



Municipality of the County of Pictou

Building & Development Permit Application Form

STEP 1: Select Project Type(s) for Application	STEP 2: General Information
<p><i>B= Building - D= Development</i></p> <p style="text-align: right;"><i>Required</i></p> <p>Building Demolition - See Section A <i>B</i></p> <p>Building Renovation - See Section B <i>B</i></p> <p>Tent Permit - See Section C <i>B & D</i></p> <p>Building Addition - See Section D <i>B & D</i></p> <p>Building Conversion/Change of Use - See Section E <i>B & D</i></p> <p>Building New Construction - See Section F <i>B & D</i></p> <p>Building Place/Locate - See Section G <i>B & D</i></p> <p>Development Permit - Section H <i>D</i></p> <p>Residential Accessory Building - See Section I <i>B & D</i></p> <p>Swimming Pool - See Section J <i>B & D</i></p> <p>Deck Only - See Section K <i>B & D</i></p> <p>Office Use Only - <i>B</i> <input type="checkbox"/> <i>D</i> <input type="checkbox"/></p>	<p>Civic Address/Lot # _____ Date: _____</p> <p>Project Description: Residential _____ Non-Residential _____</p> <hr/> <p style="text-align: center;">Estimated Project Cost (materials/labour): _____</p> <p>Site Plan (<i>Attach sketch or surveyor's plan showing the following</i>)</p> <p>Location of building / structures _____ All dimensions _____</p> <p>Locate and size of all easements _____ All street names _____</p> <p>Location and size of driveway / parking spaces _____ Corner Lot: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Plans Submitted By: Paper <input type="checkbox"/> PDF <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>PID(s) _____ Central Service Form: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Municipal Water: Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> Municipal Sewer: Yes <input type="checkbox"/> No <input type="checkbox"/> /A <input type="checkbox"/></p> <p>Another Building on lot: Yes <input type="checkbox"/> No <input type="checkbox"/> Building Use: _____</p>

STEP 3: Contact Information (Note: Where a permit is being applied for by a contractor or other recognized agent, written consent must be provided by owner)

<p>Select Primary Correspondent: Applicant: _____</p> <p>Applicant (Required):</p> <p>Last Name/ Company: _____</p> <p>First Name: _____</p> <p>Mailing Address: _____</p> <p>Community: _____</p> <p>Postal Code: _____</p> <p>Phone (daytime): _____</p> <p>Mobile: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>	<p>Owner: _____</p> <p>Owner (Required):</p> <p>Last Name/ Company: _____</p> <p>First Name: _____</p> <p>Mailing Address: _____</p> <p>Community: _____</p> <p>Postal Code: _____</p> <p>Phone (daytime): _____</p> <p>Mobile: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>	<p>Contractor: _____</p> <p>Contractor (Required):</p> <p>Last Name/ Company: _____</p> <p>First Name: _____</p> <p>Mailing Address: _____</p> <p>Community: _____</p> <p>Postal Code: _____</p> <p>Phone (daytime): _____</p> <p>Mobile: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>
--	---	---

STEP 4: Specific Project Type Details

Section A - Building Demolition

Is this a D.U.P. Demolition: : Yes No

Description of Demolition: _____

D.U.P. - Dangerous & Unsightly Premises Demolition _____

Start Date: _____ Provincial Designated Disposal Site: _____

End Date: _____ or Describe Other: _____

Section B - Building Renovation

Confirm Building/Construction Drawings (if applicable): Yes No *Structural Renovation: Yes No If Yes Confirm Engineers Stamp (if applicable): Yes No *or Office Use Only*

Building Use: _____ Is Plumbing involved: Yes No

Deck Included: Yes No New Foundation: Yes No Ventilation included: Yes No

Heating included: Yes No If yes, enter Heating Type: _____

Total Value (Material & Labour): _____

*A Structural Renovation is generally a renovation that involves the supporting of the floor, ceiling, or roof.

Section C - Tent Permit

Confirm Site Plan: Yes No Is there Electrical Service: Yes No Is there heat supplied: Yes No
Confirm Floor Plan: Yes No Is there food Preparation in Tent: Yes No Is alcohol being served: Yes No
Confirm Fabric Certification: Yes No *Note: Fabric Certification is the fabric covering rating on the tent.*

Section D - Building Addition

Confirm Site Plan if applicable: Yes No Corner Lot: Yes No Deck Included: Yes No # Stories _____
Confirm Building/Construction drawings if applicable: Yes No # Units Before: _____ # Units After: _____ Height (ft) _____
Building Use: _____ Addition Area (sq ft): _____ Value of work (Material & Labour): _____
Plumbing Alterations: Yes No Confirm Site Drainage Plan: Yes No

Section E - Building Conversion/Change of Use

Confirm Site Plan: Yes No Confirm Building/Construction Drawings: Yes No Building Use: Before _____ After _____
Deck Included: Yes No Estimated Value (Material & Labour) _____ Home Occupation: Yes No
Units _____ Total Floor Area of Building (sq. ft.) _____ Floor area of Conversion (sq.Ft.) _____
Confirm Site Access: Yes No

Section F - Building New Construction

Is Deck Included: Yes No Is it a corner lot: Yes No Building Use: _____ # of Units _____ Height _____
Confirm Site Plan: : Yes No: Confirm Site Access: Yes No Heating Type: _____ # of Stories: _____
Confirm Building/Construction Drawings: Yes No Confirm Engineers Stamp (if applicable): Yes No Total Floor Area (sq Ft.) _____

Section G - Building Place/Locate

What are you establishing/relocating: New Mobile Home New Modular Home Relocate Existing Building If Existing, Use(s) _____
Where will the Building be located: Mobile Home Park Private Property Height (ft) _____ Dimensions _____ # of Stories _____
Confirm Site Plan: Yes No Confirm Floor Plan: Yes No Confirm Building/Construction Drawings: Yes No
Value of Work (Material & Labour) _____
Confirm Site Access: Yes No Is Deck Included: Yes No Is it on a corner lot: Yes No Total Floor area (sq ft.) _____
Factory Model _____ Serial # _____ Confirm Central Service Form: Yes No

Section H Development Permit Only

Confirm Site Plan: Yes No Confirm Site Access: Yes No
Structure Type: Sign Type: _____ Size: _____ Fence _____ Wind Turbine _____ Turbine Height (ft) _____
of Turbines _____ Other _____
Please Describe Land Use: _____

Section I - Residential Accessory Building

Is it on a Concrete Slab: Yes No Total Floor Area (sq ft.) _____ # of Stories _____ Height _____ Lot area: _____
Confirm Site Plan: Yes No Confirm Construction Drawings: Yes No
Floor areas greater than 55m² (592 sq. ft.) or more than one story require Engineer Stamp.

Section J - Swimming Pool/Fence

Above Ground Pool: Inground Pool: Site Plan: Yes No Depth of Pool: _____ Fence Height: _____
If Inground; Central Service Form is Required

Section K - Deck Only

Confirm Building/Construction and Site Plan: Yes No Total Area (sq ft.) _____
Total value (Material & Labour) _____

STEP 5: Application Signature

I _____ certify that:
1 The information contained in this application, attached schedules, attached plans, and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to sign for the corporation or partnership.

Date: _____ Signature of Applicant: _____



Municipality of the County of Pictou

46 Municipal Drive, P.O. Box 910
Pictou, Nova Scotia
B0K 1H0
www.munpict.ca

Planning & Development Services

235 Park Street, P.O. Box 7
New Glasgow, Nova Scotia
B2H 5E1

Ph: (902) 755-8351

Fax: (902) 755-5051

Definitions

Building/Construction drawings/plan - a 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
- Elevation, what the outside of the building looks like from all four 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

D.U.P. Demolition - Dangerous and Unsightly Premises and is an ordered demolition and billed to the taxes

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

Mobile Home - 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 - 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)

Professional's Stamp - 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 and is licenced to practice in Nova Scotia.

QP Report - a report from a Qualified Person licensed by the Province to evaluate soil conditions for on-site sewage treatment

***Site Plan/ Central Service Form** – *Site Plan* is an illustration drawn 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) which is submitted with the Central Service Form. *Central Service Form* application is the responsibility of the owner to complete for Water, Sewer, or Storm at the Town Office prior to connection to the service. Some municipalities require a meter installation charge and is administered at the time of application. Check with your local municipality for verification.

*A site plan template is available and may be used to assist you in outlining project details as may be required.



Municipality of the County of Pictou Planning & Development Services

46 Municipal Drive, P.O. Box 910
Pictou, Nova Scotia
B0K 1H0
www.munpict.ca

235 Park Street, P.O. Box 7
New Glasgow, Nova Scotia
B2H 5E1
Ph: (902) 755-8351

Fax: (902) 755-5051

INSTRUCTIONS TO HELP YOU COMPLETE THE APPLICATION FORM

The following is a step by step list of instructions to assist you in completing your permit application. In addition to these instructions a list of definitions is also provided. Follow the Steps as outlined (Steps 1 thru 4) to complete the relevant Section that matches the Project Type as directed below. Should you have any questions while completing your application please feel free to contact planning and development staff at the number provided at the end of these instructions.

Step 1) Select Project Type

- *Building Demolition* means a project to destroy a building or part thereof and dispose of the debris.
- *Building 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 pool and the construction of the Required fence to encompass it in compliance with the Municipal 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.
- *Building Addition* is an extension or increase in the floor area, number of stories, or height of a building
- *Building Conversion/Change of Use* is a project to change the use of a building or intensify the use of a building according to the Building Code of the Province and Land Use By-Law of the appropriate municipal unit. E.g. converting a dwelling into an inn; a single detached dwelling into an apartment building, converting a residential car garage into a motor vehicle repair business
- *Building 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-no building permit required* is a project to establish a development that is not considered a building under the Building Code, e.g. parking lot, telecommunications tower, fence, sign, 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

NOTE: More than one of *building renovation, building addition, building conversion, change of use* can be applied for with one application

Step 2) Complete General Information

- *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 indicate so
- **Project Description:** This information provides a general description of the project, whether it a residential building, accessory building (i.e. shed) etc. This general information assists staff in ensuring that the permit being applied for matches the project type. The following indicates what general information should be included in the project description based on the relevant project type.
- Renovation should explain which parts of the building and what specifically is being done



Municipality of the County of Pictou Planning & Development Services

46 Municipal Drive, P.O. Box 910
Pictou, Nova Scotia
B0K 1H0
www.munpict.ca

235 Park Street, P.O. Box 7
New Glasgow, Nova Scotia
B2H 5E1
Ph: (902) 755-8351

Fax: (902) 755-5051

- Addition should provide the dimensions, 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). Additions include new decks
- 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. single detached dwelling), the dimensions or floor area, the # of stories, the location on the lot (especially in relation to existing buildings e.g. accessory garage to east side of dwelling)
- Slabs on ground If floor area is greater than 55m² (592 ft²) or more than one story, an engineer stamp is required
- 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) and includes signs, parking areas, telecommunication towers, wind turbines etc.
- Swimming pool- should include proposed pool size/depth, in-ground or above ground as well as any decking or fencing planned as part of establishing the pool on the property.

- *Central Service Form* – is required for municipal water/sewer connection and is the responsibility of the applicant to complete and obtain approval from the municipality to which development will occur
- *Municipal Water* – check “Yes” if the building is to be connected to the local municipal 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 municipal 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 lot?* – check “Yes” If there are any existing buildings on the lot and “No” if there isn’t. The site plan should identify the distance between buildings or the distance should be measurable (e.g. a to-scale drawing)
- *Building Use* – if there is/are other building(s) on the lot, what are they used for (e.g. single detached dwelling)
- *Plans submitted* – PDF means an electronic copy and is preferred
- *Enter Parcel PID(s)* – the eight (8) digit property identification number for parcels subject to the application

Step 3) Complete Contact Information (Note: Where a permit is being applied for by a contractor or other recognized agent, written consent must be provided by owner.)

- *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 Municipal employees processing the application should contact



Municipality of the County of Pictou Planning & Development Services

46 Municipal Drive, P.O. Box 910
Pictou, Nova Scotia
B0K 1H0
www.munpict.ca

235 Park Street, P.O. Box 7
New Glasgow, Nova Scotia
B2H 5E1

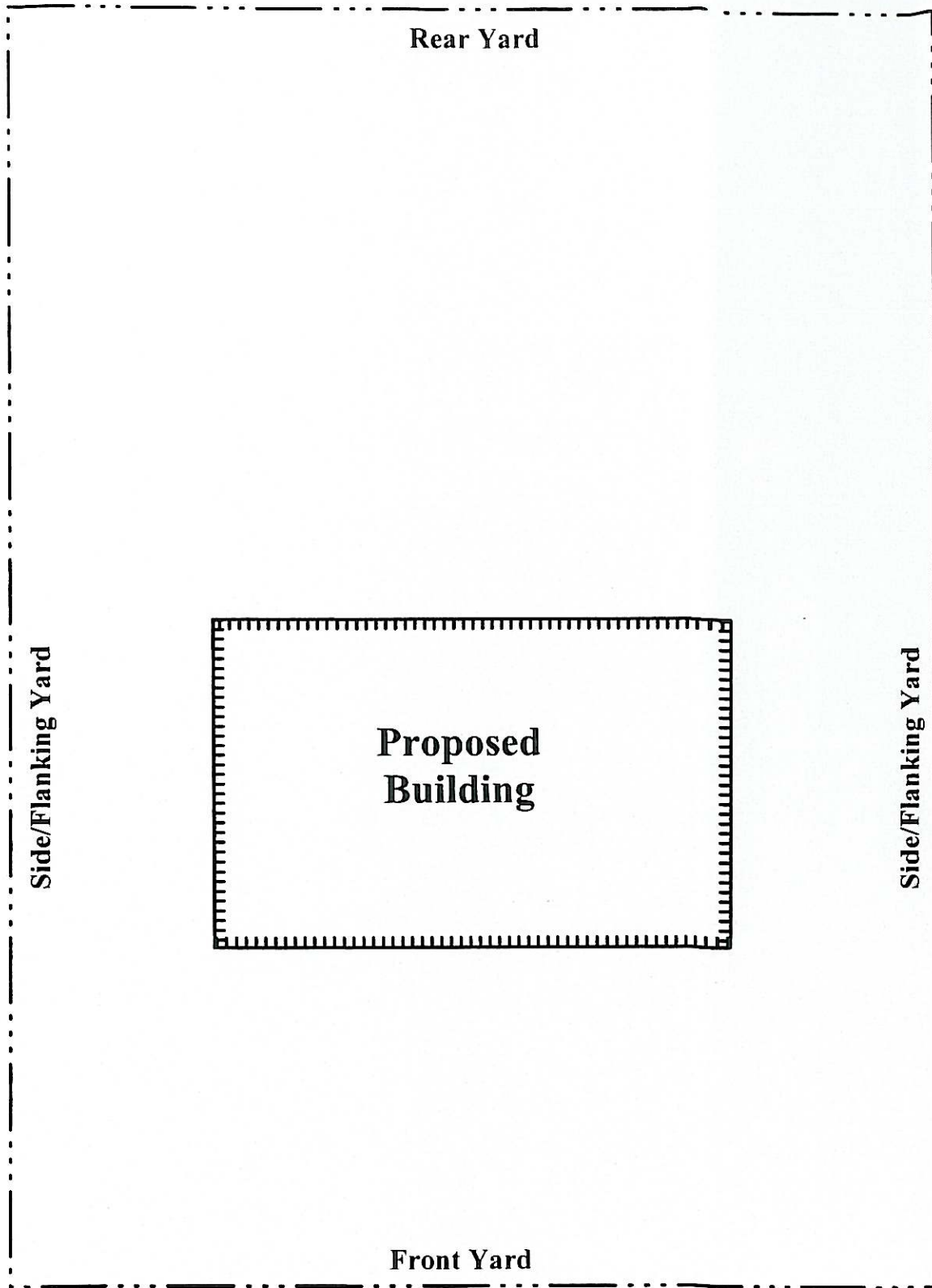
Ph: (902) 755-8351

Fax: (902) 755-5051

Step 4) Complete Specific Project Type Details

- This step provides more specific project details in addition to the general information provided earlier. These additional details assist staff in confirming the application is complete and that a proper assessment of the project can be conducted prior to the issuance of the permit saving the applicant approval time.
- Complete the Section that corresponds to the Project Type selected in Step 1.
- Depending on the type of project being pursued, additional details to be confirmed/provided may include:
 - site plan (setbacks from lot lines, area of structure, corner lot etc./site plan templates available)
 - building plans (construction details/foundation/footings/ building elevations etc.)
 - construction cost
 - any engineered stamped drawings as may be required

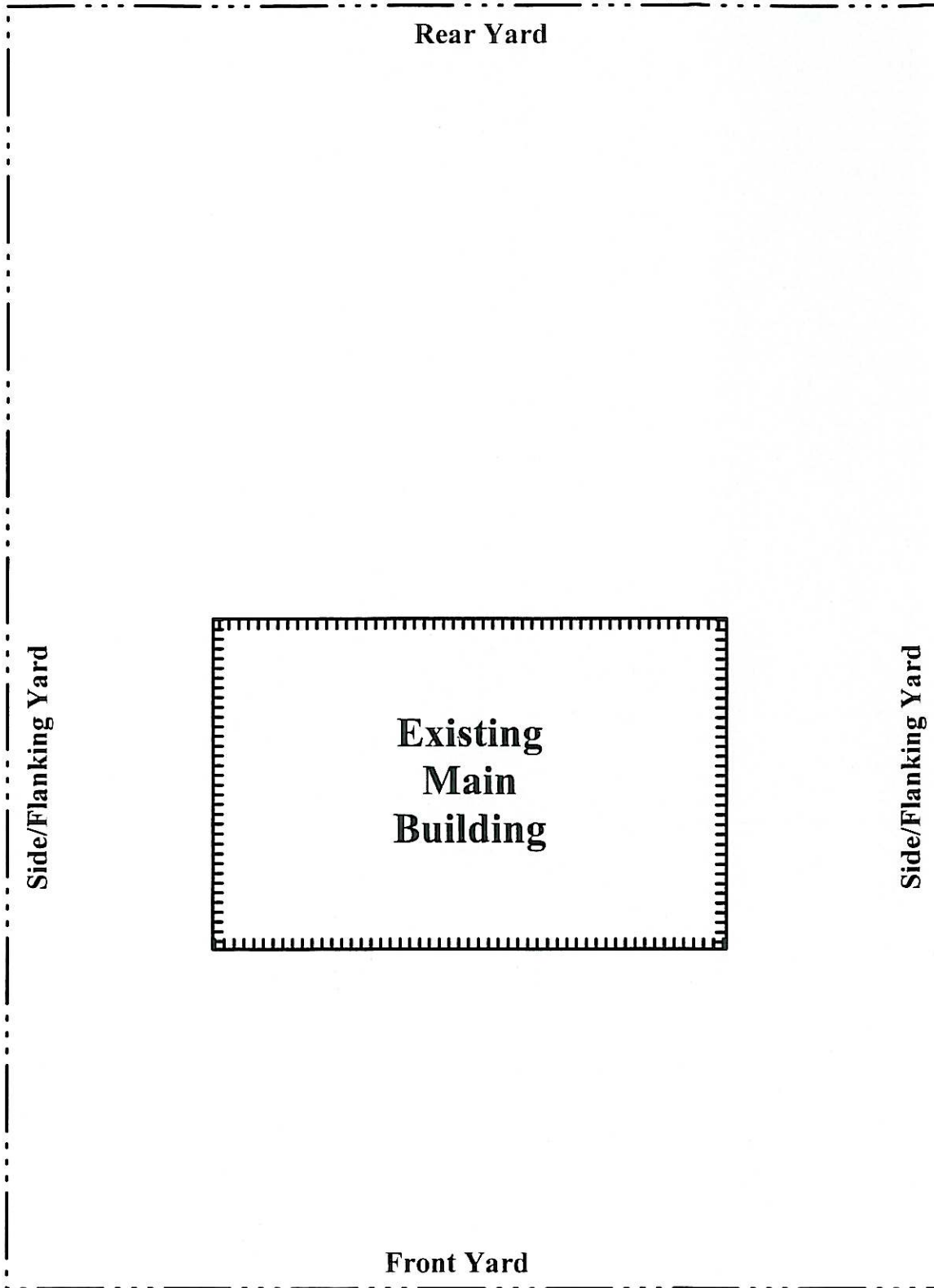
**SITE PLAN
NEW CONSTRUCTION**



STREET NAME _____

SITE PLAN ACCESSORY STRUCTURE OR ADDITION

* Please plot location of any existing accessory structures *



STREET NAME _____

FEE SCHEDULE
SUBDIVISION, PLANNING & BUILDING PERMITS

	FEE	PARTICULARS
SUBDIVISION		
Preliminary Subdivision	N/C	
Concept Subdivision Approval	N/C	
Tentative Subdivision Approval	N/C	
Final Subdivision Approval	\$100.00	Town
	\$50.00	County
Land Registration Office (LRO)		
Fee Schedule (Payable to LRO)		
Registry of Deeds Plan	\$212.95	
Land Registration Plan	\$112.95	
Deed	\$100.00	
PLANNING		
Development Permit	\$25.00	
Zoning Confirmation	\$100.00	
Rezoning (advertising deposit)	\$1,100.00	
Development Agreement (ad deposit)	\$1,300.00	
Planning Document & Maps	\$50.00	
Custom Maps (B&W)	\$1.50	per sq. ft.
Custom Maps (Colour)	\$7.00	per sq. ft.
BUILDING PERMITS		
Administration Fee	\$25.00	
New Residential Construction	\$25.00	plus \$0.14 per sq. ft. (per floor) plus \$0.08 per sq. ft. (basement)
Mobile Homes	\$75.00	
Swimming Pools	\$50.00	
Commercial, Institutional and Industrial Construction	\$25.00	plus \$0.18 per sq. ft.
Agricultural Buildings	\$25.00	plus \$0.08 per sq. ft.
Building Renovations	\$25.00	plus \$2.50 per \$1,000 of estimated value of construction
Building Additions		
Residential	\$25.00	plus \$0.14 per sq. ft.
Commercial/Institutional/Industrial	\$25.00	plus \$0.18 per sq. ft.
Accessory Buildings	\$50.00	
Demolition Permit	\$25.00	
Permit Renewal Fee	\$25.00	
Unavailable or Not Prepared for Inspection	\$25.00	
All Construction/Repairs/Alterations Begun Without a Permit	Double the Required Fee	
Fee Refund Provisions	Not Issued	\$25 Fee Retained
	Permit Issued	No Refund