



Requirements for New Home Construction & Additions

CONSTRUCTION PERMIT APPLICATION REQUIREMENTS

An application for a Construction Permit for a single unit dwelling, two unit dwelling or an addition to either of these, **MUST** be accompanied by all of the following information. If submitted Building Plans do not contain adequate information to enable staff to thoroughly assess your project, revisions and/or additional information may be required before a Permit to Construct is issued. It is also important to note that it is the responsibility of the owner/builder to ensure that all construction complies with the requirements of the *Provincial Building Code*.

Please note that INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

COMPLETE APPLICATION CHECKLIST

In order to avoid delays in receiving your Permit, please ensure that your application contains **ALL** the following information:

- One copy of the completed **Construction Permit Application Form** (attached);
- One copy of the completed **Fee Calculation Form** (attached);
- A **cheque** made payable to Halifax Regional Municipality to cover the cost of the **permit fees and/or sewer redevelopment charge**;
- A separate **certified cheque** made payable to Halifax Regional Municipality to cover any **applicable security deposits**;
- Three (3) copies of the **Site Plan or Lot Grading Plan** (where applicable);
- Three (3) sets of **Building Plans**;
- Approval from the Nova Scotia Department of the Environment and Labour** for the design and installation of the on-site sewage disposal system, where required; and
- The **name of the contractor** for the Streets and Services permit.

Please post a sign on your property, which is visible from the street, showing the lot number and your name.

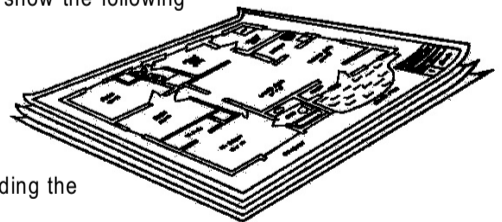
1. SITE PLANS

A **site plan** must show the foot print of the proposed building or addition and any projections such as decks, roof overhangs and doorsteps. It must also indicate the proposed building's exact distance from all property boundaries and the location of the driveway entrance. In areas where lot grading is required, a **Lot Grading Plan** is sufficient.

2. BUILDING PLANS

(a) A **floor plan** of the interior layout of each level (both existing and proposed) must show the following information:

- rooms showing dimensions and labeled as to use;
- location of all plumbing and electrical fixtures;
- size, spacing and span of the floor framing members;
- location and size of exterior steps, decks, stairs, etc.; and
- the floor area of each room and the total floor area of the dwelling, including the basement and any attached garage.



(b) **Detailed notes** are required on all heating, ventilation and other mechanical systems.

(c) **Building elevations** must show the finished grade and the size and location of windows, and the height of the building from finished grade to the highest point of the roof.

(d) A **typical cross section**, taken through the wall from the footing to the roof, must show:

- footing and foundation wall size;
- floor assembly construction; and
- roof assembly construction.

3. APPROVAL FROM THE NS DEPARTMENT OF THE ENVIRONMENT and LABOUR FOR ON-SITE SEWAGE DISPOSAL SYSTEMS

Approval from the Nova Scotia Department of the Environment and Labour (DEL) is required for the installation of on-site sewage disposal systems for new home construction, where central sewer services are unavailable. A Qualified Person, who is licensed by DEL, must design these systems and all applications must be submitted to the DEL office in Bedford, along with a \$50.00 processing fee. A list of names of Qualified Persons is also available there. However, if you propose to construct an addition to an existing dwelling and it does not increase the number of bedrooms in your dwelling, this approval is NOT required. Please note that applications for disposal systems will **NOT** be accepted at HRM offices, and that your Permit to construct **WILL NOT** be issued without this approval from Department of the Environment and Labour.



HOW LONG DOES IT TAKE TO GET A PERMIT TO CONSTRUCT?

Once HRM has received your "complete" application, every effort will be made to issue your permit within 5 business days. However, if you have NOT received a telephone call requesting additional information, OR, if you have NOT received your permit after 5 business days, feel free to call to check on the status of your application. Please remember to have your application number ready when making inquiries or submitting additional information.

DEVELOPMENT SERVICES

If you have questions about this information package, or if you would like to check on the status of your Permit, we recommend that you contact the appropriate Development Services Office in the afternoon. During the morning, staff routinely concentrate on processing and issuing permits in order to achieve the five (5) day turn-around.

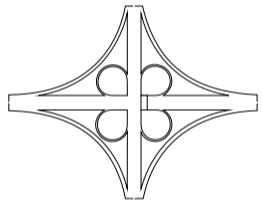
	Office Location	Mailing Address	Telephone/Fax Numbers
Eastern Region	2 nd floor, Alderney Gate 40 Alderney Drive Dartmouth	PO Box 1749, Halifax, NS B3J 3A5	Tel: 490-4490 Fax: 490-4661
Central Region	Acadia Centre Building 636 Sackville Drive Lower Sackville	PO Box 1749, Halifax, NS B3J 3A5	Tel: 869-4375 Fax: 869-4254
Western Region	West End Mall 6960 Mumford Road Halifax	PO Box 1749, Halifax, NS B3J 3A5	Tel: 490-5650 Fax: 490-5214

NS DEPARTMENT OF THE ENVIRONMENT and LABOUR

To get a list of the names of the Qualified Persons who are licensed to design your on-site sewage disposal system, or to make an application for the installation of your system, please contact the Nova Scotia Department of the Environment and Labour office at 424-7773, or visit their office at Suite 224, 1595 Bedford Highway (Sunnyside Mall), Bedford, NS, B4A 3Y4. The fax number is 424-0597.

NS DEPARTMENT OF TRANSPORTATION and PUBLIC WORKS (TPW)

If your property fronts on a street, road or highway owned and maintained by the Nova Scotia Department of Transportation and Public Works, you will need approval for your driveway location, and permission to build a structure within 100 meters of the centerline of a listed public highway. Although your Permit can be issued without this approval, it is recommended that you contact your nearest TPW Office as soon as you submit your Construction Permit Application to HRM.



Office	Location	Mailing Address	Telephone/Fax Numbers
Bedford District Office	107 Oakmount Drive, Bedford, NS	PO Box 44144 Bedford, NS B4A 3X5	Tel: 424-5328 Fax: 424-0568
Beechville Base	27 Prospect Road, Beechville, NS	PO Box 160 Lakeside, NS B3T 1M6	Tel: 450-5281 Fax: 450-5630
Burnside Base	50 Ilsley Avenue, Dartmouth, NS	50 Ilsley Avenue Dartmouth, NS B3B 1K9	Tel: 424-5080 Fax: 424-0696
Chezzetcook Base	7816 West Chezzetcook Road West Chezzetcook, NS	PO Box 3, RR # 2 Head of Chezzetcook, NS B0J 1N0	Tel: 827-2544 Fax: 827-5258
Musquodoboit Base	12698 Highway No. 224 Musquodoboit, NS	PO Box 70 Middle Musquodoboit, NS B0N 1X0	Tel: 384-2599 Fax: 384-3275
Spry Bay Base	20411 Highway No. 7, Tangier, NS	RR # 1, Tangier, NS, B0J 3H0	Tel: 885-2821 Fax: 885-3090

CONSTRUCTION AND DEMOLITION DEBRIS

Home improvements add convenience and value to a home. But the waste created by these projects also can be an environmental burden. Construction, demolition and renovation waste (C&D for short) like leftover lumber, old roofing and insulation, and used building materials accounts for 1/4 of all solid waste, taking up precious landfill space and wasting valuable resources. C&D waste can be reduced and diverted from landfills. This material includes, waste lumber, gyproc & shingles. Construction and demolition debris needs to go to a licensed recycling and disposal facility. For more information, visit our website at www.halifax.ca/wrms/cdrdebris.html.

NOTES

CONSTRUCTION PERMIT APPLICATION FORM					
ACTIVITY TYPE	CONSTRUCTION TYPE			PROCESSING OFFICE	
APPLICANT NAME				DAYTIME TEL #	
APPLICANT'S MAILING ADDRESS					
NAME OF PROPERTY OWNER (IF DIFFERENT)					
MAILING ADDRESS OF PROPERTY OWNER					
PROJECT LOCATION	LOT #	CIVIC #	STREET NAME		
SUBDIVISION NAME			COMMUNITY		
EXISTING USE OF PROPERTY			CONSTRUCTION VALUE \$ _____ .00		
PROJECT DESCRIPTION					
ADDITIONAL PROJECT COMMENTS					
PLUMBING WORK INVOLVED		TYPE OF WATER SERVICE		TYPE OF SEWER SERVICE	
SITE PLANS		BUILDING PLANS		OTHER PLANS	
STREETS AND SERVICES INFORMATION					
STREETS & SERVICES WORK INSTALLATION DETAILS:					
<input type="checkbox"/> LATERAL, MAIN TO BUILDING		<input type="checkbox"/> UTILITY			
<input type="checkbox"/> LATERAL, MAIN TO PROPERTY LINE		<input type="checkbox"/> CULVERT			
<input type="checkbox"/> LATERAL, PROPERTY LINE TO BUILDING		<input type="checkbox"/> HRM TENDER WORK			
<input type="checkbox"/> STREET ACCESS		<input type="checkbox"/> OTHER(SPECIFY)			
NAME OF CONTRACTOR INSTALLING SERVICES					
MAILING ADDRESS OF CONTRACTOR				24 HOUR TEL #	
NAME OF PERSON PROVIDING SECURITY					
MAILING ADDRESS OF PERSON PROVIDING SECURITY					
START DATE OF SERVICES WORK			COMPLETION DATE OF SERVICES WORK		
REQUIRED CONSTRUCTION FEES & CHARGES			REQUIRED SECURITY DEPOSITS		
<input type="checkbox"/> CONSTRUCTION PERMIT	\$		<input type="checkbox"/> STREETS AND SERVICES DEPOSIT	\$	
<input type="checkbox"/> PLUMBING FEES	\$		<input type="checkbox"/> GRADE ALTERATION DEPOSIT	\$	
<input type="checkbox"/> GRADE ALTERATION FEES	\$		<input type="checkbox"/> OTHER	\$	
<input type="checkbox"/> STREETS & SERVICES FEES	\$		TOTAL SECURITY DEPOSIT \$		
<input type="checkbox"/> FUTURE SETTLEMENT CHARGE	\$		RECEIPT FOR PAYMENT OF FEES AND DEPOSITS DOES NOT AUTHORIZE THE APPLICANT TO PROCEED WITH ANY WORK.		
<input type="checkbox"/> SEWER REDEVELOPMENT CHARGE	\$				
<input type="checkbox"/> SEWAGE TREATMENT CHARGE	\$				
<input type="checkbox"/> HRWC SERVICE LATERAL INSP. FEE					
<input type="checkbox"/> OCCUPANCY PERMIT	\$				
<input type="checkbox"/> DEMOLITION PERMIT	\$				
<input type="checkbox"/> OTHER	\$		I HEREBY MAKE APPLICATION FOR THE CONSTRUCTION PERMITS, AS DESCRIBED HEREIN, WITH THE FULL KNOWLEDGE AND AUTHORIZATION OF THE PROPERTY OWNER.		
TOTAL FEES/CHARGES		\$			
STAFF SIGNATURE		DATE	APPLICANT SIGNATURE		DATE

BUILDING PERMIT FEE, SEWER REDEVELOPMENT CHARGE & SEWAGE TREATMENT CHARGE CALCULATION FORM

Floor Description	Floor Area	Building Permit Fee		Sewer Redevelopment Charge		Sewage Treatment Charge (Additions & Accessory Bldgs.)	
Total of all floors at or above grade		@ \$.30/sq ft	\$	@ \$.30/sq ft	\$	@ \$.27/sq ft	\$
Floors 5.5 ft or less below grade		@ \$.25/sq ft	\$	@ \$.30/sq ft	\$	@ \$.27/sq ft	\$
Basement (more than 5.5 ft. below grade)		@ \$.10/sq ft	\$	@ \$.30/sq ft	\$	@ \$.27/sq ft	\$
Attached Garage		@ \$.10/sq ft	\$	@ \$.30/sq ft	\$	@ \$.27/sq ft	\$
Detached Garage		@ \$.10/sq ft	\$	N/A			
Please insert the total Permit Fee and Sewer Redevelopment Charge into the corresponding box on the Application Form		Total Permit Fee	\$	Total Sewer Redevelopment Charge	\$	Total Sewage Treatment Charge	\$

PERMIT APPLICATION FEES AND SECURITY DEPOSITS

TYPE OF PERMITS	HALIFAX	DARTMOUTH	BEDFORD	HALIFAX COUNTY
Plumbing Permit	<u>New Construction</u> 4 units or less \$50.00/unit More than 4 units \$25.00/unit <u>Additions/Renovations</u> \$25.00	Base fee \$10.00+ \$2.00/fixture	<u>New Construction</u> 4 units or less \$50.00/unit More than 4 units \$25.00/unit <u>Additions/Renovations</u> \$25.00	<u>New Construction</u> 4 units or less \$50.00/unit More than 4 units \$25.00/unit <u>Additions/renovations</u> \$25.00
Building Permit (See form above for calculating the total fee)	<u>New Construction/Additions</u> all floors above grade \$.30/sf all floors less than 5.5 ft below grade \$.25/sf all floors more than 5.5 ft below grade \$.10/sf attached garage \$.10/sf Minimum \$25.00 fee for any type of building permit (including mobile homes)			
Grade Alteration Permit (Lot Grading)	\$75.00 (for areas serviced with central sewer)			
HRWC Service Lateral Inspection Fee	\$30.00 per service lateral (for areas serviced with central water)			
Streets & Services Permit	\$100.00 & applicable deposit, where required, & proof of 2 million dollars insurance			
Streets and Services Deposit	\$1,000.00 (refundable) required only in conjunction with the Future Settlement Charge			
*Future Settlement Charge	\$250.00 (non-refundable) which may be increased depending on the complexity of the job			
**Sewer Redevelopment Charge (see form above for calculating the total charge)	For areas serviced with central sewer \$.30/sq. ft. for all floors			
***Sewage Treatment Charge (see form above for calculating charge @ \$.27/sq. ft.)	For areas serviced with central sewer \$880.00 per unit - New Construction, Single Unit Dwellings \$590.00 per unit - New Construction, Semi-detached, Duplex, Townhouse & Multi-unit Dwellings \$.27/sq.ft. for all residential additions & residential accessory uses (connected to a sewer)			
Occupancy Permit	\$100.00 where the building exceeds 1 year in age			
Demolition Permit	\$50.00 & proof of 2 million dollars insurance (insurance may be waived for residential properties)			

*FUTURE SETTLEMENT CHARGE

If you are intending to excavate within an existing HRM right-of-way, a minimum non-refundable Future Settlement Charge of \$250.00, and a \$1,000.00 refundable deposit is charged to guarantee the right-of-way is restored to its original condition upon completion of the work. However, depending on the complexity of the job, this \$250.00 charge may be increased at the discretion of Engineering staff. Please note that this charge is not required for the installation of driveway culverts.

**SEWER REDEVELOPMENT CHARGE

These charges are collected and deposited into the Sewer Redevelopment Account, and are used for the repair, upgrading and installation of aging trunk sewer systems within existing developed areas. See By-law No. S-100, respecting Sewer Charges for more information.

***SEWAGE TREATMENT CHARGE

These charges are used to pay some of the capital costs of providing capacity in sewage treatment plants. See By-law No. C-600, respecting Capital Cost Charges for more information.