

Building & Development Permit Application

OFFICE USE ONLY

Date Received _____ Received By _____ Fee _____ Receipt No. _____

	Pid/Civic	DOE	DOT	Sewer	Water	Site Plan	Bldg. Plans
Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES:

A **Development Permit** is required to erect, construct, alter, replace, relocate or add to any structure, **OR** to change or alter the use of land or a structure in the Municipality of Cumberland. If you are only applying for a Development Permit fill out page one and submit it to the Municipality. In most cases a Development Permit and Building Permit are both required.

A **Building Permit** is required to construct, erect, install, extend, relocate, make structural alterations or repairs to a building, **OR** to make any non-structural repair or alternation valued at more than \$5000. In most cases a Development Permit and Building Permit are both required. Fill out both pages and submit them to the Municipality.

Other permits that may also be required: Failure to obtain approvals from other agencies will slow the Building Permit approval process.

- ◆ Erection of a structure within 100m (328 ft.) of a public highway requires a permit issued by Dept. of Transportation.
- ◆ New residential construction or alterations that increase the living area requires a permit from Dept. of Environment.
- ◆ Connecting to a Municipal water or sewer system requires a permit from Municipal Public Works

Complete this form, and submit it to the Municipality along with the appropriate fee and all required information.

1. Project Site Information

Property Identification No.(PID) _____ Is the civic number clearly visible from the road? _____



Civic No. _____ Street _____ Community _____

An occupancy permit can not be issued until the Building Official has confirmed the civic number is posted properly.
Civic number signs and mounting posts are available from the Municipality for a fee of \$20 YES I want to order a sign and post for \$20

2. Applicant

Name _____ Phone (Home) _____

Mailing Address _____ Province _____ Postal Code _____

3. Current Land Owner Information **ONLY** complete this section if the Applicant above is not the land owner

Name _____ Phone (Home) _____

Mailing Address _____ Province _____ Postal Code _____

If there is a pending Subdivision application, indicate the Subdivision No. _____

A copy of the deed must be provided if the property was purchased within the last six months.

If the property is in the process of sale, indicate **EXPECTED** owners name _____

4. Land Use

Current Land Use _____ Proposed Land Use _____

5. Services Please indicate the existing or proposed services

Water Supply: _____ Sewage Disposal: _____

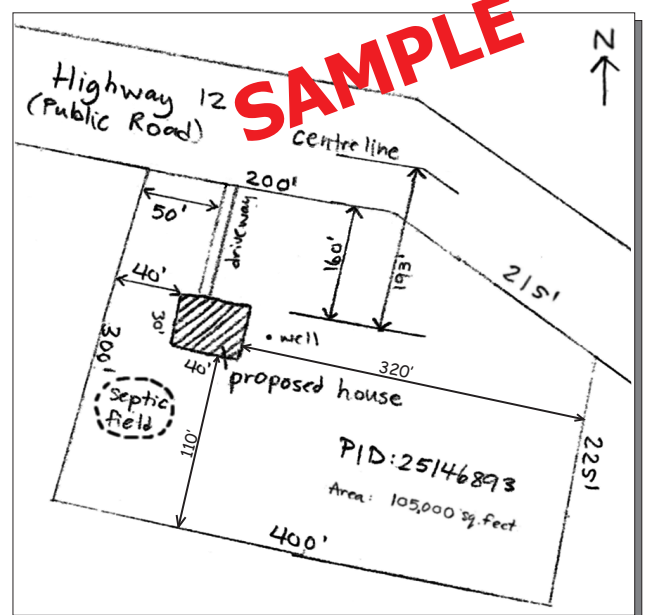
Road Access

- Public Road
- Private Road/Lane

6. Site Plan

Applications require a site plan with accurate measurements, drawn to a scale suitable to clearly show all of the details listed below. The following information must be shown on an attached Site Plan.

- A north arrow
- The Property Identification Number (PID)
- The shape, dimensions, and length of all boundaries for the complete parcel of land
- General location of all watercourses or water bodies
- The location and name of the existing streets, highways, roads or lanes and the status of such (Public, Private, Right of Way)
- The approximate location of any wells or septic fields
- The location, dimensions and use of all existing buildings on the lot including any assigned civic addresses
- The location and dimensions of proposed building(s) with measured distances to the front lot line and nearest side line
- The area of the property to be used for non-building developments such as salvage yards, cemeteries and car lots
- The location of any driveways and distances to one side line
- If the lot is pending subdivision approval, indicate the pending lot lines as dashed lines and existing property lines as solid lines, note the lot is pending subdivision on the plan and indicate the Subdivision Number
- The plan may use either metric or imperial measurements but not both.
- The site plan must be no larger than 11" x 17".



7. Describe the project: _____

Date: _____ Signature of Owner or Agent **X** _____

Print Name _____

- Owner
- Owner's authorized agent (proof required).

If you are also applying for a Building Permit, please complete the next page.

8. Builder (s) *ONLY* Complete this section if Builder(s) are different from applicant on page 1

Contractor _____ Phone: _____

9. Plans And Specifications

Construction Plans, drawn to a scale adequate to show all details are required for all projects except storage buildings under 215.2 square feet or non-structural renovations valued at less than \$5000 and MUST include the following information:

- A floor plan showing rooms labeled to the use, with dimensions, location and size of doors and windows, the total floor area of the dwelling, including the basement and any attached garage.
- Location of plumbing fixtures, all heating, ventilation and mechanical appliances.
- Location of Carbon Monoxide detectors and smoke alarms.
- Size, spacing and span of floor, wall, lintel, roof framing members, and trusses.
- Location and size of steps, stairs and landings, with details on tread width, rise, run, headroom, guards and handrails.
- Building elevations showing finished grade, type of siding, roofing materials, the location of windows, doors, and chimney.
- A typical cross section, taken through the structure from the footing to the roof, which must show:
 - Dimensions of footing and foundation, dampproofing, foundation drain, concrete floor slab and stepped footing details.
 - Floor assembly construction including sheathing material and thickness, bracing, bearing and firestops.
 - Wall assembly construction, showing interior finish material, vapor barrier, R (RSI) value of insulation, sheathing, air barrier, rain screening (if required), and exterior cladding material.
 - Roof assembly construction. Slope of roof and description of roofing, flashing and eave protection.

An Engineer, licensed in Nova Scotia must design and stamp the following:

All roof or floor trusses, including any site modifications to trusses.

All foundations less than four feet below grade except storage buildings under 55 square metres (592 square feet).

CONSTRUCTION PLANS MUST BE SUBMITTED BEFORE THIS APPLICATION CAN BE PROCESSED

10. Project Type: Check all that apply

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Single Family House | <input type="checkbox"/> Commercial Storage/Garage | <input type="checkbox"/> Industrial | <input type="checkbox"/> Church |
| <input type="checkbox"/> Multi-Unit Residential | <input type="checkbox"/> Non-Commercial Storage/Garage | <input type="checkbox"/> Institutional | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cottage/Camp | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Community Centre | |

11. Type of Work: Check all that apply

- | | |
|---|--|
| <input type="checkbox"/> Built On Site (New) | <input type="checkbox"/> Renovation, Alteration or Repair - Interior Estimated Value _____ |
| <input type="checkbox"/> Manufactured - Year _____ | <input type="checkbox"/> Renovation, Alteration or Repair - Exterior Estimated Value _____ |
| <input type="checkbox"/> Manufactured - Type <input type="checkbox"/> Modular <input type="checkbox"/> Mini <input type="checkbox"/> Mobile | <input type="checkbox"/> Foundation - Specify: <input type="checkbox"/> New or <input type="checkbox"/> Alteration Estimated Value _____ |
| <input type="checkbox"/> Existing/Prebuilt - Year of Construction _____ | <input type="checkbox"/> Deck/Patio - Specify: <input type="checkbox"/> New or <input type="checkbox"/> Alteration Estimated Value _____ |
| <input type="checkbox"/> Addition | |

12. Project Characteristics (List ONLY the characteristics of the NEW construction or addition)

Number Of Storeys _____ Total Number Of Rooms _____ Number Of Baths _____ Number of Bedrooms _____
 Number of Exits _____ Total Finished Floor Area _____ Square Feet **OR** _____ Square Meters
 Will there be a finished basement YES NO Total Estimated Project Value: _____

13. Accessory Buildings (Garages/Sheds)

Attached Area _____ Non-Attached Area _____ Number Of Storeys _____
 Foundation Type _____ Slabs over 55 square metres (592 sq. ft.) must be designed by a professional engineer.

14. Heating System

Primary Heat Source _____	Chimney Type	Quantity _____
Distribution Method _____	<input type="checkbox"/> Lined Brick	_____
Secondary Heat Source _____	<input type="checkbox"/> Prefabricated	_____
	<input type="checkbox"/> Direct Vent	_____
	<input type="checkbox"/> None	_____

15. Fees Building Permit Fees are calculated on type of use and area or value

New Construction and Additions

\$5.00 plus \$0.06 per square foot of finished, livable area for residential, community centres and churches.
 \$5.00 plus \$0.10 per square foot of area for commercial, industrial or institutional uses.
 \$5.00 plus \$0.02 per square foot of area for sheds, shell warehouses, barns and non-commercial garages.
 \$5.00 plus \$0.01 per square foot of area for other non-residential uses.

Repairs and Alterations

\$5.00 plus 0.1% of the value of the repairs and/or alterations.

Permit Renewals

Building Permits are valid for one year from time of issue. Renewal Fee \$5.00.

Area is calculated on the exterior length and width. Unfinished basements are not included in area.

16. Declaration This form may only be signed by the Owner or a person providing written authorization signed by the Owner.

I declare that the information and statements contained in this application are true and that the plans and specifications submitted are for the development or construction of the project described. I understand that this application form is not a permit and that construction can not begin until a Building Permit and/or Development Permit is issued and any necessary external approvals have been obtained. I understand that beginning construction prior to receiving said permits is an offence and may lead to a Cease Work order and/or prosecution.

Date: _____ Signature of Owner or Agent **X** _____

Print Name _____

Owner Owner's authorized agent (proof required).