



New Glasgow flourish

# Town of New Glasgow

## Building & Development Permit Application Form

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

**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)

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

**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 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 55m<sup>2</sup> (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: \_\_\_\_\_