

FREQUENTLY ASKED QUESTIONS: For Building Permit Approval



COUNTY *of* ANNAPOLIS
NATURALLY ROOTED

What is the Building Code?

The Nova Scotia Building Code Act and Regulations adopt the current National Building Code for use in all municipalities in Nova Scotia. The main purpose of the building code is to establish a uniform set of construction standards to help ensure your building is safe for structural sufficiency, fire protection and general building safety.

Who needs a building permit?

A building permit is required for all types of construction – building, renovating, demolishing or relocating. If you are unsure if a permit is required for your proposed project, please contact our office to confirm.

How can I apply for a building permit?

In person at the following locations:

County of Annapolis - Municipal Office
Monday - Friday (8:30 am to 4:30 pm)
752 St. George Street, Annapolis Royal

County of Annapolis - Satellite Office
Wednesday and Thursday only (8:30 am to 4:30 pm)
Unit 4 - 291 Marshall Street, Middleton

By mail: County of Annapolis - Planning and Inspection Services
PO Box 100
Annapolis Royal, Nova Scotia
B0S 1A0

By E-mail: Please be advised, photos of applications **cannot** be accepted as these images tend to print in poor quality. Properly scanned documents can be sent to:
planning@annapoliscounty.ca

What do I need to apply?

The following items must be submitted to the Planning & Inspection Services Department for review and approval:

1. A completed application signed by **all** registered owners.
2. A detailed site plan.
3. Building plans with construction details.
4. Approval from the Department of Environment if applicable.
If needed, their office can be reached at (902)679-6086
5. Approval from the Department of Public Works if applicable.
If needed, their office can be reached at 1(844)696-7737

Is engineering required for my project?

Engineering may be required if your proposed construction falls outside of the prescriptive requirements of the Nova Scotia Building Code Act and Regulations. Upon review of your application, the Building Official will indicate if engineering is required.

How do I get approved?

Once the permit application and supporting documents have been submitted, a review will be conducted by the Development Officer and Building Official to ensure the proposed project complies with the land use bylaw, engineering regulations, and the Building Code. If the application meets all requirements, the permit will be issued. If further information is required or concerns arise throughout the review process, you will be notified.

How is the permit fee calculated?

Permit fees will be calculated by the Building Official during the application review process. The following fee schedule can be used as a reference:

New Residential Units	\$25.00 + \$0.10 per square foot
Residential Additions	\$25.00 + \$0.10 per square foot
Residential Renovations	\$25.00 + \$1.00 per \$1,000.00 of estimated value
Commercial & Industrial	\$25.00 + \$0.15 per square foot
Accessory Buildings	\$25.00 + \$0.06 per square foot
Agricultural Buildings (less than 50,000 square feet)	\$25.00 + \$0.03 per square foot
Agricultural Buildings (greater than 50,000 square feet)	\$25.00 + \$0.01 per square ft.
Change of Use	\$50.00 + \$1.00 per \$1,000.00 of estimated value
Locating/Re-locating an existing building	\$50.00
Demolition	\$25.00

* Please Note: If your property is located within a planning area, an additional \$10.00 development permit fee will be added to the building permit fee outlined above.

How long will the building permit remain valid?

Development/Building permits are valid for up to 3 years as long as an inspection is scheduled prior to 1 year from the date of issuance or prior to 1 year from the last inspection. For more information, please refer to the County of Annapolis S2 Building Bylaw.

What building inspections are required?

Permit holders are required by law to notify the office of the Building Inspector upon completion of the following 7 stages of construction. Please refer to our *Required Inspection Calls* document on the website for more information.

Stage 1: Footings (once form work is complete – prior to concrete)

Stage 2: Subfloor Plumbing & Radon Gas Protection

Stage 3: Subfloor & Foundation Insulation

Stage 4: Pre-back-fill

Stage 5: General Framing & Roof Tight

Stage 6: Pre-drywall

Stage 7: Final (prior to occupancy)

What can I do if I am refused a building permit?

If you have been refused a building permit, the building official will notify you of the reasons as to why approval cannot be granted. If you have discussed the matter and have not been able to resolve the issue, you have the option of appealing the decision through the Nova Scotia Building Advisory Committee (NSBAC). You can apply for a hearing if you disagree with the requirements of the building code, sufficiency of compliance with the code or an order from a building official. For more information regarding this process, please visit the NSBAC website.

If you have any further questions regarding the building permit process, please contact our office directly at 902-532-3101 or via e-mail at planning@annapoliscounty.ca

