

MyPortCoquitlam

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MyPortCoquitlam is a 24/7 secure, all-in-one, online service that allows residents and businesses to access information about their City of Port Coquitlam accounts/permits. It is the registration point for registering building and plumbing permits to allow online scheduled or required inspections during the permitting process.

MyPortCoquitlam and Booking Inspections Online Step-by-Step Instructions

What Is MyPortCoquitlam? MyPortCoquitlam is your “one-stop-shop” for City of Port Coquitlam transactions. MyPortCoquitlam is a new way to access your City accounts online, 24 hours a day.

How do I get a MyPortCoquitlam account? Simply create a free profile and register your account(s) following the instructions below, and access your information anytime.

Why use MyPortCoquitlam to book inspections? MyPortCoquitlam is accessible on any device with an internet connection. By registering your account on MyPortCoquitlam, you can track the progress of your building or plumbing permits inspections and book your inspections online. You will also be able to view the results of your inspection as soon as 24 hours after the inspection.

Who do I contact if I have questions?

➤ Building and Plumbing Permits – building@portcoquitlam.ca or phone 604.927.5444

1. Register for a MyPortCoquitlam Profile

➤ To start the registration process, click on the link as shown below.

Welcome to MyPortCoquitlam!

Signing in or creating a MyPortCoquitlam account will give you 24/7 secure online access to information about your City of Port Coquitlam property taxes, utilities; dog and business licenses or to schedule a building or plumbing inspection.

First time visiting the site? You'll need to register a profile before you can login. Click on Register now under the Login button.

Need help registering? Please refer to our easy step-by-step guide.

Already registered? Fill in your email and password, and click Login.


Email Address

Password

Login

Click [here](#) to register for a MyPortCoquitlam profile.
Forgot your password? Fill in your email above and click [here](#) to reset.

Read the [Terms of Use](#)

- The following screen appears.
- All boxes with a red asterisk * beside them must be completed.
- Click on 

Profile Registration

Applicant Information

First Name*

Last Name*

Email Address*

Phone*

Address Information

Unit House*

Street*

City*

Country*

Postal/Zip Code*

Password Information

Password*

Confirm Password*

Security Question*

Security Answer*

Back Continue

- A confirmation that your profile has been registered.

- You must now log into the email provided when registering your profile to complete the registration process.

Profile Registration

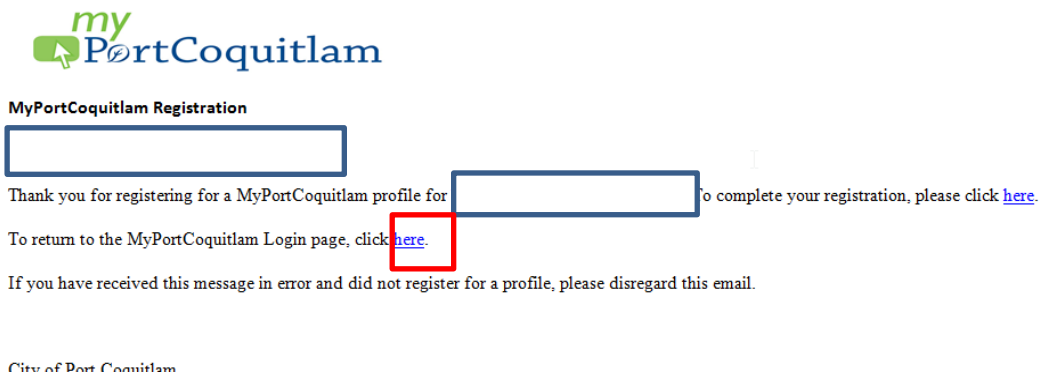
Your profile has been created.

An email has been sent to Follow the steps in that email to complete the registration.

[Back to Login](#)

2. Email

- Sample of email that will be sent to the email address provided.
- Click on link as outlined in red below to return to the MyPortCoquitlam page.



- Welcome to MyPortCoquitlam pages opens.

- Enter your email address and password



- Click on

Welcome to MyPortCoquitlam!

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First time visiting the site? You'll need to register a profile before you can login. Click on Register now under the Login button.

Need help registering? Please refer to our easy step-by-step guide.

Already registered? Fill in your email and password, and click Login.

Email Address

Password

[Login](#)

Email address is required

Click [here](#) to register for a MyPortCoquitlam profile.
Forgot your password? Fill in your email above and click [here](#) to reset.

Read the [Terms of Use](#)

3. Next steps

- Once you have registered for MyPortCoquitlam, you will need to register your permit(s)/account(s).
- If you are already registered, you may skip this step

4. Edit Accounts

- From this window, you may register an account or remove any accounts you may have previously registered.




- To register a permit, click on




Accounts



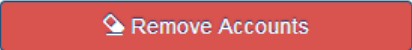


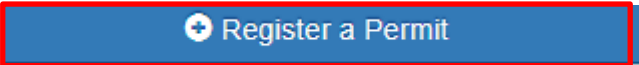
5. Register an account (Permit)

➤ Click on 




Edit Accounts

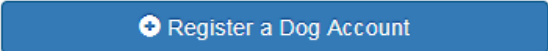
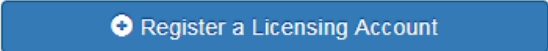
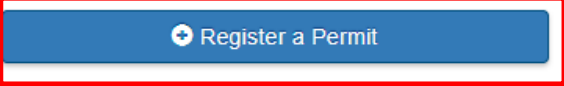
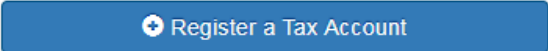

  

➤ Click on 

Register Accounts

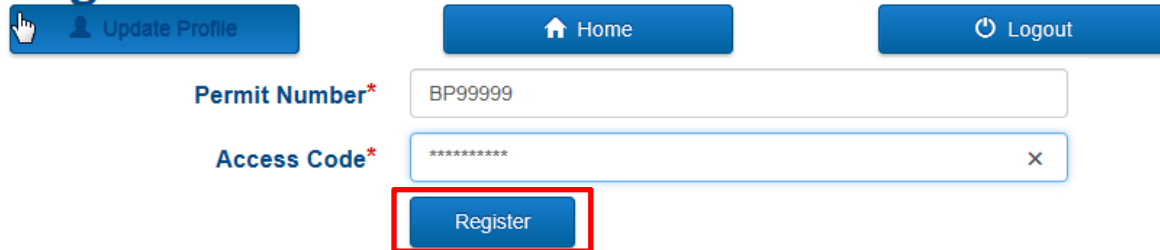
  

- Enter Permit Number and Access Code (access code provided at time of application)

➤ Click on 

Register a Permit

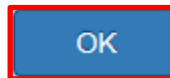



The screenshot shows the 'Register a Permit' form. At the top, there are three buttons: 'Update Profile' (with a person icon), 'Home' (with a house icon), and 'Logout' (with a power icon). Below these are two input fields: 'Permit Number*' containing 'BP99999' and 'Access Code*' containing '*****'. A red box highlights the 'Register' button below the input fields.

- Following window appears.

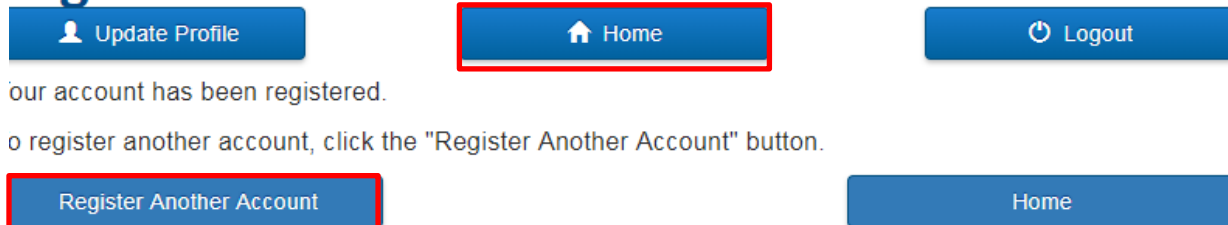
➤ Click on 

The account has been successfully registered.



- Confirmation of registered account (permit)
- If you need to register another account you may do so by clicking on  OR You may click on the Home button to return to the main account(permit) page.

Register Account - Confirmation




The screenshot shows the 'Register Account - Confirmation' page. At the top, there are three buttons: 'Update Profile' (with a person icon), 'Home' (with a house icon), and 'Logout' (with a power icon). Below these are two buttons: 'Register Another Account' and 'Home'. A red box highlights the 'Home' button.

- To return to the main page click on  as shown above.
- The main page now shows the registered permit

1000-2038 SUFFOLK AVE
Permit Number: BP012164
Application Date: Jan 09, 2017
Project: PRJ-001147

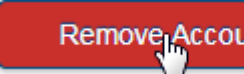
MIXED USE BUILDING PERMIT
Issued Date:
Status: IN-PROGRESS

6. Remove an Account (Permit)

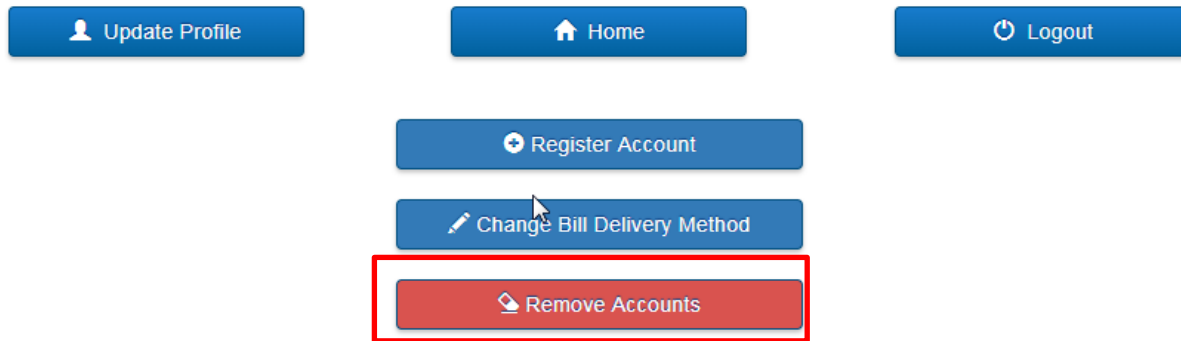
- To remove an account (permit) from your account
- Click on 


Accounts



- Following screen appears.
- Click on 

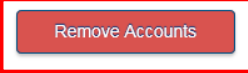
Edit Accounts



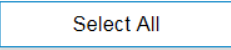
- Click  beside permit(s) you wish to remove
- Or choose Select All box if you wish to remove all permits .



Remove Accounts


  



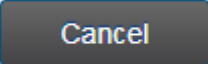
1 account selected.

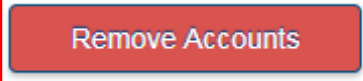


<input checked="" type="checkbox"/>	 2465 WILSON AVE Permit Number: BP010675 Application Date: Dec 18, 2013 Project: PRJ-001053
<input type="checkbox"/>	 3631 ST ANNE ST Permit Number: BP011308 Application Date: Oct 28, 2015 Project:

- Window appears asking you to verify account to be removed
- Click on 

Are you sure you want to remove all of the selected accounts from your MyPortCoquitlam profile?





- Permit is now removed from your list of account(s) registered.

7. Permit Account Details

- To access permit account details
- Sign into MyPortCoquitlam.ca
- Upon signing in, the Accounts page will appear
- A list of your account(s)/permit(s) will be shown
- Click on the permit that you wish to review.

Permit Sort

2180 KELLY AVE Permit Number: BP012296 Application Date: Mar 13, 2018 Project: PRJ-001633	MIXED USE BUILDING PERMIT Issued Date: Sep 19, 2018 Status: ACTIVE	➔
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➤ Permit Account Details page.

Permit Account Details

[Update Profile](#)
[Home](#)
[Logout](#)

Permit Number: BP012296 Type: MIXED USE BUILDING PERMIT Subject: PHASE 1 Bldg 4000 Main Folder - 108 Residential Units /Commercial spaces Status: ACTIVE	
---	--

Permit

Purpose: This permit has been created for the construction of a new Mixed Use Building OR an Alteration/Addition/Repair/Tenant Improvement to an existing Mixed Use Building.
Application Date: Mar 13, 2018
Approved Date: Sep 19, 2018
Expires:
Completed:

Properties

Folio: 261515-003
PID: 030-149-509
Civic Address: 2180 KELLY AVE
Legal Desc: LT C, DL 289, NWD, PL EPP72293

People

Tasks

Expand All Collapse All Expand Comments

FOOTINGS / FORMS-MONITORING NOT STARTED Schedule

FOOTINGS / FORMS-MONITORING NOT STARTED Schedule

FOOTINGS / FORMS-MONITORING NOT STARTED Schedule


- At the bottom of the page will be a list of deficiencies, if there are any.
- Click on the applicable bar to review outstanding or completed deficiencies.

Deficiencies

+ Outstanding Deficiencies

+ Completed Deficiencies

8. Schedule an Inspection

- From the Permit Account Details page, Scroll towards bottom of screen
- Click on the Tasks bar to open up a list of inspection tasks.
- Select inspection type you wish to schedule
- Click on 

Tasks

Expand All Collapse All Expand Comments

FOOTINGS / FORMS-MONITORING NOT STARTED Schedule

FOOTINGS / FORMS-MONITORING NOT STARTED Schedule

- Following screen appears allowing you to book your inspection
- Choose from the five days noted on the screen or go to the 'Dates From' box, and choose another date not shown. (You may book up to ten days in advance).

Permit Number: BP012296
Inspection: FOOTINGS / FORMS-MONITORING
Dates From: 05/09/2019

Choose one of the available dates below:

Day	Date	AM	PM	ANYTIME
Tomorrow	05/10/2019			ANYTIME
Monday	05/13/2019			ANYTIME
Tuesday	05/14/2019			ANYTIME

- Once you choose a date, then click on am/pm or anytime.
- Enter requestor name and phone number (these are mandatory fields).
- Add additional notes regarding the inspection in the Notes field if required.

Permit Number: BP012296
Inspection: FOOTINGS / FORMS-MONITORING
Dates From: 2019-05-23

Choose one of the available dates below:

Tomorrow	05/24/2019	AM	PM	ANYTIME
Monday	05/27/2019	AM	PM	ANYTIME
Tuesday	05/28/2019	AM	PM	ANYTIME
Wednesday	05/29/2019	AM	PM	ANYTIME
Thursday	05/30/2019	AM	PM	ANYTIME
Friday	05/31/2019	AM ✓	PM	ANYTIME

Requestor*
 Requestor name is required.

Phone Number*
 Requestor phone number is required.

Notes

➤ Click on

Permit Number: BP012296
Inspection: FOOTINGS / FORMS-MONITORING
Dates From:

Choose one of the available dates below:

Tomorrow 05/24/2019	<input type="button" value="AM"/>	<input type="button" value="PM"/>	<input type="button" value="ANYTIME"/>
Monday 05/27/2019	<input type="button" value="AM"/>	<input type="button" value="PM"/>	<input type="button" value="ANYTIME"/>
Tuesday 05/28/2019	<input type="button" value="AM"/>	<input type="button" value="PM"/>	<input type="button" value="ANYTIME"/>
Wednesday 05/29/2019	<input type="button" value="AM"/>	<input type="button" value="PM"/>	<input type="button" value="ANYTIME"/>
Thursday 05/30/2019	<input type="button" value="AM"/>	<input type="button" value="PM"/>	<input type="button" value="ANYTIME"/>
Friday 05/31/2019	<input checked="" type="button" value="AM"/>	<input type="button" value="PM"/>	<input type="button" value="ANYTIME"/>

Requestor*
Phone Number*
Notes

- Once you have scheduled the inspection you will be returned to the inspection task.
- You may now add this to your personal calendar.
- Click on
- You can now save to your calendar.

+ FOOTINGS / FORMS-MONITORING

SCHEDULED

Start: May 31, 2019 AM End:

- You may also reschedule or cancel the inspection from this window.
- Click on the or button to proceed as desired.

+ FOOTINGS / FORMS-MONITORING

SCHEDULED

Start: May 31, 2019 AM End:

➤ To reschedule, click on as shown in box above.

- The requestor name, phone number and notes have been purposely left out in the example shown below.
- The inspection has now been rescheduled and the revised date/time will be updated as per your saved changes.
- **PLEASE NOTE: If you reschedule the inspection, you will need to manually change your personal calendar.**

Permit Number: BP012296
Inspection: FOOTINGS / FORMS-MONITORING
Dates From:

Choose one of the available dates below:

Tomorrow	06/06/2019	AM	PM	ANYTIME
Friday	06/07/2019	AM	PM	ANYTIME
Monday	06/10/2019	AM	PM	ANYTIME
Tuesday	06/11/2019	AM	PM	ANYTIME
Wednesday	06/12/2019	AM	PM ✓	ANYTIME
Thursday	06/13/2019	AM	PM	ANYTIME

Requestor*
Phone Number*
Notes

- The inspection has now been rescheduled.

FOOTINGS / FORMS-MONITORING

SCHEDULED

Start: Jun 12, 2019 PM **End:**

[Add to your Personal calendar](#)

- You may also cancel the inspection.
- Click on 




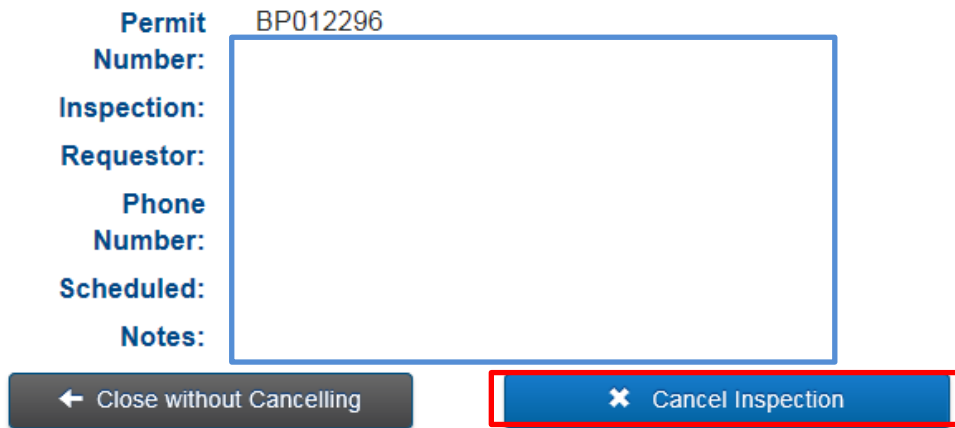
FOOTINGS / FORMS-MONITORING Reschedule **Cancel**

SCHEDULED

Start: Jun 12, 2019 PM End:

Add to your Personal calendar

- Following screen appears.
- Click on 



Permit Number: BP012296



Inspection:

Requestor:

Phone Number:

Scheduled:

Notes:

- The inspection now shows that it has been cancelled.



FOOTINGS / FORMS-MONITORING

CANCELLED

Start: Jun 12, 2019 End: Jun 12, 2019

Add to your Personal calendar

- The same inspection type has been added to the list for future scheduling.



FOOTINGS / FORMS-MONITORING Schedule

NOT STARTED

