



Upper Nappan Service Centre
1395 Blair Lake Rd.
Upper Nappan, NS B4H 3Y4
Phone (902) 667-1142
Fax (902) 667-9557

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

Parrsboro Service Centre
4030 Eastern Ave, Box 400,
Parrsboro, NS B0M 1S0
Phone (902) 254-2036
Fax (902) 254-2313

File No. _____

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

PERMIT APPLICATION: **Development** **Building** **Demolition**

APPLICANT
Name _____
Address _____
Phone _____
Email _____

PROJECT LOCATION
Community _____
Civic # _____ Street _____
Property ID (PID) _____
Tax Account # or AAN _____

PROPERTY OWNER(S)
Name _____
Address _____
Phone _____
Email _____

CONTRACTOR
Name _____ Phone _____
Email _____
ENGINEER/ARCHITECT/DESIGNER
Name _____ Phone _____
Email _____

PROJECT TYPE
 New Rebuild
 Addition Renovation
 Relocate Change of Use
 Repair Other

STRUCTURE TYPE
 Single Unit Dwelling Tiny House Commercial/Industrial Community Centre
 Multi-Unit Dwelling Recreational Cabin Agricultural/Institutional Church
 Mobile Home Deck/Gazebo Communication Tower Post Disaster Bldg
 Manufactured Home Garage/Shed Wind Turbine Other (describe)

PROJECT DETAILS
Square Footage _____ Primary Heat Source _____ Municipal Water _____
Number of Bedrooms _____ Secondary Heat Source _____ Well Water _____
Floors (grade & above) _____ Existing Use of Property _____ Municipal Sewage _____
Floors (below grade) _____ Proposed Use of Property _____ Septic & Field Bed _____
Cost of Labour (pre tax) _____ **Cost of Materials (pre tax)** _____

BY MY SIGNATURE BELOW I ATTEST THAT THE PERMIT FOR WHICH THIS APPLICATION APPLIES:
 IS A RECOGNIZED REGISTERED HERITAGE PROPERTY **IS NOT A RECOGNIZED REGISTERED HERITAGE PROPERTY**

DETAILED DESCRIPTION OF PROPOSED PROJECT

OFFICE USE ONLY
Received By _____
Date Received _____
Reviewing Official _____
Total Valuation _____
NBC Building Class _____
LUB Zone _____
Fire Service Area _____

By signature and verifiable consent the applicant and owner attest to the information on this application as being correct and accurate. Further, it acknowledges that it is clearly understood that the application is not a permit and does not authorize the applicant to proceed with any work until such a time that the permit is issued.
THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT OWNERS CONSENT
Signature: Applicant or Owner
_____ Date _____
If not owner attach verifiable consent from land owner

FEES
Development Permit _____
Building Permit _____
Demolition Permit _____
Other Fees _____
Total _____

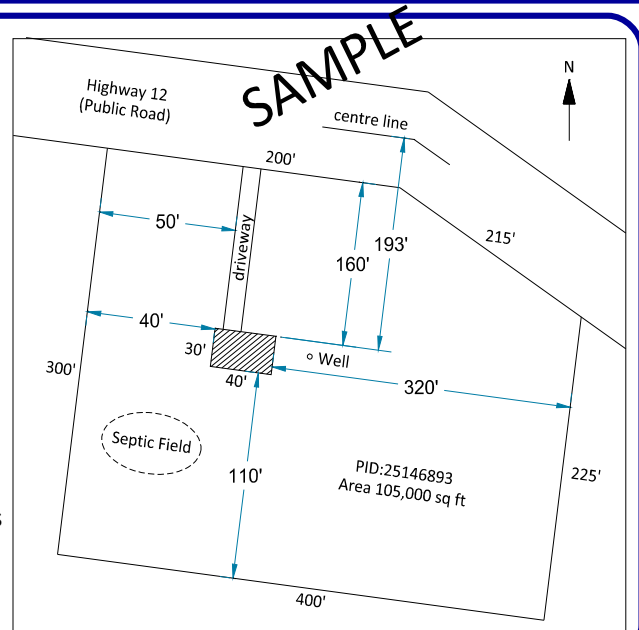
Additional Requirements for Permit Applications

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 name and location 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 property side line

Additional information may be required.



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 storey garage or shed 55 sq meters (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 (QP) that the Septic system is capable of handling the increased usage
- 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 and components require professional installation and/or are compulsory trades such as electrical, plumbing, WETT installed appliances, HVAC and heat pumps, air ex-changer balancing, etc. The Building Official may require documentation of Trade certifications before approving inspections or issuing an occupancy permit

INCOMPLETE APPLICATIONS WILL RESULT IN YOUR APPLICATION BEING RETURNED OR DELAYED