



Step 1 Select Project Type

- **Demolition** means a project to destroy a building and dispose of the debris.
- **Renovation** means the restoration to good or sound condition of any part of an existing building for the purpose of maintenance that does not include an addition or change in the use of the building.
- **Swimming Pool/Fence** means the installation of an in ground or above ground pool and the construction of the REQUIRED fence to encompass it in compliance with CBRM's Swimming Pool Fences By-law.
- **Tent Permit** means a project to erect a tent for use by individuals and the general public for use at gatherings, special events, festivals, etc.
- **Addition** is an extension or increase in the floor area, number of storeys, or height of a building.
- **Conversion/Change of Use** is a project to change the use of or intensify the use of land or a building, according to the Building Code of the Province and Land Use By-law of the CBRM. (e.g. converting a dwelling into an inn; a one unit dwelling into an apartment building, converting a residential accessory building into a home based business)
- **New Construction** is a project to construct a new building.
- **Building place/locate** is a project to either locate a new building manufactured in a factory (e.g. mobile home) or to re-locate a building from one site to another.
- **Development Permit – no building** is a project to establish a development that is not considered a building under the Building Code; e.g. parking lot, telecommunications tower, recreational vehicle with a direct connection to the Nova Scotia Power Inc. grid, wind turbines. A Permit for such a project does not allow for the construction, alteration, or repair of any building.
- **Deck Only** is when the only project activity is building a deck

More than one of building renovation/building addition/building conversion/change of use can be applied for with one application provided it is one building

Step 2 Complete General Information (Section A)

- **Civic address** is the civic address of the project site. There may not be one if there is no existing building on the site. When this is the case, please just say so.
- **Directions to project site** means a general description of where the site is if there is no civic address to aid the Building Official who will be inspecting the building project.
- **Project description:**
 - Renovation should explain which parts of the building (e.g. roof repairs) and what specifically is being done (e.g. roof sheathing only).
 - Addition should provide the dimensions (e.g. 6 m. by 4 m. addition), a clear description of where the addition will be an extension of (e.g. as an extension of the rear of the dwelling), the purpose of the addition (e.g. to construct a new bathroom), and a listing of the number of plumbing fixtures.
 - Conversion/change of use should explain what is the former use of the building, or part of the building to be converted and what is the proposed use of the converted building or part thereof, as well as the renovation description.
 - New construction should explain the use of the building (e.g. one unit dwelling), the dimensions or floor area, the # of storeys, the location on the lot (especially in relation to existing buildings e.g. accessory garage to east side of dwelling)
 - Place/locate should include the same information as new construction and identify if it is a factory manufactured building (e.g. mobile home), whether or not it is purchased new or being re-located (in which case identify where it is presently located e.g. mobile home now located at Channel View Trailer Park), the year it was originally manufactured, the model number and serial number if it is a mobile home.
 - New development – no building is a project that does not include a building as defined by the Building Code (e.g. parking lot, telecommunications tower, signs).
- **Municipal Water** – check Yes if the building is to be connected to a CBRM water main. Check No if water is to be provided on-site from a well.
- **Municipal Sewer** – check Yes if building is to be connected to a CBRM sanitary sewer main. Check No if the building is to be serviced with an on-site sewage disposal system. If the building is to be serviced with an on-site sewage disposal system, you must provide the QP report (see definition) and the Nova Scotia Department of the Environment letter approving the report.
- **Another building on lot?** – check Yes if there are any existing buildings on the lot and No if there isn't. The size of each building and their height must be included. The site plan should identify the distance between buildings or the distance should be measurable (i.e. a to-scale plan)

Step 3 Complete Contact Information (Section B)

- **Applicant** means the individual submitting the application.
- **Owner** means the owner of the property which is the site of the project.
- **Contractor** is the individual or company hired to manage the project.
- **Primary correspondent** is individual or company CBRM employees processing the application should contact.

Step 4 Complete the relevant fields in the Section that matches each project type selected.

- Definitions can be found on the back of this instruction sheet

Definitions

- **Building plans** means to-scale drawings used in the construction of a building to include, but not necessarily be limited to:
 - **Floor plan**, (what the layout of the building looks like for each floor), **Elevations**, (what the outside of the building looks like from all 4 sides), **Detail sections**, (the materials the building is constructed of), **Mechanical** plans of ventilation, sprinkler and plumbing systems, **Electrical** (electrical layout, lighting, emergency lighting, fire alarm, circuits).
- **Site plan** means an illustration drawn to scale of the parcel (i.e. property boundary) showing the location and dimensions of existing and proposed buildings, structures, additions, and other elements of the site (e.g. parking, driveway), including easements)
- **Professional's stamp** is a signed seal on documents and drawings indicating the documents and drawings are final and have been prepared under the supervision of a professional architect or engineer who is assuming responsibility for them.
- **Mobile home** means a pre-fabricated dwelling primarily comprised of one main modular part with a narrow rectangular design so that it can be transported on public streets/roads from the assembly factory to the site placement. Mobile homes also include mini homes.
- **Modular home** means a pre-fabricated dwelling comprised of two or more main modular parts each of which is comprised of a narrow rectangular design so that it can be transported on public streets/roads from the assembly factory to the site placement.
- **Non-structural renovations** means renovations to any part of a building or structure that is NOT used to support the weight of the building or structure, or elements of nature (a.k.a. load bearing capacity).
- **Plumbing fixture** means a receptacle or device that is connected to and discharges water or sewage directly into the drainage system of the premises (e.g. sinks, toilets, bathtubs, shower stalls, dish or clothes washer fixtures, floor and roof drains).
- **QP report** means a report from a Qualified Person licensed by the Province to evaluate soil conditions for on-site sewage treatment.
- **Height** means the vertical distance of a building between the established grade and;
 - The highest point of the roof surface or the parapet, whichever is the greater, of a flat roof;
 - The deck line of a mansard roof, or;
 - The mean level between eaves and ridges or a gabled, hip, gambrel or other type of pitched roof;
 - But shall not include any construction used as ornament or for the mechanical operation of the building, a mechanical penthouse, chimney, tower, or steeple.

Fee Schedule

1. Plan Review
 - a. Residential - \$ 30.00
 - b. Commercial - \$70.00.
2. Residential:
 - a. Mobile Home and Modular Home - \$200.00
 - b. New One Unit Dwelling - \$400.00
 - c. New Multiple Residential - \$200.00 per unit
 - d. Addition - greater than 53.5m² (576 ft²) - \$150.00
- less than 53.5m² (576 ft²) - \$2.69 per m² (\$0.25 per ft²)
 - e. Residential Renovations or Change of Use - \$20 construction base plus \$1.50 per \$1000 of project cost
 - f. Accessory Dwelling Unit - \$400
 - g. Secondary Suite - \$200
 - h. Residential Plumbing - \$50.00 per dwelling unit
 - i. Residential Accessory Building/Shed, one storey up to 53.5m² (576 ft²) - \$50
 - j. Residential Accessory Building, two storey and/or greater than 53.5m² (576 ft²) - \$100
 - k. Power Connect, Pool / Fence, or Deck - \$50.00
3. Tent - \$50.00
4. Demolition - \$50.00
5. Renewal of Building Permit- \$50.00 per year
6. Commercial and all other, excluding residential:
 - a. Commercial New Construction and Additions - \$20 construction base plus \$2.69 per m² (\$0.25 per ft²) of total Building Area
 - b. Industrial, Institutional, Agricultural or Recreational New Construction and Additions - \$20 construction base plus \$1.61 per m² (\$.15 per ft²) of total building Area.
 - a. Repairs and Alterations - \$20 construction base plus \$1.50 per \$1,000 of value of work
 - b. Change of Use - \$20 construction base plus \$1.50 per \$1000 of project cost
 - c. Plumbing - \$15.00 per fixture
 - d. Any Non-Residential Accessory building- \$150
7. Development Permit - \$50.00
8. Renewal of Development Permit- \$50.00 per year
9. Work Commenced without an approved permit- double the permit fees