

Requirements for



Residential Additions & Renovations

Why do I need a permit?

All homes need to be built to meet 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 work requires a permit?

- all structural repairs or alterations
- all interior and exterior renovations and alterations with a value in excess of \$5000
- additions (includes decks, exterior stairs, porches & sun rooms)
- changes to existing plumbing systems
- the demolition of existing structures

Applications

In most cases, only the following application is necessary:

- Building and Development Permit Application

If your property is serviced by a septic system and your project involves the construction of additional bedrooms, approval of the septic system (whether existing or new) from the Department of Environment is also required.

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
- where additional bedrooms or a change in occupancy are proposed, a copy of the approved permit from the Department of the Environment stating that the septic system is suitable
- 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.

When should I apply?

You should allow at least **one to two weeks** before you plan to start building to apply for and receive your permit. It takes about 5 business days to process your application and issue your permit. **If complications occur along the way it could take longer.**

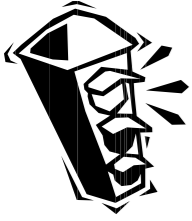


The timing of your permit depends on the complexity of your project and the types of approvals which are necessary. To avoid unwanted delays, apply early.

How will I get my permit?

When all the necessary approvals have been received, the Building Permit will be issued and mailed to you.

If you don't want your permit mailed, you will need to make other arrangements when you fill out your application.



The following information, about Inspections and Occupancy Permits, applies only to projects involving structural additions and renovations.

When do I need inspections?

Extensive renovations and additions are subject to mandatory inspections. During various stages of construction, the following building and plumbing inspections are required.

- 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 notified, excluding non-working days. All work must be completed 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.

Will I need an occupancy permit?

Where a building has undergone extensive renovations and/or a change of occupancy classification, an Occupancy Permit must be issued before the building may be occupied.

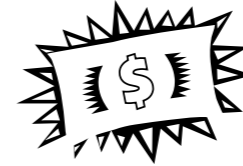
The Building and Plumbing Inspectors and the Environmental Health Inspector or Qualified Person (where applicable) each complete their final inspections of the project. When all inspections are completed and passed, the Occupancy Permit is issued.

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

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 does a permit cost?

For residential additions, 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.

For renovation type construction, including structural alterations and repairs, the permit fee is \$5.50 per \$1000.00 of the estimated value of construction when complete.

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

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)

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.
- 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
- 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.