



Upper Nappan Service Centre  
1395 Blair Lake Rd.  
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Springhill Service Centre  
43 Main St., PO Box 1000,  
Springhill, NS B0M 1X0  
Phone (902) 597-3751  
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Parrsboro Service Centre  
4030 Eastern Ave, Box 400,  
Parrsboro, NS B0M 1S0  
Phone (902) 254-2036  
Fax (902) 254-2313

File No.

Toll Free 1-888-756-6262  
cumberlandcounty.ns.ca  
permits@cumberlandcounty.ns.ca

**PERMIT APPLICATION:**  Development  Building  Demolition

**APPLICANT**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**PROJECT LOCATION**  
Community \_\_\_\_\_  
Civic # \_\_\_\_\_ Street \_\_\_\_\_  
Property ID (PID) \_\_\_\_\_  
Tax Account # or AAN \_\_\_\_\_

**PROPERTY OWNER(S)**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**CONTRACTOR**  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
**ENGINEER/ARCHITECT/DESIGNER**  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

**PROJECT TYPE**  
 New  Rebuild  
 Addition  Renovation  
 Relocate  Change of Use  
 Repair  Other

**STRUCTURE TYPE**  
 Single Unit Dwelling  Tiny House  Commercial/Industrial  Community Centre  
 Multi-Unit Dwelling  Recreational Cabin  Agricultural/Institutional  Church  
 Mobile Home  Deck/Gazebo  Communication Tower  Post Disaster Bldg  
 Manufactured Home  Garage/Shed  Wind Turbine  Other (describe)

**PROJECT DETAILS**  
Square Footage \_\_\_\_\_ Primary Heat Source \_\_\_\_\_ Municipal Water \_\_\_\_\_  
Number of Bedrooms \_\_\_\_\_ Secondary Heat Source \_\_\_\_\_ Well Water \_\_\_\_\_  
Floors (grade & above) \_\_\_\_\_ Existing Use of Property \_\_\_\_\_ Municipal Sewage \_\_\_\_\_  
Floors (below grade) \_\_\_\_\_ Proposed Use of Property \_\_\_\_\_ Septic & Field Bed \_\_\_\_\_  
**Cost of Labour (pre tax)** \_\_\_\_\_ **Cost of Materials (pre tax)** \_\_\_\_\_

BY MY SIGNATURE BELOW I ATTEST THAT THE PERMIT FOR WHICH THIS APPLICATION APPLIES:  
 **IS** A RECOGNIZED REGISTERED HERITAGE PROPERTY  **IS NOT** A RECOGNIZED REGISTERED HERITAGE PROPERTY

**DETAILED DESCRIPTION OF PROPOSED PROJECT**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**  
Received By \_\_\_\_\_  
Date Received \_\_\_\_\_  
Reviewing Official \_\_\_\_\_  
Total Valuation \_\_\_\_\_  
NBC Building Class \_\_\_\_\_  
LUB Zone \_\_\_\_\_  
Fire Service Area \_\_\_\_\_

By signature and verifiable consent the applicant and owner attest to the information on this application as being correct and accurate. Further, it acknowledges that it is clearly understood that the application is not a permit and does not authorize the applicant to proceed with any work until such a time that the permit is issued.  
**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT OWNERS CONSENT**  
Signature:  Applicant or  Owner  
\_\_\_\_\_ Date \_\_\_\_\_  
*If not owner attach verifiable consent from land owner*

**FEES**  
Development Permit \_\_\_\_\_  
Building Permit \_\_\_\_\_  
Demolition Permit \_\_\_\_\_  
Other Fees \_\_\_\_\_  
Total \_\_\_\_\_

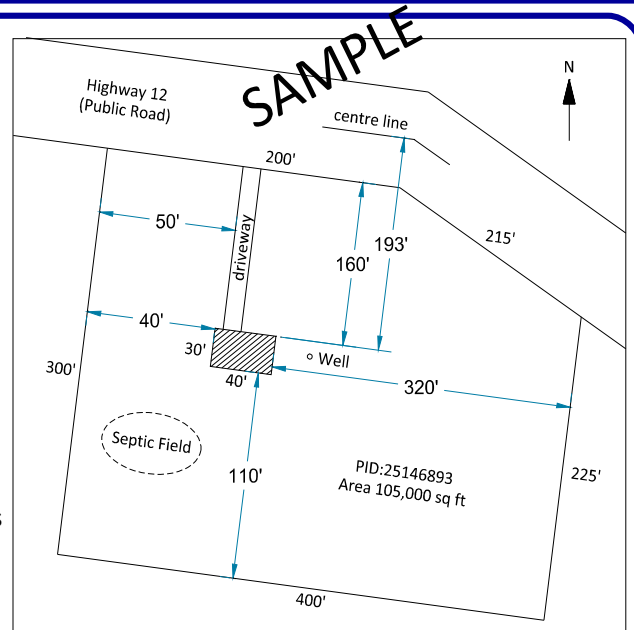
## Additional Requirements for Permit Applications

### SITE PLAN

All applications to construct a new building, build an addition or the placement or moving of a building on a property must be accompanied by a site plan with accurate measurements, drawn To scale which clearly shows all of the details listed below.

- A north arrow
- The Property Identification Number (PID)
- Shape and dimensions of all boundaries for the parcel of land
- General location of all watercourses or water bodies
- The name and location of existing streets, roads, or lanes
- The approximate location of any wells or septic fields
- The location, and use of all existing buildings on the lot
- All proposed building(s) with distances to the front and nearest side lines
- Areas of outdoor uses such as salvage yards, cemeteries and car lots
- The location of any driveways and distances to one property side line

**Additional information may be required.**



### BUILDING PLANS

Building Plans: drawn to scale must include the following information:

- Floor plan showing room use, dimensions, doors and windows
- Truss drawings stamped by Professional Engineer licensed in Nova Scotia
- Heating, ventilation, and mechanical appliances
- Carbon monoxide and Smoke Alarms
- Size, spacing and span of floor, wall, lintel, roof and other framing members
- Stairs and landings, including tread width, rise, run, headroom, guards and handrails
- Building elevations showing grade, siding, roofing, windows, doors and chimney
- Slope of roof and details of roofing, flashing and eave protection
- Typical cross section, taken through the structure from the footing to the roof, showing:
  - Footing and foundation, drain, and slab details
  - Floor assembly construction
  - Wall assembly construction
  - Roof assembly construction

#### Note:

All concrete slab foundations must be designed by a Professional Engineer licensed in Nova Scotia other than those for a single storey garage or shed 55 sq meters (592 sq ft) or less in area

### OTHER PERMITS/REQUIREMENTS

You may need permits from other agencies prior to applying for a municipal permit. These should be applied for well in advance And a copy of the permit included in your application. The most common other permits required are:

- Permit to erect a structure within 100m of a public highway (Issued by Dept of Transportation)
- Permit to install an On-Site Septic System (Issued by Nova Scotia Environment)
- Renovations or additions that increase the number of bedrooms require assessment by a qualified person (QP) that the Septic system is capable of handling the increased usage
- Permit to connect to a Municipal water or sewer system (Issued by the Municipality which owns the utility)
- Call before you dig (in areas with natural gas pipe-lines or buried utilities)

### TRADE CERTIFICATIONS

Many systems and components require professional installation and/or are compulsory trades such as electrical, plumbing, WETT installed appliances, HVAC and heat pumps, air ex-changer balancing, etc. The Building Official may require documentation of Trade certifications before approving inspections or issuing an occupancy permit

**INCOMPLETE APPLICATIONS WILL RESULT IN YOUR APPLICATION BEING RETURNED OR DELAYED**