

Applications will not be processed for review if they are not completely filled out, a value of construction provided and supporting documentation included.

Supporting documents are always required as part of making a permit application.

Site Sketch

Site sketch showing distances to all property boundaries and existing structures.

Please label any existing structures. Reference the sample attached.

Construction Details

This must include a cross section at shall be through an exterior wall from the footing to the roof and show: footing and foundation wall size, and exterior grade above basement floor and all floor, roof, and wall assemblies.

Construction Details and notes such as all sources of heating, ventilation or other mechanical systems shall be included.

Floor plans must be included showing labeled rooms, door opening measurements, and window opening measurements.

Elevations must include all side of the structure with overall height to the highest point, depth of eaves or overhangs, window and door locations.

A scope of work may be required depending on the nature of the application.

Signage Application

1. Sign design (type, dimensions (L, W & H), illuminated or not)
2. Site sketch with location of all existing and proposed signs and distance to property lines for new ground signs
3. For wall signs location on building and length and height of wall the sign is being installed on
4. For window signs the dimension of the window
5. For ground sign the total height of the sign structure from grade to the top of the sign structure
6. For projecting signs, location, height from bottom to grade, type of anti-swing measures to be used

Permit fees must be paid before a documentation review is conducted.

After a documentation review you maybe be requested to provide the additional information:

- NS Transportation Infrastructure Renewal Approval for all provincially owned roads.
- Department of Environment Approval
- Municipal Sewer Connection Approval
- Engineering
- Architectural Details
- Location Certificate
- Other information based upon Land-Use or Building Code review.