



Town of Mahone Bay
 493 Main Street
 Mahone Bay, NS B0J 2E0
 Phone (902) 624-8327 ~ Fax (902) 624-8069

PERMIT APPLICATION Town of Mahone Bay

Municipality of the District of Chester
 PO Box 369, 186 Central Street
 Chester, NS B0J 1J0
 Phone (902) 275-3080 ~ Fax (902) 275-2598
 Email building@chester.ca

Building Permit

Demolition Permit

PROPERTY OWNER INFORMATION

Name(s): _____
 Address: _____
 Postal Code: _____ Home Phone: _____ Cell Phone: _____
 Email Address: _____ Other Contact Info: _____

CONTRACTOR INFORMATION As above

Name(s): _____
 Address: _____
 Postal Code: _____ Home Phone: _____ Cell Phone: _____
 Email Address: _____ Other Contact Info: _____

SITE INFORMATION

Job Site Civic Address: _____
 Municipal Sewer System Dept of Environment Permit Private Road
 Town Water Supply On Site Water System
 Electrical Permit Electrician Name & Contact: _____
 Existing Occupancy: _____ Proposed Occupancy: _____
 Heritage Property: Yes No

CLASS OF PROPOSED WORK

Addition Material Repairs Structural Repairs
 Change of Use Relocate Existing Building Deck

NEW CONSTRUCTION

Garage Dwelling Other _____

Storeys	Width	Length	Bathrooms	Bedrooms	Total Rooms
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DEMOLITION

Garage Dwelling Other _____

Reason: _____ Method: _____

I do solemnly declare:

1. That I am the authorized agent of the owner named in the application for a permit hereto attached.
2. That the statements herein contained in the said application are true and made with a full knowledge of the circumstance connected with the same.
3. That the plans and specification submitted are prepared with the construction or alterations of the building or buildings described.
4. That the plot plans submitted correctly set out the dimensions and the area of the lands described in the said application and the relation of the locations of the proposed building to the street line and party line.

Date: _____ Signature: _____ Value of Construction: _____
 Permit Fee: _____ Civic Fee: _____ Receipt #: _____
 Acct #: _____ PID #: _____ Permit #: _____

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Or

MUNICIPALITY OF THE DISTRICT OF CHESTER
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Phone (902) 275-3080 Fax (902) 275-2598
Email: building@chester.ca

**INSTRUCTIONS ON PROCEDURES AND REQUIREMENTS FOR
COMPLETION OF BUILDING PERMIT APPLICATION**

PLEASE ALLOW TIME for issuance of your Building Permit. Although we try to process your application in a reasonable time approval from other departments and processing of your application may take several weeks.

1. Complete application as applicable to your project. Please print clearly. All information is required in order to allow the Municipality to issue a Building Permit. Missing information could result in a delay in your approval.
2. The following approvals may be required before a building permit will be issued. Prior to application staff can inform you what will be required.

- | | | |
|----------------------------------|---|---|
| (a) On Site Sewage Permit | Department of Environment
Municipal Sewage Hook-up | Phone (902) 543-4685
Phone (902) 275-1312 |
| (b) Development Permit | Community Development Planning Division | Phone (902) 275-2599 |
| (c) Department of Transportation | | Phone (902) 275-3221 |

Other approvals may be required depending on the type of construction.

3. **IMPORTANT: NO APPLICATION WILL BE CONSIDERED WITHOUT PLANS, DRAWINGS OR SKETCHES.** Structural drawings are to provide sufficient information showing dimensions of building or structure, all floor areas per storey, size and use of all rooms per storey and the size and locations of all major support beams, partitions, etc. SECTIONAL VIEWS shall be provided to show the method of construction for the foundations(s), all floor, wall, ceiling, and roof framing, complete with material sizes and spacing on centre being shown on the plans or sketches.

4. **HEATING VENTILATION, MECHANICAL EQUIPMENT, BARRIER FREE DESIGN FEATURES AND EQUIPMENT,** complete with sufficient information about chimneys, heating, plumbing, masonry and related work shall be shown on the plans submitted, as necessary to determine compliance with the National Building Code or related standards.

5. **A SITE PLAN** is required outlining the dimensions from property lines, the location of the proposed building and all other relevant information. Please show access to property and distance from the road.

NOTE: IF YOUR BUILDING PROJECT IS OUTSIDE PART 9 OF THE NATIONAL BUILDING CODE OF CANADA, YOU MUST OBTAIN THE SERVICES OF A QUALIFIED PROFESSIONAL ARCHITECT OR ENGINEER. Most housing and small buildings regulated by Part 9 of the National Building Code do not require professional design.

In some cases the plans are required to be sent to the Office of the Fire Marshall. (Not applicable for one or two unit family dwellings or private storage garages.) Plans must show all components of fire protection if they are required to be sent to the Office of the Fire Marshall.

If there is inadequate space on this application to provide all the information required, then provide additional information on a separate piece of paper attached to this form when submitting your application.

Any changes or revisions to the work covered by a Building Permit shall require an application for an amended Permit and approval prior to continuing with such changes.

***ALL CONSTRUCTION IS REQUIRED TO CONFORM WITH THE
NATIONAL BUILDING CODE OF CANADA
(as adopted by the Province of Nova Scotia, pursuant to the Building Code Act and
administered by the Municipality of the District of Chester)***

Permit Fee is based on value of construction, please indicate value on application.