

## DEVELOPMENT & PLANNING

**The Development & Planning Department is ready to assist you in the following areas:**

- Municipal Planning Strategy
- Land Use By-Law
- Rezoning and Development Agreements
- Subdivision Applications
- Building & Development Permits
- Registered Heritage Properties
- GIS and Mapping
- Economic Development

### Department Contacts

#### Director of Development & Planning

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#### Municipal Planner

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#### Permits & Inspections Supervisor

David L. Buell  
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#### GIS and Mapping

Maggie Pitts  
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#### Economic Development Officer

Eileen Davage  
email: [edavage@cumberlandcounty.ns.ca](mailto:edavage@cumberlandcounty.ns.ca)

## FREQUENTLY ASKED QUESTIONS

1

### Where do I apply for a permit?

In-person at the Upper Nappan Service Centre, 1395 Blair Lake Rd. or by email to [permits@cumberlandcounty.ns.ca](mailto:permits@cumberlandcounty.ns.ca)

2

### What documents are required?

Typical documents include:

- Completed application form
- Name of contractors, licensed professionals
- Value of construction
- Site Plan showing property and building dimensions
- Complete set of building plans and construction drawings
- Other approvals may be required on site like engineering, driveway, etc.

3

### How do I get a civic number?

For all civic number related questions, call Permits & Inspections, 902-667-1142

4

### Where can I find the zoning map?

In-person at the Upper Nappan Service Centre, 1395 Blair Lake Rd., or online at [www.cumberlandcounty.ns.ca/plan-cumberland](http://www.cumberlandcounty.ns.ca/plan-cumberland)

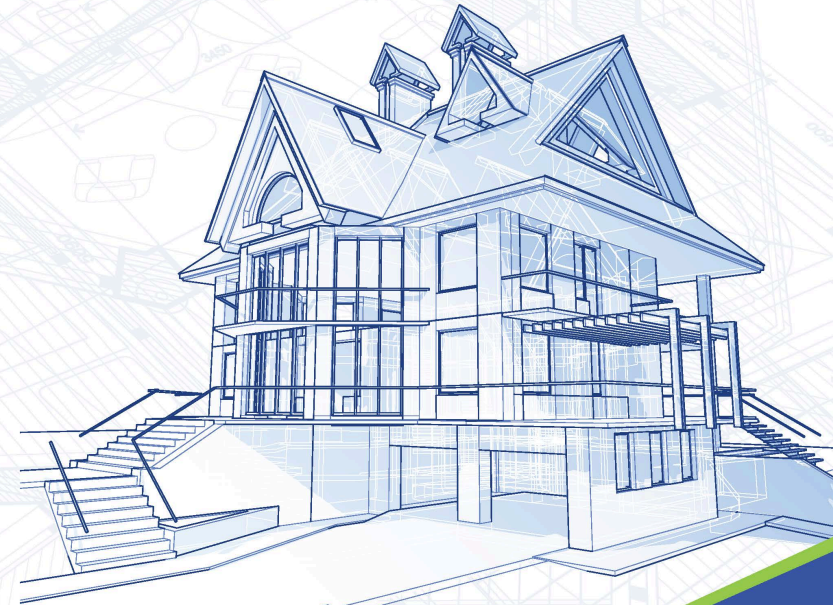
5

### Who do I contact for other questions?

Contact Customer Service by phone to 902-667-2313 or by email to [customerservice@cumberlandcounty.ns.ca](mailto:customerservice@cumberlandcounty.ns.ca)

Development & Planning  
Department

# Building & Development Permits



902-667-1142



[permits@cumberlandcounty.ns.ca](mailto:permits@cumberlandcounty.ns.ca)



[cumberlandcounty.ns.ca](http://cumberlandcounty.ns.ca)



1395 Blair Lake Road,  
Upper Nappan NS B4H 3Y4



May 2026





## GETTING STARTED

### Permits Are Required For:

- New building construction
- Signs
- Structural changes
- Building demolition
- Building relocation
- Change of use
- Sheds, garages & accessory structures
- Decks & stairs
- Renovations

### Permits are NOT required for:

- Cosmetic repairs (painting)
- Changing windows & doors in existing openings
- Replacing siding or roofing
- Non-structural changes

### Inspections ARE required at these stages:

- Water / Sewer connections before infill
- Footings before pouring foundation walls
- Before back-filling foundation
- Under-slab plumbing, heating & insulation
- Framing & Roofing
- Insulation / vapor barrier before covering walls
- Prior to any occupancy
- And as indicated on the Building Permit

### Schedule an Inspection

In-person at the Upper Nappan Service Centre,  
1395 Blair Lake Rd., by calling 902-667-1142, or by  
email to [permits@cumberlandcounty.ns.ca](mailto:permits@cumberlandcounty.ns.ca)



## LAND USE DEVELOPMENT & PLANNING FEES

### Fees in relation to Land Use Development & Planning

|                                                                                                                                  |                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| \$50                                                                                                                             | Zoning Confirmation Letter                                                                                |
| \$25                                                                                                                             | Development Permit Processing Fee*                                                                        |
| No Fee                                                                                                                           | Variance Application Processing Fee                                                                       |
| \$200                                                                                                                            | Site Plan Approval Application Processing Fee*                                                            |
| Development Agreements and Applications to amend the Municipal Planning Strategy and/or the Land Use By-Law, including rezoning. |                                                                                                           |
| \$500**                                                                                                                          | Processing Fee*                                                                                           |
| \$500                                                                                                                            | Total Cost of Advertising & Notices<br><i>Advertising deposit payable at the time of application. ***</i> |
| \$28.50                                                                                                                          | Copies of the Municipal Planning Strategy and Land Use By-Law, with letter-sized black/white maps         |
| \$11.40                                                                                                                          | Full size colour copies of existing Municipal Planning Strategy or Land Use By-Law maps                   |
| \$57/logo                                                                                                                        | Gateway Business Logo Sign                                                                                |

\* Processing fees are non-refundable.

\*\* This processing fee will be waived for registered charitable or non-profit organizations if the Agreement or Amendment is for the benefit of the organization.

\*\*\* When the actual cost of advertising or providing notice is known, the difference between the deposit and the actual cost will be refunded or billed to the Applicant.



## BUILDING AND DEMOLITION FEES

### Fees in relation to Building and Demolition Permits

|                         |                 |
|-------------------------|-----------------|
| \$25 plus \$0.1/ sq ft  | New Residential |
| \$50 plus \$0.15/ sq ft | New Commercial  |

Renovations/Additions Residential  
\$25 plus \$1.50/ \$1000 value

Renovations/Additions Commercial/Farm  
\$50 plus \$2.50/ \$1000 value

|      |                               |
|------|-------------------------------|
| \$25 | Demolition Residential        |
| \$50 | Demolition Commercial/Farm    |
| \$75 | Mini Homes No Basement        |
| \$25 | Mini Homes Basement/Additions |

Residential Decks & Accessory Storage  
<500 sq ft, \$25      >500 sq ft, \$50

Commercial Decks & Accessory Storage  
<500 sq ft, \$50      >500 sq ft, \$75

|      |                       |
|------|-----------------------|
| \$25 | Solar Residential     |
| \$50 | Solar Commercial/Farm |

|      |                                 |
|------|---------------------------------|
| \$25 | Permit Renewal Residential      |
| \$50 | Permit Renewal Commercial /Farm |

Construction without permit, 2x applicable fee  
Refund for unissued permit, \$25 fee retained  
Refund for issued permit, no refund  
Delay, \$50 per occasion

|      |                           |
|------|---------------------------|
| \$25 | Occupancy Residential     |
| \$50 | Occupancy Commercial/Farm |

|      |                              |
|------|------------------------------|
| \$20 | Civic Sign                   |
| \$50 | Civic sign post and hardware |