

Step 1

• APPLICATION

• A meeting is scheduled with the Development Officer or Assistant Development Officer, 902-634-4410 ext 225, planning@explorelunenburg.ca to ensure the application is complete. The **COMPLETE** permit application (including all required detail, site plans and drawings) is submitted to the Development Officer and Building Permit fee is paid (if required). **Incomplete applications will not be accepted.**

• *Please note that a project may require only one or any combination of the following permits and that no permits will be forwarded to the applicant or property owner until all required permits relating to the application have been issued. This process can take up to six (6) weeks from the time a COMPLETE permit application, including all required plans and drawings, is received.*

Step 2

• HERITAGE

• If a Certificate of Appropriateness and/or Heritage Permit are required, the complete application is forwarded to the Heritage Manager for consideration and issuance of these permits.

• ****NOTE**** Heritage Permits apply only to Heritage Designated Properties and must be approved by Council, requiring additional processing time.

Step 3

• DEVELOPMENT

• If a Development Permit is required, the complete application, along with any previously issued permits relating to this application are forwarded to the Development Officer for consideration and issuance of a Development Permit.

Step 4

• BUILDING

• If a Building Permit is required, the completed Building Permit Application is forwarded to the Municipality of the District of Lunenburg Building Inspection Department for review prior to their issuing a Building Permit. The Building Inspector may request further information at this stage to ensure the project meets Building Code requirements. Once this has been satisfied, and all other required permits have been issued, the Building Permit will be forwarded to the applicant, as will the Certificate of Appropriateness, Heritage and Development Permits if applicable to your project.

Step 5

• PERMIT ISSUE

• All permits relating to the application have been forwarded to the applicant. At this point the project is fully approved and construction can begin. If the project involves a Building Permit there will be a list of required inspection stages for which you will be required to contact MODL Building Inspection (902-541-1325) to arrange the inspections. Once the project is complete and all required inspections have been carried out, an Occupancy Permit will be issued by MODL Building Inspection and forwarded to the applicant.