

S2 BUILDING BY-LAW

Part 1 – Permits

- 1.1 Every owner shall obtain all required permits or approvals prior to commencing work to which they relate. All permit applications shall be signed by the registered owner(s) of the property relevant to the application
 - 1.1.1 The Municipality will accept applications signed by an agent of the registered owner of a property. An agent of the registered owner of the property shall submit a letter appointing the agent, signed by the registered owner(s) of the property.
- 1.2 A building permit and application for a building permit shall be in the form set out in Schedule “A” annexed hereto.
 - 1.2.1 Every application for a permit shall:
 - (a) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
 - (b) describe the land by including the unique parcel identifier (PID) and the assessment account number, and a description that will readily identify and locate the building lot;
 - (c) include plans and specifications as required by Section 2.3 of the Nova Scotia Building Code Regulations;
 - (d) state the valuation and square footage of the proposed work and be accompanied by the required fee;
 - (e) state the names, addresses and telephone numbers of the owner, architect, professional engineer or other designer and constructor, and any inspection or testing agency that has been engaged to monitor the work or part of the work;
 - (f) describe any special building systems, materials and appliances; and
 - (g) such additional information as may be required by the Municipality.
 - 1.2.2 When an application for a permit has not been completed in conformance the requirements of this By-Law within six (6) months after it is filed, the application shall be deemed to have been abandoned.
- 1.3 A permit is valid for one (1) year from the date of issue and is renewable.
- 1.4 The Municipality may withhold the issuance of a building permit until satisfied that any and all applicable regulations of the Heritage Property Act, and the *Municipal Government Act*, including any Land Use By-Law, Subdivision By-Law, lot grading plan or Development Agreement have been complied with and all required permits have been issued by the Development Officer.

- 1.5 The Municipality may, if applicable, withhold a building permit until satisfied that there is a valid “Minister’s Consent for Building and Access to Property” issued by the Nova Scotia Department of Transportation and Public Works, under the *Public Highways Act*.
- 1.6 No building permit shall be required for any fence except as required by the Swimming Pool Fencing By-Law.
- 1.7 No building permit shall be required for any accessory building with an area less than 20 square metres (215.2 square feet), unless the building is intended to be occupied by people.
- 1.8 A demolition permit and the application therefore shall be in the form set out in Schedule “A”, appended hereto.
- 1.9 An occupancy permit shall be in the form as set out in Schedule “B”, appended hereto.
- 1.10 A permit for a temporary building:
- (a) shall bear the date after which the permit is no longer valid,
 - (b) shall bear the conditions under which the permit is valid,
 - (c) may be extended by letter, and
 - (d) shall be posted on the building.
- 1.11 The Municipality may allow the owner, at the risk of the owner, with conditions if necessary to ensure conformance with the By-Law, to proceed with excavation or construction of part of a building before the plans of the entire building have been submitted, subject to the following conditions:
- (a) The authority to proceed shall be in writing,
 - (b) The owner shall submit all such plans and specifications as may be required in connection with the permit, including at a minimum, complete plans and specifications for the work authorized.
 - (c) If an owner proceeds to excavate or construct part of a building before the permit is issued, the owner proceeds without the assurance that the permit will be issued or that permission to excavate or construction of other parts of the building will be allowed.

Part 2. - Permit Fees

- 2.1 A building permit fee will be charged to an applicant in accordance with the attached fee schedule. See Schedule “C”.

Part 3 – Inspections

- 3.1 The owner of a building being constructed under the scope of Part 9 of the Nova Scotia Building Code Regulations shall notify the Building Official forty-eight (48) hours in

3.2 advance at the following stages of construction (or as deemed necessary by the Building Official) and shall give the Building Official the opportunity to inspect.

- (a) footings in place,
- (b) the site before commencing the backfilling of the laterally supported foundation, before a super-structure is placed on the foundation,
- (c) plumbing and mechanical,
- (d) framing, roofing, insulation and vapour barrier before wall framing is covered, and
- (e) before occupancy.

3.3 The owner of a mobile or modular home conforming to Part 1.4.1.9 of the Nova Scotia Building Code Regulations shall notify the Building Official forty-eight (48) hours in advance at the following stages (or as deemed necessary by the Building Official) and shall give the Building Official the opportunity to inspect.

- (a) footings in place,
- (b) in the case of a mobile home, the site preparation foundation installation and anchorage in accordance with CSA CAN3-Z240.10.1-94 “Recommended Practice for Site Preparation, Foundation, and Anchorage for Mobile Homes; and in the case of a modular home, site preparation and Foundation,
- (c) installation and anchorage, and
- (d) before occupancy.

3.4 The owner of a building being constructed outside of the scope of Part 9 of the Nova Scotia Building Code Regulations shall notify the Building Official to inspect for compliance with the Nova Scotia Building Code Regulations and:

- (a) of the intent to undertake construction that will be inspected and will be reviewed in accordance with the appropriate letter of undertaking required by the Nova scotia Building Code Regulations,
- (b) of the intent to cover construction that has been ordered to be inspected by the Building Official before covering,
- (c) at intervals deemed necessary by the Building Official and based on the complexity of the project, and
- (d) when construction has been completed so that a final inspection can be made.

including the costs of obtaining any necessary permits, are the sole responsibility of the property owner.

Passed by Council this 18th day of April, A.D., 2006.

Jacquie Z. Farrow-Lawrence, CMC, CMM

Jacquie Z. Farrow-Lawrence, CMC, CMM
Municipal Clerk

BYLAW S2

First Reading: **March 21, 2006**

Second Reading: **April 18, 2006**

Publication:..... **April 27, 2006**



APPLICATION

Municipality of the County of Annapolis
 396 Main Street, P.O. Box 9, Lawrencetown, Nova Scotia B0S 1M0
 (902) 584-2255

FOR:	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Development Permit	<input type="checkbox"/> Occupancy Permit
TO:	<input type="checkbox"/> Erect <input type="checkbox"/> Locate <input type="checkbox"/> Add	<input type="checkbox"/> Demolish <input type="checkbox"/> Rebuild/Repair <input type="checkbox"/> Alter	<input type="checkbox"/> Operate <input type="checkbox"/> Relocate <input type="checkbox"/> Change Use
APPLICANT	MAILING ADDRESS	POSTAL CODE	PHONE
REGISTERED OWNER	MAILING ADDRESS	POSTAL CODE	PHONE
PROJECT LOCATION:			
Civic #	Road/Street	Community	
OFFICE USE ONLY			
PROPOSED USE OF LAND OR BUILDING	PRESENT USE OF LAND OR BUILDING		
CONTRACTOR	MAILING ADDRESS	POSTAL CODE	PHONE
ARCHITECT	MAILING ADDRESS	POSTAL CODE	PHONE
ENGINEER	MAILING ADDRESS	POSTAL CODE	PHONE

ESTIMATED VALUE OF CONSTRUCTION
 \$ _____

COMMENCEMENT DATE
 _____ / _____ / _____
 Day Month Year

APPLICANT REMARKS

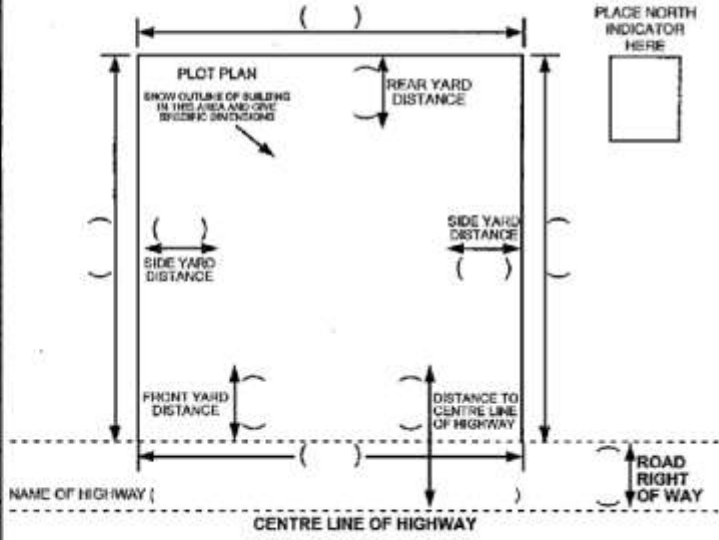
OFFICE REMARKS

MUNICIPAL WATER DUG WELL DRILLED WELL

MUNICIPAL SEWER SEPTIC SYSTEM

PUBLIC STREET/ROAD PRIVATE STREET/ROAD MUNICIPAL STREET/ROAD

Please show location, size and outline of all buildings, existing and proposed on lot. Give all applicable dimensions of the building(s), addition(s), and the lot. Show all distances from building walls to side, rear and front lot lines, or street centre line. Show existing or proposed access. The name of any abutting streets/road should also be shown.



THE SECTION BELOW IS FOR OFFICE USE ONLY

ZONING	DISTRICT	PID #	AA #		
ADDITIONAL APPROVALS		YES	NO	DATE SENT	DATE REC'D
				D M Y	D M Y
Office of Fire Marshal		()	()	/ /	/ /
Heritage Advisory		()	()	/ /	/ /
Transportation		()	()	/ /	/ /
Environment		()	()	/ /	/ /
Public Works/Village Comm.		()	()	/ /	/ /
DOCUMENTS SUPPLIED	YES	NO	PERMIT NO. _____		
Engineering Report	<input type="checkbox"/>	<input type="checkbox"/>	Date App. Rec'd	Permit Fee (\$)	
Building Plans/Specs	<input type="checkbox"/>	<input type="checkbox"/>			
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	Date Fee Paid	Receipt No	
Location Certificate	<input type="checkbox"/>	<input type="checkbox"/>			
Contour/Grading Plan	<input type="checkbox"/>	<input type="checkbox"/>			

OTHER CONDITIONS:

 BUILDING INSPECTOR

 DEVELOPMENT OFFICER

IMPORTANT: READ DECLARATION BELOW, THEN SIGN

I DO SOLEMNLY DECLARE: I AM THE OWNER/AUTHORIZED AGENT OF THE OWNER NAMED IN THIS APPLICATION FOR A PERMIT, AND CONFIRM THAT THE INFORMATION PROVIDED IN THE APPLICATION AND IN SUPPLEMENTARY INFORMATION IS TRUE AND COMPLETE (PROVISION OF FALSE INFORMATION IS AN OFFENCE).

SIGNATURE OF REGISTERED OWNER(S)/ AUTHORIZED AGENT

SIGNATURE OF REGISTERED OWNER(S)

PLEASE PRINT

PLEASE PRINT

DATE

INSTRUCTIONS: Check all boxes that apply, providing as much information as possible. Failure to provide all necessary information could cause delays. Fee is payable at time of application.

WHITE COPY - FILE PINK COPY - ASSESSMENT



Municipality of the County of Annapolis

396 Main Street, PO Box 9
Lawrencetown, Nova Scotia Canada B0S 1M0

Planning Services

PERMIT FOR OCCUPANCY

Permit No: _____

THIS IS TO CERTIFY that the _____

Assessment Acc. No.: _____

Occupancy Group: _____

Street: _____

Owner: _____

Type of Occupancy: _____

Address: _____

Phone No: _____

Contractor: _____

Phone No.: _____

Architect: _____

Phone No.: _____

Engineer: _____

Phone No.: _____

For all uses pertaining to a residential occupancy as outlined in the National Building Code of Canada, 1995 Edition.

Building Inspector



Municipality of the County of Annapolis

396 Main Street, PO Box 9
Lawrencetown, Nova Scotia Canada B0S 1M0

Planning Services

Building Fees:	
1. New construction of and additions to: residential buildings, community centres, cottages and churches	\$10 + 10¢ per sq.ft. (based on all useable floor area of new construction or addition)
2. New construction off and additions to: commercial, industrial and other buildings not otherwise specified	\$10 + 15¢ per sq.ft. (based on all useable floor area of new construction or addition)
3. a) New construction of and addition to: sheds, decks, shell storage buildings, agricultural storage buildings	\$10 + 6¢ per sq.ft. (based on all useable floor area of new construction or addition)
b) New construction of, and additions to: barns for the primary purposes of agriculture and greenhouses (less than 50,000 sq.ft.)	\$10 + 3¢ per sq.ft. (based on all useable floor area of new construction or addition)
c) New construction of, and additions to structures for the primary purposes of agriculture and greenhouses - 50,000 sq.ft. or greater	\$10 + 1¢ per sq.ft. (based on all useable floor area of new construction or addition)
.4 Repairs, renovations or alterations to all existing buildings	\$10 + \$1 per \$1000 of estimated value of construction work
.5 Location or re-location of an existing structure or mobile home	\$50
.6 Review and/or site inspection related to use and occupancy of a building	\$50
.7 Construction or location of swimming pool including required fencing	\$50
.8 Renewal of an approved permit	\$10
.9 Demolition of building or structure	\$10
.10 All square footage under this section shall be calculated as follows: a) buildings intended for human occupancy shall include all useable floor space; b) buildings not intended for human occupancy shall be based on the area of the main floor.	
.11 Permit fees shall be refunded in situations and proportions as follows: a) applications never completed, retained fee \$25, balance refunded; b) permit denied, retained fee \$25, balance refunded; c) permit revoked or abandoned before work commenced, 50% of fee refunded; permit revoked or abandoned after work commenced no refund.	