

BY-LAW NO. 81

Effective October 17, 2012

Adopted September 27, 2012

This By-Law applies to construction, demolition, and renovations along with any change of use or occupancy made to structures in the Municipality of Chester. It says that anyone carrying out those activities has to comply with the Nova Scotia Building Code Act (which is Provincial), the Nova Scotia Building Code Regulations (also Provincial), and any the National Building Code of Canada (Federal), which was adopted by the Municipality and Province.

The other requirements of this By-Law include:

1. Having the proper Permits (outlined a little later);
2. Completing an application with Building Office (for a Permit); and
3. Setting up timely inspections by the Building Inspector of the work you're doing.

Types of Permits

-) *Building Permit* – Generally, all types of construction and demolition need a Permit. There are a few exceptions, but it's best to check with the Building Office to make sure.
-) *Occupancy Permit* – Occupancy Permits are issued once the work covered under a Building Permit (construction, renovation, change of occupancy, etc.) is completed successfully and inspected by the Building Inspector.
-) *Temporary Building Permit* – These are only given under certain circumstances, and a building can't be occupied unless an Occupancy (or Conditional Occupancy) Permit is issued
-) *Demolition Permit* – This Permit is issued for knocking down (or partially knocking down) buildings.
-) *Partial Building Permit* – Again, these are only given under certain circumstances.
-) *Conditional Permits* – These are issued for Building Permits as well as Occupancy Permits, and you have to follow the conditions that the Building Inspector notes on them.

Applications

You can't get a Permit without an application and paying the application fee. The fees for applications are listed in out *Municipal Fees Policy (P-20)*, and as of 2014 are,

New Construction (includes \$14 for civic number)
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Up to \$10,000	\$24.00
From \$10,001 to \$20,000	\$30.00
From \$20,001 to \$50,000	\$49.00
From \$50,001 to \$100,000	\$79.00
From \$100,001 to \$200,000	\$139.00 plus \$1.10 per \$1,000 over \$100,001
\$200,001 and over	\$264.00 plus \$1.10 per \$1,000 over \$200,001
Renovations	
Up to \$10,000	\$10.00
From \$10,001 to \$20,000	\$16.00
From \$20,001 to \$50,000	\$35.00
From \$50,001 to \$100,000	\$65.00
From \$100,001 to \$200,000	\$125.00 plus \$1.10 per \$1,000 over \$100,001
\$200,001 and over	\$125.00 plus \$1.10 per \$1,000 over \$200,001
Demolition	\$20.00

Of course, you might be able to get a refund if your application is denied, revoked, abandoned or never completed.

There are pieces of information you **MUST** provide with your application:

1. The completed application form (you can get the Building Office to help you with filling it out);
2. A description of the work or occupancy;
3. A description of the building lot and land (you can use the PID number);
4. A description of the construction, including dimensions and area of the lot and the location of the proposed and existing buildings with the distance from all property lines. If the Building Inspector needs a location certificate or survey, you'll have to provide that too;
5. Building plans (as required by the Nova Scotia Building Code);
6. The value of the materials and labour for the project;
7. Contact information for the property owner(s), architect, professional engineer, contractor and any inspection or testing agencies;
8. Special building systems, materials or appliances; and
9. Anything else that the Building Inspector might need, such as other permits (sewer, development, subdivision, heritage and heritage certificates, and Department of Transportation permits).

Inspections

To make sure construction/demolition/renovations are complying with the Building Codes, the Building Inspector has to inspect the progress every so often. When you receive a Permit, you will be given a list of the stages when an inspection is needed. When you reach that stage (or very close), contact the Building Inspector for an inspection. According to the By-Law, two days' notice must be given.

The stages are described in great detail in the By-Law, but in brief, Inspections are needed:

-) When footings are in place
-) Below grade insulation and slab plumbing
-) Before backfilling the foundation or site preparation for placing a modular/mobile home
-) Of the framing, roof, plumbing and mechanical
-) Of insulation and vapour barrier
-) Of the services connection
-) Anchorage of a modular/mobile home
-) Before occupancy
-) Before and after a demolition
-) Any time the Building Inspector feels an inspection is needed

Other Items of Interest

1. Permits are considered abandoned after six months of inactivity
2. If you need to make substantial changes to the work described in your Permit application, you need to apply for an "amendment".
3. Permits expire after 18 months. This doesn't apply to Temporary Permits. Once the expiration date is drawing near, the Building Office will issue a Renewal Notice to you. Renewals are free and also last for 18 months.

This summary is meant to simplify the related By-Law and in NO WAY replaces the actual By-Law. In the event that the By-Law is contravened, all terms listed in the By-Law will take precedence over this Summary.