

ONLINE PERMIT SERVICES

Guide to booking inspections using the MyDistrict online system

MyDistrict can be accessed at www.westvancouver.ca/mydistrict on the web address line



Welcome to MyDistrict accounts online

If you have an existing profile, please login:

Email Address:

Password:

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

Forgot your password? Fill in your email address and [Reset it.](#)

Read the [Terms of Use](#)

[What is MyDistrict?](#)



Enter your MyDistrict email address and password.

FOR MORE INFORMATION CALL 604-925-7040.



ONLINE PERMIT SERVICES

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- Accounts
- Register Accounts
- Profile
- Log Out

Accounts

Welcome to MyDistrict registered accounts screen
Click the account number for details.

Account Type	Account	Address	Actions	Note	Statement Notification Method
PERMITS	EL109639	750 17TH STREET	Remove	ACTIVE	
PERMITS	TP001622	750 17TH STREET	Remove	RECEIVED	
PERMITS	TP001624	750 17TH STREET	Remove	RECEIVED	
LICENSING	1011583	BUSINESS - OUT OF TOWN	Remove	Historical	

[Register](#) accounts now.

if you apply for permits online your permits will automatically be added to your account. If you do not see a permit you will need to select Register an account.

To register a permit select Register Account and at the drop down select Permits enter Folder Number (Permit Number) and Access Code. Access Code is created when the permit is applied for. If no access code is assigned please contact a Permits Clerk at 604 925-7040 who can provide an access code for your permit.

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- Accounts
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Register Accounts

In order to register an account, you must have the corresponding bill.

■ Enter account information

Account Type:

Folder Number:

Access Code:

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ONLINE PERMIT SERVICES

On the Accounts Tab select the permit you wish to book an inspection

MYDISTRICT 24 hour access to: taxes, utilities, permits, licences

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LICENSING	1011583	BUSINESS - OUT OF TOWN	Remove	Historical	

[Register](#) accounts now.

Select the Inspections Tab and you will see a list of the inspections that are available to select. Click on the Schedule button below the required inspection.

MYDISTRICT 24 hour access to: taxes, utilities, permits, licences

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Permit

Folder Number	EL109639
Type	ELECTRICAL PERMIT - MUNICIPAL
Subject	
Status	ACTIVE

Tasks

LOW VOLTAGE	Start:	End:	Status: NOT STARTED
	Schedule		
U/GRD CONDUITS/CABLE	Start:	End:	Status: NOT STARTED
	Schedule		
TEMPORARY SERVICE CONNECTION	Start: Dec 01, 2009	End: Dec 02, 2009	Status: ACCEPTED
PERMANENT SERVICE CONNECTION	Start:	End:	Status: NOT STARTED
	Schedule		
SLAB CONDUITS/CABLES	Start:	End:	Status: NOT STARTED
	Schedule		
POOL GROUNDING/CONDUITS	Start:	End:	Status: NOT STARTED
	Schedule		
ROUGH WIRE	Start:	End:	Status: NOT STARTED
	Schedule		

ONLINE PERMIT SERVICES

At the inspection screen you will be able to fill in contact information and add comments for the inspector in the Notes field. Please note you can only book for today if you schedule before 8 a.m. and after that will be for the next working day. The Selected Date box is just advising today's date, the schedule box below gives you the actual date of inspection.

Folder: EL109639
Inspection: FINAL - ELECTRICAL
Selected Date: 06/15/2016

Inspection availability from the selected date:
Please select a date and time.

Day	Date	Select
Tomorrow	06/16/2016	<input type="radio"/>

Requestor: mandy emery
Phone: 6049257242
Notes:

Schedule Close without Scheduling

Please ensure that you click on the Select button and then click on schedule button

If you need to cancel or reschedule you will have the opportunity to do this up until 8 a.m. of the day of inspection. After this time contact 604-925-7040.

24 hour access to:
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permits, licences

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Permit

Folder Number: EL109639
Type: ELECTRICAL PERMIT - MUNICIPAL
Subject: ACTIVE
Status: ACTIVE

Tasks

LOW VOLTAGE Start: <input type="button" value="Schedule"/> End: Status: NOT STARTED
U/GRD CONDUITS/CABLE Start: <input type="button" value="Schedule"/> End: Status: NOT STARTED
TEMPORARY SERVICE CONNECTION Start: Dec 01, 2009 End: Dec 02, 2009 Status: ACCEPTED
PERMANENT SERVICE CONNECTION Start: <input type="button" value="Schedule"/> End: Status: NOT STARTED
SLAB CONDUITS/CABLES Start: <input type="button" value="Schedule"/> End: Status: NOT STARTED
POOL GROUNDING/CONDUITS Start: <input type="button" value="Schedule"/> End: Status: NOT STARTED
ROUGH WIRE Start: <input type="button" value="Schedule"/> End: Status: NOT STARTED
FINAL - ELECTRICAL Start: Jun 16, 2016 <input type="button" value="Reschedule"/> <input type="button" value="Cancel"/> End: Status: SCHEDULED