

## Notes for Completing a Building Permit Application

The following information is to assist you in completing the Building Permit Application if you intend to erect, construct, add, alter, replace; change or alter the use of the building(s) or structures within the Region of Queens Municipality to ensure compliance with the latest edition of Nova Scotia Building Code and Regulations. Please ensure that you read all of the attached pages of the application.

The application must be complete with the date of the application, full address of the project location, the full name and mailing address of the owner, the full name and address of the builder, and full name and address of the applicant. The application must be signed and dated.

If you are building with an **ICF BLOCK SYSTEM**, then ensure that a copy of the current installer's card for the product is enclosed with the application. If you are using a **screw or auger type anchor system**, then ensure all the manufacturer's info and installer information is attached to the application.

**All applications** must be accompanied by the fees and details or drawings showing the scope of work. These drawings/details must show all details and contain the information as outlined on page 2 of the application.

**PLEASE NOTE:** A Development Permit is needed before a Building Permit can be issued.

**Failure to complete the application as required will result in delays in processing the permit and no work will be permitted to start without a Building Permit.**

**Remember: The Application Form is NOT your Permit**

**Apply early to avoid delays**

Should you have any questions, please review the information available on the Region's website: [www.regionofqueens.com](http://www.regionofqueens.com) or contact the Building Inspector at 902-354-3455.



### Region of Queens Municipality

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[regionofqueens.com](http://regionofqueens.com)

P: 902-354-3455  
F: 902-354-7473  
E: [info@regionofqueens.com](mailto:info@regionofqueens.com)  
Toll Free: 1-800-655-5741

## Permit Application

Building Permits are processed in the order in which they are received and in accordance with the timelines set out in the Building Code Act

### Drawings

- drawings to scale with scale clearly indicated
- elevation views
- plan views per floor
- cross-sectional detail to include foundation wall fill height, type of wall, thickness, footing size, floor size, perimeter drain size and location, and gravel bedding
- joist sizes, types, spans, and spacing
- beam size, spans, columns, and footing
- full cross-sectional detail for cathedral ceilings or roofs to include joist size, depth of insulation, ventilation air space, and access top and bottom, and purlins
- bathroom ventilation, attic hatch size and locations, garage door closure, and other miscellaneous details
- truss design and truss layout plan
- plumbing
- fireplace rough-in clearances to combustibles
- crawl space ventilation, heights, poly ground sheet and cover, insulation support, heating and access
- woodstove and fireplace construction details, including clearances to combustibles and type of chimneys
- windows, doors specifications

### Additions

- same details as above for new construction, along with connection details between new and old construction

### Decks

- plan view, including guard and handrail locations
- cross-sectional detail, including guard sideview, post sizes and locations, footing sizes and locations, and header sizes

### Inspections

A minimum of 48 hours notice is required at the following stages of construction:

1. excavation (prior to pouring footings)
2. foundation (prior to backfilling)
3. underground plumbing (prior to covering)
4. framing, plumbing, and mechanical rough-in (prior to insulation)
5. septic system - final inspection report required before occupancy
6. wood burning appliance - copy of report from W.E.T.T. certified installer before occupancy
7. insulation & vapour barrier (prior to drywall)
8. fire separations & fire stopping
9. final (prior to occupancy)
10. electrical permits and inspections may be required through the project & copies of inspections will be required. Inspections conducted by NSPI
11. gas appliance permits and inspections are required. A green tag shall be attached to the equipment on the property.
12. air exchanger - copy of final inspection report by certified installer

**BUILDING PERMIT APPLICATION**

*(This form is not a Permit)*

<b>FOR OFFICE USE ONLY</b>													
Fees Paid:		Receipt #		Development Permit #:		Building Permit #:							
Date Received:		By:		PID #:		Assessment #:							
<b>PROJECT INFORMATION</b>				Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>	Institutional <input type="checkbox"/>	Other <input type="checkbox"/>					
Street Name						Civic #	Lot/con.						
Town			Postal code		Plan # / Other Description								
Building Total Sq. Ft.			Deck Total Sq. Ft.		Project Value Est. \$								
<b>PURPOSE OF APPLICATION</b>													
New Construction <input type="checkbox"/>		Addition to an existing building <input type="checkbox"/>		Alteration/repair <input type="checkbox"/>		Accessibility Related Project <input type="checkbox"/>							
Proposed Use of Building				Current Use of Building									
Description of Proposed Work:													
<b>APPLICANT</b>													
Applicant is:				Owner <input type="checkbox"/>				Authorized Agent of Owner <input type="checkbox"/>					
Last Name				First Name				Corporation/ Partnership					
Full Mailing Address				Postal Code		Province		Email					
Telephone #				Fax #		Cell #							
<b>OWNER (if different from applicant)</b>													
Last Name				First Name				Corporation/ Partnership					
Street Address						Unit #		Lot/con.					
Full Mailing Address				Postal Code		Province		Email					
Telephone #				Fax #		Cell #							
<b>BUILDER</b>													
Last Name				First Name				Corporation/ Partnership					
Street Address						Unit #		Lot/con.					
Full Mailing Address				Postal Code		Province		Email					
Telephone #				Fax #		Cell #							
<b>COMPLETENESS OF APPLICATION</b>													
Have you completed a development permit application?						Yes <input type="checkbox"/>		No <input type="checkbox"/>					
This application is accompanied by the plans and specifications.						Yes <input type="checkbox"/>		No <input type="checkbox"/>					
This application is accompanied by the information and documents which will enable the Chief Building Official to determine whether the proposed building, construction will not contravene any applicable law.						Yes <input type="checkbox"/>		No <input type="checkbox"/>					
<b>DECLARATION OF APPLICANT</b>													
I do solemnly declare that:													
That I am the authorized agent of the owner in the application for a permit hereto attached;													
The statements herein contained in the said application are true and made with the full knowledge of the circumstances connected with the same;													
That the plans and specifications submitted are prepared for the construction or alteration of the building(s) described;													
That the plot plan(s) submitted correctly set out the dimensions and the area of the lands described in the said application and the relation of the location of the proposed building to street line and party line; and													
THAT ALL CONSTRUCTION WILL BE CARRIED OUT IN ACCORDANCE WITH THE LATEST EDITION OF THE NOVA SCOTIA BUILDING CODE REGULATIONS AND THE NATIONAL BUILDING CODE OF CANADA.													
Signature of Applicant _____						Date _____							
Date Building Permit Issued:				Date Occupancy Permit Issued:									
Approved by:				Approved by:									
Documents: Health Approved <input type="checkbox"/>								Source of Water <input type="checkbox"/>		TIR Approved <input type="checkbox"/>		Heritage Property <input type="checkbox"/>	

Please use the fee schedule and worksheet to calculate and remit your fee with the respective application.

TYPE	BASE FEE	ADDITIONAL FEES
New Residential Construction Including new additions	\$20.00	+ \$0.10 per square foot of livable space
Residential/Commercial	\$15.00	+ \$2.00 for every \$1000 or part thereof of estimated value of work (locating/relocating)
Commercial/Industrial	\$30.00	+ \$0.10 per square foot
All other new construction including decks	\$15.00	+ \$0.08 per square foot of usable space, including decks
Temporary/Partial Building Permits*	None	+ \$4.00 for every \$1000 of part thereof of the estimated value of work
Mobile Home Locating/relocating	\$30.00	
Mobile Home Concrete foundations	\$50.00	
Repairs/Renovations	\$15.00	+ \$2.00 for every \$1000 or part thereof of estimated value of work (locating/relocating)
Demolition Permits	\$20.00	
Occupancy Permits	<b>FREE</b>	
Nova Scotia Power Service Installation	\$20.00	
Change of Occupancy of an Existing Building	\$20.00	
Temporary Tent (Special Events)	\$20.00	

<b>Base / Permit Fee</b>	\$ _____
+ \$0.10 per sq. ft.	\$ _____
+ \$2.00 / \$1000 est. value of work	\$ _____
+ \$0.08 per sq. ft.	\$ _____
+ 4.00 / \$1000 est. value of work	\$ _____
<b>TOTAL OWED</b>	\$ _____

\*the fee for any Partial Building Permit shall be deducted from the fee calculated for the full Building Permit in relation to the same structure on the condition that the full Building Permit application is complete within six (6) months of the issuance of the Partial Building Permit.