



CONSTRUCTION AND RENOVATION PROJECT INFORMATION

GENERAL INQUIRIES

Dawn Sutherland, Development/Planning Manager

119 Cumberland Street, Lunenburg, NS

Tel: 902-634-4410, ext. 255 / Fax: 902-634-4416

dsutherland@explorelunenburg.ca

WHY DO I NEED A PERMIT?

All buildings need to be built to meet public health, fire, electrical and structural safety standards. Permits and inspections ensure that these standards are met so that your building will provide you with a safe and healthy environment. This guide is intended to provide a general overview only. Please contact us for specific information when planning your project.

WHAT WORK DO I NEED PERMITS FOR?

- All new construction.
- All structural repairs or alterations.
- All interior and exterior renovations and alterations with a value in excess of \$5,000.
- Additions (includes decks, exterior stairs, porches and sun rooms).
- Placement of a temporary building.
- The demolition of existing structures.
- Any work being done on the outside of a building in Old Town.
- All electrical wiring and repairs (includes areas within the Town of Lunenburg Electric Utility's jurisdiction).
- Development and Heritage Permits/Certificates of Appropriateness are required, but Building Permits may not be required for (Please note this does not mean that the construction does not need to meet the standards of the appropriate Code):
 - accessory buildings not greater than 20 square meters (215.2 feet) in building area
 - installation of siding over existing exterior finish
 - installation of storm windows
 - ground level patios and walkways
 - replacing existing roof surfaces
 - window inserts
 - change of building use (N.B. - Occupancy Permits may be required)
 - signage
 - replacement or installation of a new plumbing *fixture* that does not increase the hydraulic load of the drainage system or require alterations to an existing water distribution system or drainage system.

WHAT IS THE PROCESS?

The following permit applications are available by contacting Dawn Surtherland, Development/Planning Manager (902-634-4410) and may be required for your project:

- "Old Town" Certificate of Appropriateness
- Municipal Heritage Property Permit
- Development Permit
- Building/Occupancy Permit
- Building Permit - deck and stairs only
- Temporary Building/Occupancy Permit
- Building Permit Renewal
- Demolition Permit

The following permit application is available by contacting Town Office (902-634-4410) and may be required for your project:

- Electrical Permit

If your property is serviced by a septic system, approval of the septic system, whether existing or new, from the Department of the Environment may also be required.

WHAT INFORMATION DO I NEED?

You may be asked to provide the following information with your permit application:

- A set of the complete building plans showing all structural, mechanical and electrical components.
- A copy of a plot plan which shows the proposed building, addition and/or deck location on the property with respect to setbacks from lot boundaries and power line easements, if applicable.
- Where applicable, a copy of the approved permit from the Department of Environment stating that the septic system is suitable.
- Civic number or location of the property.
- Written permission of the property owner if other than yourself.
- All applicable fees.

DO I NEED TO SUBMIT ADDITIONAL PLANS AND DRAWINGS?

The type of drawing and technical information required to evaluate Certificates of Appropriateness, Development, Building, Heritage, etc. Permit applications will vary on work proposed. Where an application is for an alteration or addition to an existing building, it shall include “before and after” drawings, sketches or photographs to illustrate both the existing situation and the proposed alteration or addition. Types of drawings required *may* include:

- Site Plan
- Foundation Plan
- Floor Plan
- Section Plan
- Elevation Plan
- Grading Plan
- Exterior Alterations
- New Construction
- Sign designs and dimensions

Site Plan

This drawing shows the location of the proposed dwelling and other structures in relation to the property lines. The site plan should include the following information:

- title, scale and page/drawing number;
- street/road name, civic address;
- north directional arrow;

- property lines and dimensions;
- existing and/or proposed buildings and structures;
- setbacks of buildings and structures from property lines;
- parking space(s), driveways, accesses, loading spaces, curbs, landscaping, fencing;
- setbacks of buildings and structures, distance from common property line;
- dimensions of structures; and
- direction of drainage.

Foundation Plan

This drawing shows the layout of the foundation. The foundation plan should include the following information:

- title, scale and page/drawing number;
- details of the foundation;
- details of the sub-grade (if applicable);
- underpinning details (if applicable); and

Floor Plan

This drawing shows the layout of all floors and identifies the location of all rooms. The floor plan should include the following information:

- title, scale and page/drawing number;
- room names;
- dimensions of rooms, including window and door sizes;
- structural members including lintel sizes;
- all exterior dimensions of the new construction; and
- section locations.

Section Plan

This drawing shows a section through the proposed structure(s) to indicate all building materials and how they relate to each other. The location of the section is shown on the floor plan. The section/drawing should include:

- title, scale and page number;
- room names;
- heights of rooms, doors and windows;
- finished floor levels and elevation;
- finished exterior grade elevation; and
- size and types of materials and finishes.

Elevation Plan

This drawing shows all views of the proposed dwelling. The elevation plan should include:

- title, scale and page/drawing number;
- height of roof to bottom of cladding;

- floor, door and window location(s);
- floor, door, and window level(s);
- floor, door, and window dimension(s);
- clapboard width;
- threshold width;
- baseboard width;
- cornerboard width;
- lintel width;
- window/door trim width;
- exterior finishes and materials; and
- roof slope.

Grading Plan

This drawing shows the proposed land elevations of the property to be developed in relation to existing adjoining properties. The grading plan should be prepared or monitored by an Engineer or a Landscape Architect. The grading plan should include the following:

- title, scale and page/drawing number;
- elevation at centre line of the road;
- elevation of side lot lines of adjoining properties;
- elevation at top of proposed footing;
- elevation at final grade at building wall; and
- direction of drainage.

Exterior Alterations

- sketch or photograph showing existing facade details;
- sketch (or sketch drawn on a photograph) of any proposed changes including details of stairs and railings;
- New Construction - Including New Stairs, Decks or Outbuildings;
- a sketch showing the distance to property lines from the existing and proposed building lines; and
- show all existing buildings, driveways and parking areas.

Signs

- sketch of sign showing dimensions;
- sketch of the building, showing where the sign or photograph will be located or sketch of the lot showing where the sign will be located on the lot;
- dimensions and locations of all existing signs on the lot or building;
- for flat fixed wall signs, also include the length of the wall on which the sign is located and indicate the part used by the business advertised by the sign;
- for projecting wall signs, include the height of the bottom of the sign above grade; and
- material from which the sign is made.

Please note:

- All drawings should be to scale and be legible;
- Minimum size paper should be 8 ½ x 11 inches.

WHAT DOES A PERMIT COST?

- “Old Town” Heritage Certificate of Appropriateness..... (free)
- Municipal Heritage Property Permit (free)
- Development Permit (free)
- Building/Occupancy Permit\$48.00
plus estimated value of construction, materials and labour @ \$ _____
X 0.2% _____ = \$ _____
- Building Permit - deck and stairs only\$24.00
plus estimated value of construction, materials and labour @ \$ _____
X 0.2% _____ = \$ _____
- Temporary Building/Occupancy Permit\$36.00
- Building Permit Renewal.....\$12.10
- Demolition Permit.....\$24.00
- Electrical Permit (based on cost of work)

WHEN SHOULD I APPLY?

Before you start construction or occupy your premises please apply for and obtain your permit(s). The length of time to obtain a permit depends on the complexity of your project and the types of approvals required.

WHERE DO I APPLY?

Development, Heritage Certificates of Appropriateness and Heritage Permit(s); Building, Temporary Building, Occupancy and Demolition Permit(s) inquiries may be directed to and applications completed with the assistance of:

Dawn Sutherland
Development/Planning Manager
119 Cumberland Street, Lunenburg, NS, B0J 2C0
Tel: 902-634-4410 ext 255/Fax: 902-634-4416
dsutherland@explorelunenburg.ca

Electrical Permit inquiries may be directed to:

Nova Scotia Power
Wiring Permit and Electrical Inspection Inquiries
Tel: 800-464-1520

HOW WILL I GET MY PERMIT?

When all the necessary information and approvals have been obtained, the applicable permit(s) will be issued to you. Please let us know if you would like your permit mailed, emailed, faxed, etc. to you.

WHEN DO I NEED INSPECTIONS?

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

- (a) footings in place;
- (b) subfloor plumbing;
- (c) subfloor and foundation insulation;
- (d) pre-backfill;
- (e) except for *manufactured and modular homes*
 - (i) the framing, roof, and plumbing and mechanical systems;
 - (ii) insulation and vapour barrier before wall framing is covered;
- (f) for *manufactured and modular homes*
 - (i) superstructure installation and anchorage systems;
 - (ii) foundation insulation and vapour barrier before wall framing is covered; and plumbing connections below the first floor; and
- (g) before occupancy.

The Fire Inspector may also be required to conduct fire inspections of your building. Typical fire inspections are conducted of apartment buildings, commercial buildings, and other larger projects.

For more information or to arrange a fire inspection, please contact:

Bruce Parks, Fire Inspector
902-634-4410
fireinspector@explorelunenburg.ca

For electrical work accordance with the Canadian Electrical Code (C.E.C.) and local regulations, minimum inspections will be conducted as follows:

- Rough inspection before any wiring is covered from view.
- Final inspections when all wiring completed and all fixtures in place.

WILL I NEED AN OCCUPANCY PERMIT?

When a building has been constructed, undergone renovations and/or a change of occupancy or use an Occupancy Permit may be required before the building may be occupied. Building, Fire, Planning/Development/Heritage, Electrical and/or Department of Environment, etc. final inspections may be required prior to obtaining your Occupancy Permit.



ADDITIONAL INFORMATION:

- Building Permits are valid for one year from the date of issue. If construction has not started or is not finished within this time-frame, you will have to renew the permit for the completion of the project.

- You are required to meet all Federal, Provincial and Municipal standards to ensure minimum safety standards. Because mistakes can be costly and time consuming, ensure your contractor guarantees compliance with these standards.
- When you apply for your permit(s), a civic number sign must be posted on your property for inspectors to locate the property.
- This brochure has been provided for general information purposes only. Please refer specific project inquiries to the Building/Fire Inspector, Planning/Development/Heritage Co-ordinator and/or Electric Utility Superintendent/Inspector as applicable for assistance.

CONTACTS:

<p>Development/Planning Dawn Sutherland, Development/Planning Manager 119 Cumberland Street, Lunenburg, NS Tel: 902-634-4410, ext. 255 Fax: 902-634-4416 dsutherland@explorelunenburg.ca</p>	<p>Building Inspections Municipality of the District of Lunenburg Building Inspection Services 210 Aberdeen Road, Bridgewater, NS Tel: 902-541-1325 Fax: 902-527-1135 building@modl.ca</p>
<p>Heritage Arthur McDonald, Heritage Officer 119 Cumberland Street, Lunenburg, NS Tel: 902-634-4410, ext. 234 Fax: 902-634-4416 amcdonald@explorelunenburg.ca</p>	<p>Electrical Inspections Nova Scotia Power Wiring Permit Centre Tel: 800-464-1520</p>