

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 (interior alterations/additions to existing structures), demolishing or relocating.

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 addressed to:

County of Annapolis (Planning and Inspection Services)
PO Box 100
Annapolis Royal, Nova Scotia
B0S 1A0

Via E-mail: Please be advised, photos of applications and supporting documents **cannot** be accepted due to poor image 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. Department of Environment approval (if applicable)
5. Department of Transportation approval (if applicable)

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 long is the permit 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 as noted within the S2 Building Bylaw.

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.

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 notify the Building Inspector approximately 2 business days before you are ready for the inspection to avoid any delays. You can also refer to the document titled 'Required Inspection Calls' located on our website for more information regarding these 7 stages.

Stage 1: Footings

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 (This inspection must be completed prior to occupying the new building. You are required to schedule a final inspection to ensure all work completed complies with the Building Code and no unsafe conditions exist. This is mandatory!)