municipality of cumberland

Upper Nappan Service Centre
1395 Blair Lake Rd.,
Upper Nappan, NS B4H 3Y4
Phone (902) 667-2313
Fax (902) 667-9577

Springhill Service Centre
43 Main St., PO Box 1000,
Springhill, NS B0M 1X0
Phone (902) 597-3751
Fax (902) 597-3637

File No.

Toll Free: 1-888-756-6262
cumberlandcounty.ns.ca
permits@cumberlandcounty.ns.ca

Permit Application

APPLICANT

Name _____

Address _____

Phone: _____ Email: _____

PROJECT LOCATION

Community _____

Civic # _____ Street _____

Property ID (PID) _____ Tax Account # _____

PROPERTY OWNER(S)

Name _____

Phone: _____ Email: _____

CONTRACTOR

Name _____

Phone: _____ Email: _____

ENGINEER/ARCHITECT

Name _____

Phone: _____ Email: _____

LAND USE

Current _____

Proposed: _____

TYPE OF PROPOSAL:

New Alteration Addition Rebuild Relocate Repair Change of Use Other _____

TYPE OF STRUCTURE:

Single Family House	Deck	Agricultural	Institutional
Multi-Unit Residential	Gazebo	Commercial	Community Centre
Seasonal Dwelling	Shed	Industrial	Church
Mobile Home	Garage	Communication Tower	Post-Disaster Bldg
Manufactured Home	Temporary Structure	Wind Turbine(s)	Other _____

SERVICES

Water Supply	Sewage Disposal	Existing	Proposed
Municipal System	Municipal System		
Drilled Well	On-Site System		
Dug Well	Holding Tank		
Other: _____	Other: _____		

DETAILED DESCRIPTION OF PROJECT

PLANS, APPROVALS & CERTIFICATIONS ATTACHED *See reverse for details*

Building Plans
Specifications
Detailed Site Plan
Survey Plan
Trade Certifications
Engineers letters of undertaking
Survey Plan
Copy of deed (required if land purchased within 30 days)

See reverse for other external approvals that may be required.

AUTHORIZATION OF AGENT

Complete this if the application is being made by someone other than the property owner(s).

I/we the property owner(s), authorize _____ to act as my/our agent with regard to this application, (*Name of agent*) to sign and file related forms or information, and to receive correspondence, including any related personal information.

Signature of Owner _____ Date _____

I declare the information and statements contained in this application are true and the plans and specifications submitted are for the project described. It is clearly understood by the undersigned that this is only an application and does not authorize the applicant to proceed with any work until a permit is issued.

Signature of Applicant _____ Date _____

Office Use Only

Date Received _____ By _____

☐ Building ☐ Development ☐ Demo

Checklist

- ☐ Site plan
- ☐ Building Plans
- ☐ On-Site Sewage Approval
- ☐ Transportation
- ☐ Engineer (A3 & A12)
- ☐ Agent Authorized
- ☐ Applicants Signature

Fees

Development Permit _____
Building Permit _____
Other Fees _____
Total _____

Receipt # _____

Notes: _____

municipality of cumberland

Additional Requirements for Permit Applications

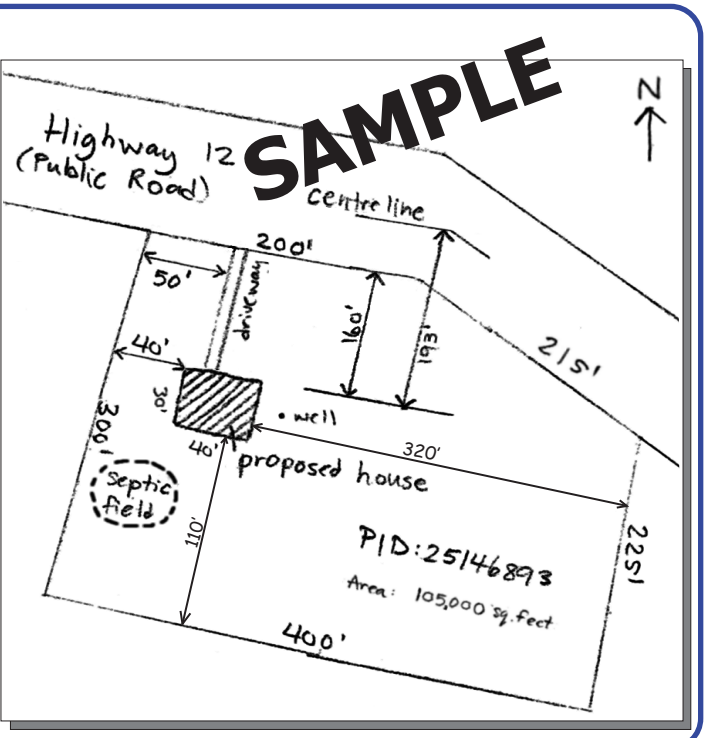
SITE PLAN

All applications to construct a new building, build an addition or the placement or moving of a building on a property must be accompanied by a site plan with accurate measurements, drawn to scale which clearly shows all of the details listed below.

- ☐ A north arrow
- ☐ The Property Identification Number (PID)
- ☐ Shape and dimensions of all boundaries for the parcel of land
- ☐ General location of all watercourses or water bodies
- ☐ The location and name of existing streets, roads or lanes
- ☐ The approximate location of any wells or septic fields
- ☐ The location, and use of all existing buildings on the lot
- ☐ All proposed building(s) with distances to the front and nearest side lines
- ☐ Areas of outdoor uses such as salvage yards, cemeteries and car lots
- ☐ The location of any driveways and distances to one side line

Additional information may be required.

Surveyors Location certificate
Where the proposed building is within 5m (16.4') of any property line or shoreline buffer, a location certificate prepared by a professional land surveyor is required unless the property has been previously surveyed and this requirement is waived by the Development Officer.



BUILDING PLANS

Building Plans: drawn to scale must include the following information:

- ☐ Floor plan showing room use, dimensions, doors and windows,
- ☐ Truss Drawings stamped by Professional Engineer licensed in Nova Scotia
- ☐ Heating, ventilation and mechanical appliances,
- ☐ Carbon Monoxide and smoke alarms,
- ☐ Size, spacing and span of floor, wall, lintel, roof and other framing members,
- ☐ Stairs and landings, including tread width, rise, run, headroom, guards and handrails,
- ☐ Building elevations showing grade, siding, roofing, windows, doors, and chimney.
- ☐ Slope of roof and details of roofing, flashing and eave protection.
- ☐ Typical cross section, taken through the structure from the footing to the roof, showing:
  - ☐ Footing and foundation, drain, and slab details.
  - ☐ Floor assembly construction
  - ☐ Wall assembly construction
  - ☐ Roof assembly construction

Note:
All concrete slab foundations must be designed by a Professional Engineer licensed in Nova Scotia other than those for a single story garage or shed 592 sq. ft. or less in area.

OTHER PERMITS/REQUIREMENTS

You may need permits from other agencies prior to applying for a municipal permit. These should be applied for well in advance and a copy of the permit included in your application. The most common other permits required are:

- ☐ Permit to erect a structure within 100m of a public highway (Issued by Dept. of Transportation)
- ☐ Permit to Install an On-Site Septic System (Issued by Nova Scotia Environment)
- ☐ Renovations or additions that increase the number of bedrooms require assessment by a qualified person that the septic system is capable of handling the addition.
- ☐ Permit to connect to a Municipal water or sewer system (Issued by the Municipality which owns the utility).
- ☐ Call before you dig (in areas with natural gas pipe-lines or buried utilities).

TRADE CERTIFICATIONS

Many systems require professional installation and /or are compulsory trades such as electrical, plumbing, WETT installed appliances, HVAC and Heat Pumps, air exchanger balancing etc. The Building Official may require documentation of trade certifications before approving inspections or issuing an occupancy permit.

INCOMPLETE APPLICATIONS MAY RESULT IN YOUR APPLICATION BEING RETURNED OR DELAYED