



## PERMIT APPLICATION

 **Building Permit**
 **Demolition Permit**

Community Development Department  
 PO Box 369, 186 Central Street  
 Chester, NS B0J 1J0  
 Email: [building@chester.ca](mailto:building@chester.ca)

Phone: 902-275-3080  
 Fax: 902-275-2598

### PROPERTY OWNER INFORMATION

Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_

### CONTRACTOR INFORMATION

Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal Code \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_ Other Contact Info: \_\_\_\_\_

### SITE INFORMATION

Job Site Civic Address: \_\_\_\_\_  
 Municipal Sewer System     Onsite Sewer System     Private Road     Provincial Road  
**Heritage Property:**     **YES**     **NO**  
 Existing Occupancy: \_\_\_\_\_ Proposed Occupancy: \_\_\_\_\_

### CLASS OF PROPOSED WORK

Addition     Material Repairs     Structural Repairs  
 Change of Use     Relocate Existing Building     Deck

### NEW CONSTRUCTION

Garage     Dwelling     Other  
 Reflective Civic Number Plate:     YES     NO

Storeys	Width	Length	Bathrooms	Bedrooms	Total Rooms
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### DEMOLITION

Garage     Dwelling     Other  
 Reason: \_\_\_\_\_ Method: \_\_\_\_\_

I do solemnly declare:

1. That I am the authorized agent of the owner named in the application for a permit hereto attached.
2. That the statements herein contained in the said application are true and made with a full knowledge of the circumstance connected with the same.
3. That the plans and specification submitted are prepared with the construction or alterations of the building or buildings described.
4. That the plot plans submitted correctly set out the dimensions and the area of the lands described in the said application and the relation of the locations of the proposed building to the street line and party line.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Value of Construction: \_\_\_\_\_  
 Permit Fee: \_\_\_\_\_ Civic Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
 Acct #: \_\_\_\_\_ PID#: \_\_\_\_\_ Permit: \_\_\_\_\_

## MUNICIPALITY OF CHESTER

P.O. BOX 369, 186 Central Street, Chester, N.S. B0J 1J0

Phone (902) 275-3080 Fax (902) 275-2598

Email: [building@chester.ca](mailto:building@chester.ca)

### INSTRUCTION OF PROCEDURES AND REQUIREMENTS FOR COMPLETION OF BUILDING APPLICATIONS

**PLEASE ALLOW TIME** for issuance of your Building Permit. Although we try to process your application in a reasonable time approval from other departments and processing of our application may take several weeks.

**1. COMPLETE APPLICATION AS APPLICABLE TO YOUR PROJECT.** Please print clearly. All information is required in order to allow the Municipality to issue a Building Permit. Missing information could result in a delay in your approval.

**2. THE FOLLOWING APPROVALS MAY BE REQUIRED BEFORE A BUILDING PERMIT WILL BE ISSUED.** Prior to application staff can inform you what will be required.

- |                                  |  |  |
|----------------------------------|--|--|
| (a) On Site Sewage Permit        | Department of Environment<br>Municipal Sewage Connection | Phone 902-543-4685<br>Phone 902-275-1312 |
| (b) Development                  | Community Development Planning Division                  | Phone 902-275-2599                       |
| (c) Department of Transportation |  | Phone 902-275-3221                       |

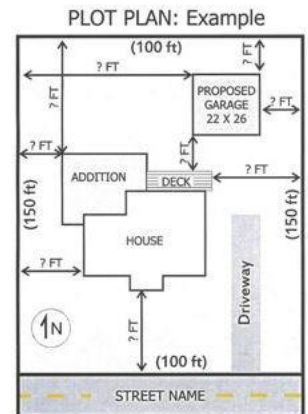
**Other approvals may be required depending on the type of construction.**

**3. IMPORTANT: NO APPLICATION WILL BE CONSIDERED WITHOUT PLANS, DRAWINGS OR SKETCHES.** Structural drawings are to provide sufficient information showing dimensions of building or structure, all floor areas per storey, size and use of all rooms per storey and the size and location of all major support beams, partitions, etc. Sectional views shall be provided to show the method of construction for the foundation(s), all floor, wall, ceiling and roof framing, complete with material sizes and spacing on centre being shown on the plans or sketches.

**4. HEATING VENTILATION, MECHANICAL EQUIPMENT, BARRIER FREE DESIGN FEATURES AND EQUIPMENT,** complete with sufficient information about chimneys, heating, plumbing, masonry and related work shall be shown on the plans submitted, this is necessary to determine compliance with the National Building Code or related standard.

**5. A SITE PLAN** is required outlining the dimensions from property lines, the location of the proposed building and all relevant information. Please show access to property and distance from the road.

**NOTE: IF YOUR BUILDING PROJECT IS OUTSIDE PART 9 OF THE NATIONAL BUILDING CODE OF CANADA, YOU MUST OBTAIN THE SERVICES OF A QUALIFIED PROFESSIONAL ARCHITECT OR ENGINEER.** Most housing and small buildings regulated by Part 9 of the National Building Code do not require professional design.



In some cases, the plans are required to be sent to the Office of the Fire Marshall, (not application for one or two-unit family dwellings or private storage garages). Plans must show all components of fire protection if they are required to be sent to the Office of the Fire Marshall.

If there is inadequate space on this application to provide all the information required, the provide additional information on a separate piece of paper attached to this form when submitting your application.

**Any change or revisions to the work covered by a Building Permit shall require an application for an amended Permit and approval prior to continuing with such changes.**

### ALL CONSTRUCTION IS REQUIRED TO CONFORM WITH THE NATIONAL BUILDING CODE OF CANADA

(as adopted by the province of Nova Scotia, pursuant to the Building Code Act and administered by the Municipality of the District of Chester.)

**Permit fee is based on value of construction. Please indicate a value on application including materials and labour.**