

# Requirements for



# New Home Construction

## Why do I need a permit?

All homes need to be built to meet minimum public health, fire and structural safety and property protection standards. Permits and inspections help to ensure that these standards are met so that your home will provide you with a safe and healthy environment in which to live.

## What approvals do I need?

Before we can accept your application, your building lot must either have been:

1. approved through the subdivision process, or
2. legally created by a deed.

If your lot is not within an approved subdivision, please bring a copy of your deed with you when you apply for your permit.

### **Applications**

All applications are made at your local Development Services Office, and, where necessary, forwarded to other outside agencies for approval. In most cases, the following applications are necessary:

- Building & Development Permit Application
- Streets and Services Permit Application
- Lot Grading Permit Application

## What information do I need?

You will need the following basic information before you make application for your permit:

- three (3) sets of the complete building plans showing all structural, mechanical and electrical components
- three (3) copies of a plot plan which shows the proposed location of the house on the property with respect to setbacks from lot boundaries and the driveway location
- lots with central sewer require a lot grading plan which depicts the proposed elevation of the basement floor, the top of the foundation wall and the final property grades all of which must be approved by our Engineering staff
- a copy of the approved permit from the Department of the Environment for the installation of your septic system (where applicable)
- the name of the contractor for the Streets and Services Permit
- all applicable fees and deposits

For more information on application requirements, please refer to our handout entitled, "Requirements for New Home Construction & Additions".



**After you apply for your permit, a sign must be posted on your property showing your name and lot number so that inspectors are able to locate the property.**

## How does the process work?

Your permit follows a two stage process:

Stage 1 - the Building Permit

Stage 2 - the Occupancy Permit

### **Stage 1 - Building Permit**

Once we have received (1) approval from the Department of Environment (where applicable), (2) HRM Development Engineering approval of the driveway access and lot servicing, (3) approval of the Development Permit (zoning compliance), (4) the Building Inspector has reviewed the building plans and recommended the permit be issued and (5) the permit fee has been paid, the Building Permit will be issued. This permit allows you to proceed with excavation work and the construction of the foundation walls, framing, plumbing, etc., subject to the mandatory inspections.

### **Location Certificate**

Once the foundation has been installed, a location certificate, prepared by a Nova Scotia Land Surveyor, showing its location relative to the lot boundary lines, must be submitted.

The location certificate will be approved by the Building Inspector when it is determined that the required building setbacks and proposed lot grading, where applicable, can be met. This must occur before a foundation inspection will be carried out and before any wall framing is constructed above the foundation.

## Stage 2 - Occupancy Permit

Before you move into your new home, an Occupancy Permit must be issued.

The Building, Plumbing and the Qualified Person (where applicable) each complete their final inspections of the project. When all inspections are completed and passed, the Occupancy Permit is issued and you may now move into your new home!

The Occupancy Permit completes the entire process and its importance cannot be overstated, particularly when the property is to be sold.

## When do I need inspections?

During various stages of construction, the following minimum building and plumbing inspections are necessary.

The following mandatory building and plumbing inspections are required during the construction process:

- the footings, in place
- the foundation wall and drain tile, prior to backfilling (before the framing is placed on the foundation)
- the underground plumbing system, before the basement floor is poured
- the rough-in plumbing, prior to the drywall installation
- the framing, roof and mechanical
- the insulation and vapour barrier, prior to the drywall installation
- the completed plumbing system, prior to the occupancy of the structure
- the completed building, prior to the occupancy of the structure

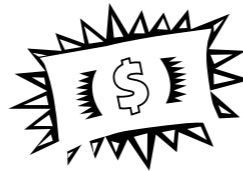
Inspections will normally be conducted within 48 hours of being requested, excluding non-working days. All work must be finished and ready to be inspected at the time of the request.



**Please have your building permit number ready when phoning the office for inspection requests.**

## What does a permit cost?

For new residential construction, the Building Permit fee is calculated based on the floor area of the structure as per the following rates:



- all floors at or above the mean finished grade surrounding the building = \$.30/sq. ft.
- all floors below, but not below 5.5 ft. of the mean finished grade surrounding the building = \$.25/sq. ft.
- basements = \$.10/sq. ft.
- attached/detached garages = \$.10/sq. ft.

Plumbing Permit fees vary across the Municipality, but the average residential Plumbing Permit fee is about \$50.00.

Depending on whether your residence will be serviced by the municipal sewer or water systems or a new driveway is to be installed, there are additional charges and deposits for sewer re-development, sewage treatment, lot grading, site disturbance (Bedford) and a Streets and Services Permit.

## Who do I phone?

Dept. of Transportation..... 424-5328

NS Dept. of Environment - Health Services  
Branch Offices:

(phone between 8:30 and 9:30am)

Bedford..... 424-7773  
Sheet Harbour..... 885-2462

## Where do I apply?

You may apply for your permit at any one of the three Development Services offices listed below.

### West End Mall Branch Office

6960 Mumford Road, Halifax  
Information..... 490-5650  
Fax..... 490-4645

### Sackville Branch Office

636 Sackville Drive, Lower Sackville  
Information..... 869-4375  
Fax..... 869-4254

### Dartmouth Branch Office

2nd Floor, Alderney Gate, Alderney Drive  
Information..... 490-4490  
Fax..... 490-4661

### Office Hours

8:30 a.m. to 4:30 p.m. Monday through Friday (except statutory holidays)

This brochure has been prepared to provide basic information about the construction permit process. Any difference between the contents of this brochure and applicable by-laws, regulations, codes and procedures shall be resolved by reference to the official documents.

## What else do I need to know?

- Your permit is valid for two years** from the date of issue. If construction has not started or is not finished within this time-frame, you will have to obtain a permit for the completion of the project.
- It is the property owner's responsibility to **install water, sanitary and storm sewer services** from the mains to the building. Prior to any work, a Streets and Services Permit is required from our Engineering Division. You should contact them for information on sanitary sewer and storm sewer connection requirements. For information about connecting to the municipal water service, please contact the Halifax Regional Water Commission.
- Your home needs to be built to meet the standards of the **National Building, Plumbing and Electrical Codes**. Because mistakes can be costly and time consuming, make sure your contractors are familiar with the Codes and are able to guarantee compliance with their standards.
- 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](http://www.halifax.ca/wrms/cdrdebris.html)
- If a **new septic system** is to be installed, a **final inspection** must be completed by a Qualified Person before the system is covered over.