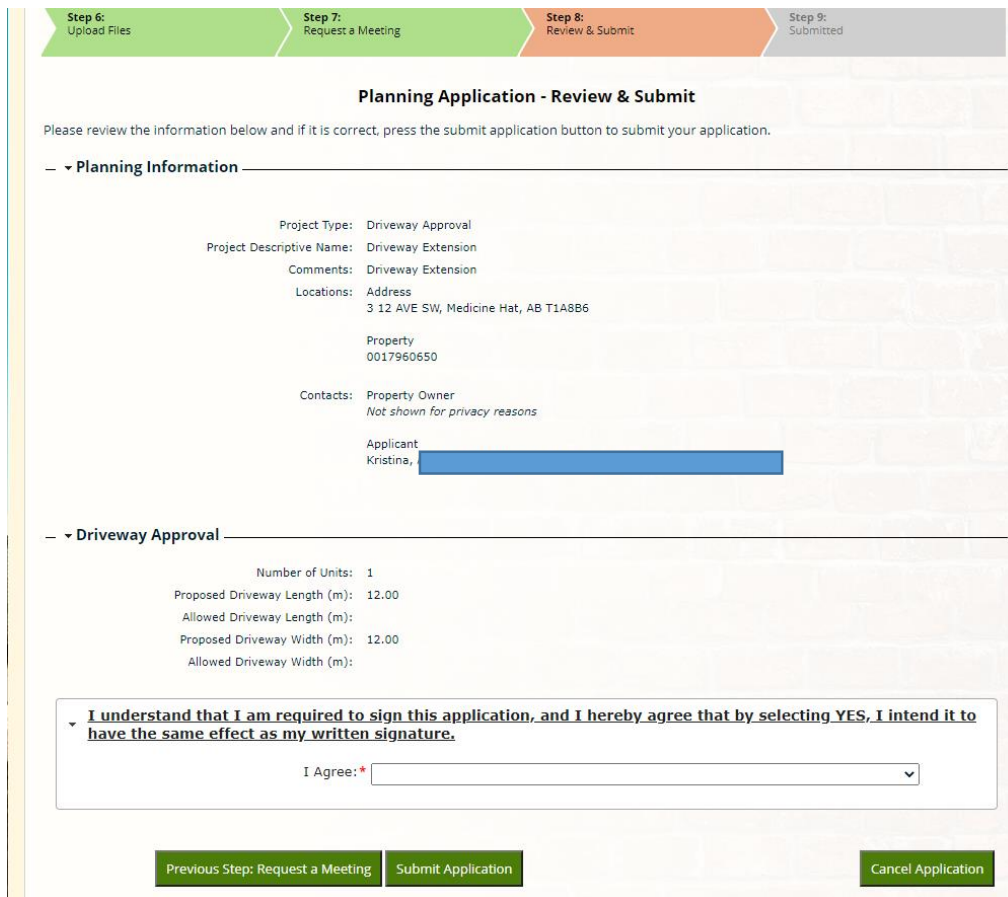
Step 5

- This is where you can upload your documents to go with your applications.
- You can upload further documents if required. Please look on our website for what is required in the checklist. Check link below



Step 6

You can request a pre application meeting if you would like here. If not just go to the next step.



Step 7 and 8

- Here you need to review you application and agree to the statement below.
- If you wish to cancel you can at this point, or you can click sumit application.
- Step 8 will show you your application number and that it has been submitted.
- It will also show you an estimated fee amount for your application. Admin still will contact you for fees.