How To: Apply for a Backyard Suite Permit

WHAT ARE SECONDARY AND BACKYARD SUITES?

Secondary suites – are separate dwelling units that are completely contained within a home. They are often referred to as in-law suites or basement apartments.

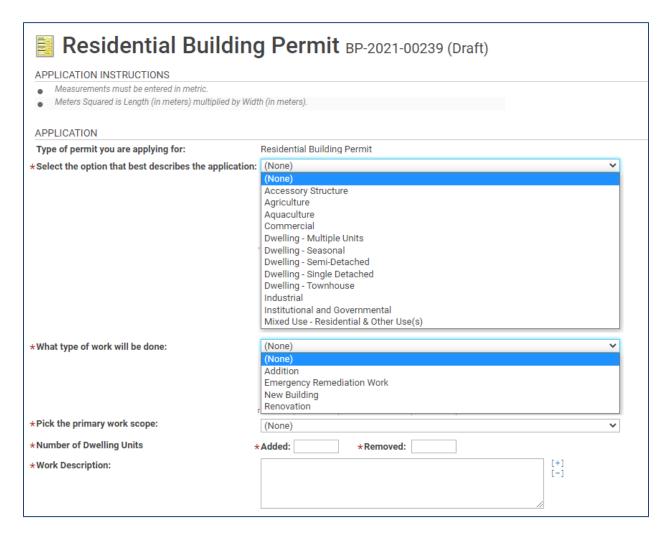
Backyard suites – are separate free-standing buildings, either built overtop an accessory structure like a garage, or simply on their own. They are often referred to as granny suites, carriage flats and could be in the form of a tiny house.

Once you are sure you are applying for a Backyard suite, follow these steps:

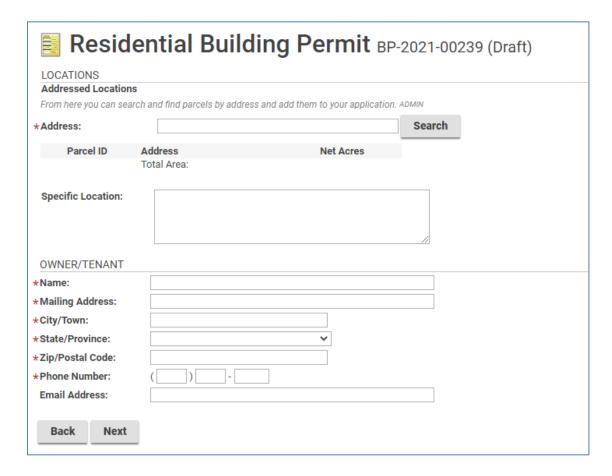
1. From customer portal apply for 'Residential Building Permit'

Apply for a Permit		
Before you begin a new permit application, er 1. Review the detailed information about the different <u>Permit</u> . 2. Review the different <u>Building Structures/Use Designations</u> . 3. Review the different <u>Types and Scopes of Work</u> . Draft permits are created as soon as you select a permit typ. - Save your permit and come back to work on it anytime. - Permits stay in draft until paid and submitted. Get started by selecting a permit type below.		g <u>es</u> and <u>How To Guides</u>
House & Home Permits Instructional Text - test	Commercial Permits	Street & Services Permits Instructional Text
Fence Construction Swimming Pool Permit Residential Building Permit Solar Permit Deck Permit Mobile Home Permit	Mixed Use & Commercial Building Permit Sign Permit	Water Permit Right of Way Permit Development - Right of Way Permit
Related/Additional Permits Instructional Text Application to Occupy Lot Grading Permit Development Only Permit Blasting Permit Demolition Permit Grade Alteration Permit		

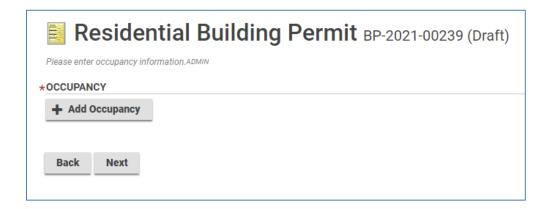
- 2. Within permit application select:
 - Application: select Dwelling Single Detached
 - Type of work: is either renovation or addition (in rare cases it will be new build)
 - Primary Work Scope: in most cases this will be filled in automatically
 - Number of Dwelling Units: enter added and removed
 - Work Description: provide a description of what you are doing. Is it an
 accessory building being converted? Is it a tiny house? Is it a new structure? Be
 as descriptive as possible to help us understand the space.



3. Provide your contact information and the location of the property where the secondary suite will be located. This can be entered as civic address or as a PID. To enter locations, use the search button and type the address (do not include road, street, avenue etc.). Select the address from the list of returned results. For more detailed instructions on entering an address click here.



4. Complete the Occupancy section of the application. Click Add Occupancy.



You are responsible for completing the fields marked with an Asterix, as well as the **Floor** field. Municipal staff will complete the remaining fields.

Occupancy Type: Backyard Suite

Square Meters: is the size (area in metric) of the backyard suite.

Floor: select from the pull-down menu where the suite is located in the outbuilding (ex.

Ground floor vs Attic of garage).

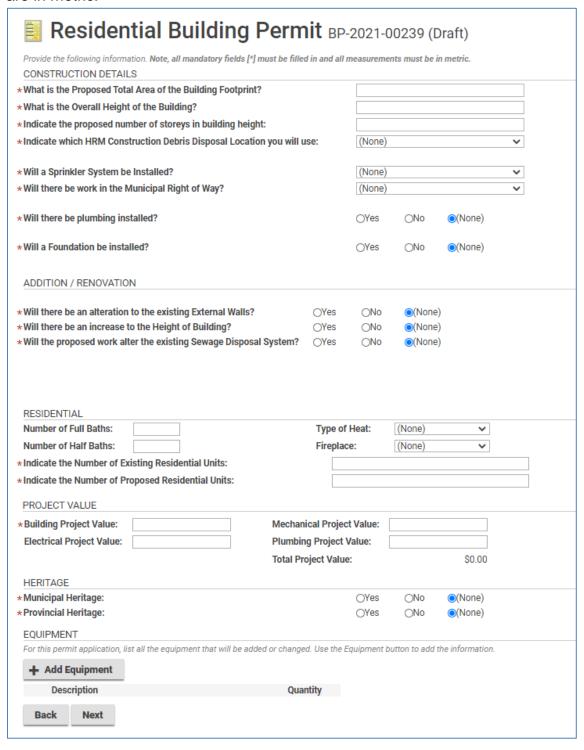
*if it is a 2-storey suite it will require an additional occupancy entry for each floor.

Select + Add Occupancy to create a new entry.



Answer the questions in the application.

Reminder - All fields marked with an Asterix are required, and all measurements are in metric.



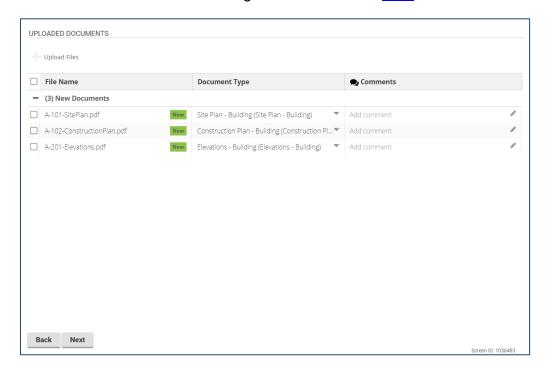
5. The next step in the application is to upload documents to support your application. (for additional information on how to upload a document please click here.

The following documents must be provided:

IF an Addition:	If a Renovation (no increase in floor area):	
Site Plan	Site Plan	
Construction Plan	Floor Plan (Showing Existing)	
Elevations	Floor Plan (Showing New)	

DOCUMENT	'S TO ATTACH		
Required	Uploaded Attachment Type Construction Plan	Description	Sample Form Open
Optional	A11 Certification of Field Review	All A11 Certifications of Field Review must be uploaded and approved prior to the issuance of the Certificate of Occupancy or the Certificate of Completion.	None
Optional	A2 Letter of Undertaking - Architectural	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A2 Letter of Undertaking.	None
Optional	A3 Letter of Undertaking - Structural	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A3 Letter of Undertaking.	<u>Open</u>
Optional	A4 Letter of Undertaking - Mechanical	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A4 Letter of Undertaking.	None
Optional	A5 Letter of Undertaking - Electrical	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A5 Letter of Undertaking.	<u>Open</u>
Optional	A8 Letter of Undertaking - Plumbing	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A8 Letter of Undertaking.	<u>Open</u>
Optional	Citadel Rampart Review Letter	A Citadel Rampart statement of compliance from licensed surveyor.	<u>Open</u>
Optional	Energy Efficiency Performance Program Registration		None
Optional	Landscaping Plan		<u>Open</u>
Optional	Location Certificate - Building	The location certificate must be certified by a registered surveyor, showing the location of the Building on the property.	None
Optional	Pro Structural Design / Existing Conditions Letter	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A3 Letter of Undertaking.	None
Optional	Professional Geotechnical Design	If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A7 Letter of Undertaking.	<u>Open</u>
Optional	Site Plan - Building	Site plan must include lot dimensions and the footprint of the existing building, proposed addition, and any projections such as decks, roof overhangs and doorsteps. It must also indicate the proposed building's distance from all property boundaries, the location and dimensions of the driveway, existing buildings and setbacks to existing buildings. In addition, watercourse buffer and coastal area information (calculated in accordance with the applicable land use by law), when required. When building is within the service boundary include: -Wastewater, Storm-water and Water Service Laterals -Fire Department connection locations -Hydrant locations	<u>Open</u>
	Supplemental Document	Supplemental Document	None
Optional Optional	View Plane Review Letter		None <u>Oper</u>

Once the documents are uploaded if you have not followed the document naming convention you will need to select the document type from the pull-down list. For information on document naming conventions click here.



6. Contractor's Page

Select your contractor from the list of registered contractors.

- Select 'Add contractor'
- In pop-up window enter contractor's business name
- Click search
- Select your contractor from the list.

Note: if your contractor does not have a registered account they will not be found in the search. Contact your contractor an have them register with a contractor profile.

If you do not have a contractor leave this field blank. It will be assumed the applicant is doing the work.



7. Contacts Page

The first line of this page populates automatically with the applicant's information. You can now add additional contact information if there are others who should be contacted about the permit. In this section you can specify their relationship to the permit and if they should also receive notifications about this permit.

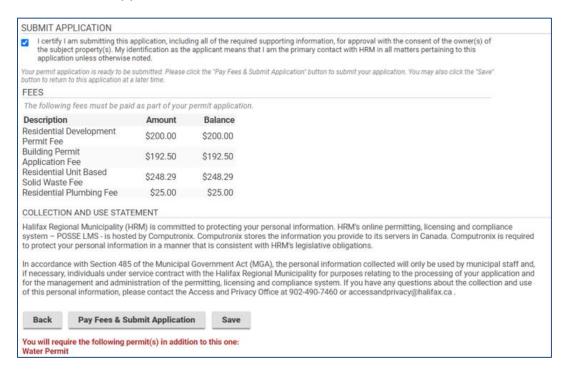
Click + Contacts and supply the requested contact information.

If you previously added a contractor, they will also appear here as a contact. NOTE: all correspondence about the permit will by default go to the applicant.



8. Attestation and Pay:

- A summary of fees appears on this page.
- You will be required to "sign" the attestation by selecting the box confirming you have read and understand the statement.
- At the bottom of the page you can 'Pay and Submit' your permit application.



Note: In red text at the bottom of this page you will be notified if additional related permits are required. They must be applied for separately. This permit application cannot proceed until the related permits are also submitted (applied for and paid). See image for example.

Note:

- *All backyard suites within the municipal waste-water boundary will require a water permit.
- *If the backyard suite is a new building a lot grading permit will also be required.
- *If a new driveway is required to access an HRM road an ROW-D permit will be required.