

eApply

Step by Step Guide

portcoquitlam.ca/eapply



Apply and pay for eligible permit applications conveniently online now!

The City of Port Coquitlam offers a convenient online process for submitting permit applications. Applying for a permit has never been simpler – if your permit type is available through [eApply](http://portcoquitlam.ca/eapply), you can easily complete and submit your application digitally.

Sign in to your MyPortCoquitlam Account or create an account at my.portcoquitlam.ca:

- use an email you check regularly
- supply your mailing address
- set a secure password
- allow up to an hour to receive a verification email

STEP 1: Complete an application online

1. Visit portcoquitlam.ca/eapply
2. Select the permit you wish to apply for.
3. Review the information and click 'Continue'.
4. Sign in to your MyPortCoquitlam account.
5. Complete the online application by following the on-screen prompts and answering all required questions. For additional guidance, hover your cursor over the help buttons.
6. Confirm the information you have entered, accept the acknowledgments, and click 'Continue'.
7. You will receive a confirmation receipt once your application has been received. Please note your application number or print the receipt for your records.
8. City staff will review your permit application.
9. After submission and before issuance, further items or inspections may be requested via email.
10. You will be notified when your permit is ready for issuance. The permit will be issued upon payment of the required fees and bonds.

Note: All notifications regarding your application status and approval will be sent to the email address associated with your MyPortCoquitlam account.

Helpful Tips

- You must create an access code when you submit your e-application. This code allows you to link the permit application to your MyPortCoquitlam account and request building inspections once the permit is issued. It is up to the builder/owner/applicant to distribute the access code to any trades calling for inspections.
- Construction value refers to the estimated total cost of all labour and materials required by the owner or builder to complete the proposed construction project. This estimate should reflect standard industry values and may be adjusted using recognized cost guides or inflation calculators. The construction value does not include design fees or other soft costs

STEP 2: Upload Plans (Only applicable for certain permit types)

If your permit application includes the “Click here to upload documents for Plan Review” button on the receipt page, follow these steps to upload your documents:

RECEIPT

Payment & permit details below, please print for your records.

Your payment was successful.

Payment Information
Order Number:
Authorization Code:
Order Amount:
Transaction Date:

[Click here to upload documents for Plan Review](#)

APPLICATION	Received
APPLICATION for PORT COQUITLAM BC has been created and will be reviewed by city staff once all required documentation has been submitted. Please click on the link above to upload documents for Plan Review.	

[Apply for Another Permit](#) [Print](#)

1. Navigate to “Click here to upload documents for Plan Review” to proceed to the document upload page.

2. Browse your computer to select the required PDF submission items. You may upload multiple documents at once, but each PDF must be separated by discipline (e.g., architectural, structural, arborist report).

The screenshot shows a web interface with three tabs: 'Plan Documents', 'Review Documents', and 'Approved Documents'. The 'Plan Documents' tab is active. On the left, there's a sidebar with 'Project' details (Name, Status: Plan Submission) and 'Review Status' (None). The main area has a 'Document Upload Instructions and Tips' section with a list of guidelines. Below this, there's a row of buttons: 'Browse...' (highlighted with a red box), 'Clear', 'Upload', 'Cancel', 'Edit Names', and 'Status: Ready'.

3. After selecting your PDF files, you will be prompted to categorize each document by discipline, sheet type, and description (optional).

This screenshot shows the 'Document Upload Instructions and Tips' section at the top. Below it, the 'Browse...' button is highlighted. The main area displays a table with columns: Name, Discipline, Sheet Type, Description, Revision, Upload Status, and Actions. The first row shows '0001-001-A-SITEPLAN' with 'Select Discipline' and 'Select Sheet Type' dropdowns highlighted by red boxes. The 'Revision' is 'New' and 'Upload Status' is 'Pending Upload'.

4. Once all files are categorized, click “Upload” and then confirm by clicking “Yes.” The upload status for each document will change to “Success” once completed.

This screenshot shows the 'Upload' button highlighted in the top bar. Below it, a confirmation dialog box is displayed with the text: '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.' The 'Yes' button is highlighted with a red box. Below the dialog, the table shows the 'Upload Status' for '0001-001-A-SITEPLAN' has changed to 'Success' (highlighted with a red box).

5. After all PDF files have uploaded successfully, click “Submit for Review” to finalize your submission.

Note: It is critical to click “Submit for Review” so that the city staff are notified of your submission.

Plan Documents
Review Documents
Approved Documents

Project
Name
Status
Plan Submission

Review Status
None

Actions
Submit for Review

Document Upload Instructions and Tips

- View [City of Port Coquitlam Submission Guidelines](#)
- Upload all files as PDFs with no password protection, encryption, or other security restrictions. Vector-based PDFs are preferred.
- Name your files so they will display in the desired order alphabetically.
- Continue to use the same file name for each submission of the same document, or click  next to any document to upload using a new file name.
- Upon approval, your plan set will be ordered exactly as displayed.
- Select the discipline and sheet type that best describes each file.
- Never delete plans or drawings that have already been submitted, unless directed by the City.
- Avoid the use of AutoCAD SHX Text comments. Refer to [this article](#) for more information.

Browse...
Clear
Upload
Cancel
Edit Names
Status: Done

☐	Name	Discipline	Sheet Type	Description
☐	0001-001-A-SITEPLAN			

Staying Up to Date on Your Application Status

To monitor the status of your application, visit your MyPortCoquitlam account.

Revision Letters and Resubmissions

Once your application has been received, city staff will review it for completeness. If any required documents are missing, you will receive an email with a request for the missing items.

Accessing Revision Letters and Marked-Up Drawings

1. Log in to your MyPortCoquitlam account and locate your permit.
2. Click the “View Permit in Plan Review” button under the relevant permit.

PERMIT ACCOUNT DETAILS

Update Profile

Home

Logout

Permit Number:

Type:

Subject:

Status:

View Permit in Plan Review

3. Go to the “Review Documents” tab and download any available documents.

Plan Documents

Review Documents

Approved Documents

Project

Review Cycle All

4. Work with your hired professionals to revise the drawings as needed. If you have questions, contact the staff member assigned to your application for assistance. Ensure all comments are addressed.

Resubmitting Revised Plans

1. In MyPortCoquitlam, click the “View Permit in Plan Review” button for your permit.
2. Go to the “Plan Documents” tab and upload the revised PDF files.

The screenshot shows the 'Plan Documents' tab selected in a navigation bar. Below the navigation bar, there are three tabs: 'Plan Documents', 'Review Documents', and 'Approved Documents'. The 'Plan Documents' tab is active. On the left, there is a sidebar with fields for 'Project Name', 'Status' (set to 'Plan Submission'), 'Review Status' (set to 'None'), and 'Actions' (with a 'Submit for Review' link). The main content area has a blue header 'Document Upload Instructions and Tips' followed by a list of instructions: 'View City of Port Coquitlam Submission Guidelines', 'Upload all files as PDFs with no password protection, encryption, or other security restrictions. Vector-based PDFs are preferred.', 'Name your files so they will display in the desired order alphanumerically.', 'Continue to use the same file name for each submission of the same document, or click [icon] next to any document to upload using a new file name.', 'Upon approval, your plan set will be ordered exactly as displayed.', 'Select the discipline and sheet type that best describes each file.', 'Never delete plans or drawings that have already been submitted, unless directed by the City.', and 'Avoid the use of AutoCAD SHX Text comments. Refer to this article for more information.' At the bottom of the main content area, there are buttons: 'Browse...' (highlighted with a red box), 'Clear', 'Upload', 'Cancel', 'Edit Names', and 'Status: Ready'.

3. Once all PDF files have been uploaded successfully, click “Submit for Review.”

Accessing Approved Plans

When your application is approved, you will receive an email notification.

To access your approved plans:

1. In MyPortCoquitlam, click the “View Permit in Plan Review” button for your permit.
2. Go to the “Approved Documents” tab and download the available documents.

The screenshot shows the 'Approved Documents' tab selected in a navigation bar. Below the navigation bar, there are three tabs: 'Plan Documents', 'Review Documents', and 'Approved Documents'. The 'Approved Documents' tab is active. Below the tabs, there is a 'Project' field and a 'Plan Set and Reference Documents' dropdown menu.

3. Print full-size copies of the drawings; these must be available on-site for inspections.

Note: All notifications regarding your application status and approvals will be sent to the email address associated with your MyPortCoquitlam account.