

In the province of Nova Scotia, it is a legal requirement to obtain a **Building Permit** for any construction project, except for exemptions. Whether it is a new home, or renovation to any existing structure, a **Building Permit is normally mandatory in order to commence**. The building official will review the plans to ensure they meet all applicable Provincial/National Building Code requirements. He will also advise, when necessary, that one obtain approval from the **Department of Transportation and Environment**, and the **Fire Marshal**. The inspector will conduct onsite inspections at various stages of the construction project to ensure the building standards are being met.

In areas where there is a Municipal Land Use Bylaw in effect, it is also necessary to obtain a **Development Permit**. This permit is required for all *new construction and any change in use to an existing structure*. It is confirmation the project is in compliance with the regulations of the Land Use Bylaw with regards to the use, lot requirements, and any development requirements. The Development Permit must be issued prior to the issuance of the Building Permit. Applications for both Permits may be made at the same time.



Inspections

Inspections are required for all work for which a building permit has been issued and the **request for the inspection must be made by the owner / contractor** as certain stages of construction are complete. The applicant is informed as to when inspections are required at the time the permit is issued. The inspections are conducted using the 2005 National Building Code as a reference. The following is a list of five inspections which are normally conducted during construction of standard homes.

Inspection # 1 "Excavation"

Once the footings are in place.



Inspection # 2 "BEFORE BACKFILLING"

The site before commencing backfilling of the laterally supported foundation, before a superstructure is placed on the foundation.

Inspection # 3 "BEFORE INSULATION"

After the framing, roofing, plumbing and mechanical are completed.

Inspection # 4 "BEFORE GYPSUM BD."

Once the insulation and vapor barrier are installed and sealed, but before the wall framing is covered.

Inspection # 5 "BEFORE OCCUPANCY"

On completion of inspection #5, an OCCUPANCY PERMIT will be issued.

NOTE: Please allow at least 36 hrs. notice for inspections, otherwise scheduling cannot be guaranteed

Builder's Checklist



- Submit one copy of the **site plan** showing building location with dimensions to property lines and other buildings.
- Submit one complete set of **building plans**, including foundation plan, floor plan, detail section; and where applicable, plumbing schematic, electrician's application.
- A complete development permit (required in 'planned' areas) and building permit application.
- Permit fee submitted** with complete permit applications (refer to Permit Fee Schedule).
- Development Permit Issued** (where applicable).
- Dept. of Transportation approval** (where applicable). *(902) 863-3420
- Dept. of Environment approval** (where applicable). *(902) 863-7389
- Water and Sewer Permit** (where applicable). *(902) 863-1117
- Building Permit Issued.**
- Building Permit posted in a prominent on-site location.
- Foundation inspection requested and completed.
- Surveyor's location certificate submitted (for planned areas and areas serviced by municipal water and sewer only).
- Framing inspection requested and completed.
- Occupancy inspection requested and completed
- Occupancy permit issued.**

* This checklist provides the general process prior to and during construction. You may be advised by the building official of the specific requirements at the time of application.

Permit Fee Schedule

New Residential Construction	\$20.00 + \$.14p.s.f./fl · +\$.08p.s.f./ bsmt.
Additions to or Alterations of Existing Buildings	\$20.00 + \$2.50 per \$1000. value
Accessory Buildings	\$50.00
Mobile Homes	\$75.00
Commercial Construction	\$20.00 + \$.18 p.s.f
Industrial Construction	\$20.00 + \$.18 p.s.f
Institutional Construction	\$20.00 + \$.18p.s.f
Agricultural Buildings; community halls / non-profit	\$20.00 + \$.08 p.s.f.
Development Permit	\$20.00
Demolition Permit	\$20.00
Permit Renewal	\$20.00

(p.s.f: per square foot)

Please Note: fee schedule is subject to change from time to time. Consult with the building official when submitting your application.

Completed applications must be accompanied by the required fees. Cheques or money orders to be made payable to the: **Municipality of the County of Antigonish**

Building Permits are valid for one year. This may be extended further upon application for a permit renewal.

Refund for Unused Permit is 50% of Permit Fee, if application for refund is made within 30 days of permit issuance.

DEVELOPMENT AND BUILDING PERMITS

For further information, or to obtain a building and/or development permit application form, please contact the **Municipal Building Official** at :
(902) 863-2366

For land use planning, development, subdivision and 911 civic addressing information please contact the **Eastern District Planning Commission:**
(toll free) 1-888-625-5361

You may also obtain further information from the **Municipality of the County of Antigonish** or schedule an appointment by:

Visiting: 285 Beech Hill Road
Antigonish County

Writing: 285 Beech Hill Rd
RR 7 Station Main
Antigonish, NS
B2G 2L4

Phoning:(902) 863-1117

Faxing: (902) 863-5751

E-mail: building@antigonishcounty.ns.ca

Web Site:
www.antigonishcounty.ns.ca/building.htm

ANTIGONISH COUNTY RESIDENTS

A Guide to Permit Application Processes and Building Inspections



Municipality of the County of Antigonish

285 Beech Hill Road
Antigonish, Nova Scotia
B2G 2L4