



Application drop-off and payments: Pictou Town Office, 40 Water St, Pictou, NS B0K 1H0

Planning & Development Office Location: 120 Main St, Trenton, NS

Fax: 902-752-0090

Planning & Development Phone: 902-752-4476; Email: roland.burek@trenton.ca

Building Official Phone: 902-759-9189; mannie.withrow@trenton.ca

## Building & Development Permit Application

A. PURPOSE OF APPLICATION			
New Use: <input type="checkbox"/> Yes <input type="checkbox"/> No		Estimated Cost: \$	Application Date:
Class of Work:	<input type="checkbox"/> New <input type="checkbox"/> Signage	<input type="checkbox"/> Addition <input type="checkbox"/> Repair	<input type="checkbox"/> Renovation <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition <input type="checkbox"/> Other
Type of Structure:			
<input type="checkbox"/> Single Family House	<input type="checkbox"/> Deck	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Institutional
<input type="checkbox"/> Multi-Unit Residential	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Centre
<input type="checkbox"/> Seasonal Dwelling	<input type="checkbox"/> Shed	<input type="checkbox"/> Industrial	<input type="checkbox"/> Church
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Garage	<input type="checkbox"/> Communication Tower	<input type="checkbox"/> Post-Disaster Building
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Temporary Structure	<input type="checkbox"/> Wind Turbine(s)	<input type="checkbox"/> Other _____
B. APPLICANT			
Name:		Company:	
Address:			
Phone #:	Fax #:	Cell #:	Email:
C. PROPERTY OWNER(S) (if different from Applicant)			
Name:		Company:	
Address:			
Phone #:	Fax #:	Cell #:	Email:
D. PROJECT INFORMATION			
Site Address:		Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property ID (PID):		Tax Account #:	
Proposed Use:		Existing Use:	
Is there any other building on the lot? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give use of building:			
Project Description:			
E. SERVICES			
Water Supply		Sewage Disposal	Existing Proposed
Municipal System	<input type="checkbox"/>	Municipal System	<input type="checkbox"/> <input type="checkbox"/>
Drilled Well	<input type="checkbox"/>	On-Site System	<input type="checkbox"/> <input type="checkbox"/>
Dug Well	<input type="checkbox"/>	Holding Tank	<input type="checkbox"/> <input type="checkbox"/>
Other:		Other:	
F. CONTRACTORS			
Architect:		Engineer:	Developer:
Electrician:		Heating:	Mason:
Plumber:		General Contractor:	



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G. SITE MEASUREMENTS		H. BUILDING LOCATION ON SITE	
Lot Area:		Front Yard (setback):	
Front Lot Line:		Rear Yard (setback):	
Rear Lot Line:		Left Side (setback):	
Left Side Lot Line:		Right Side (setback):	
Right Side Lot Line:		Flanking Side (setback):	
Frontage:		Parking Spaces:	
		Driveway:	
I. BUILDING DETAILS (of New Construction)		J. SITE PLAN – Attach Sketch/Survey Plan	
Height:		<input type="checkbox"/> Show location of building/structures/signs	
Width:		<input type="checkbox"/> Show all dimensions	
Depth:		<input type="checkbox"/> Locate and show size of all easements across property	
Foundation Type:		<input type="checkbox"/> Show all street names	
# Units:		<input type="checkbox"/> Show location and size of driveway/parking spaces	
# Bedrooms:		Note: Builders are required to confirm elevation and location of services with the Public Works Department before excavating for new construction.	
# Floors:			
New Units Created:			
K. DECLARATION OF APPLICATION			
<p>I, (we) _____, certify that (Owner or Authorized Agent)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications and other attached documentation is true to the best of my (our) knowledge.</li> <li>I agree to comply with the regulations of the relevant By-Laws for the Town of Pictou and any amendments thereto.</li> <li>It is clearly understood by the undersigned that this is only an application and does not authorize the applicant to proceed with any work until a permit is issued.</li> </ol> <p>_____ Signature</p> <p>_____ Date</p>			

### INFORMATION REQUIRED FOR ADDITIONS, GARAGES, SHEDS

Name of Owner: \_\_\_\_\_

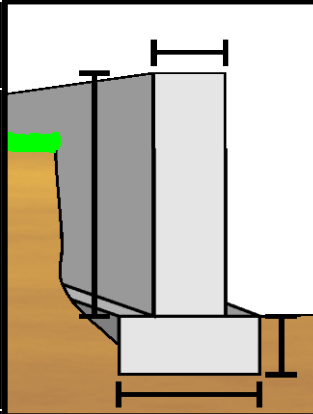
Location of Project: \_\_\_\_\_

Building Type: \_\_\_\_\_ Building Size: \_\_\_\_\_

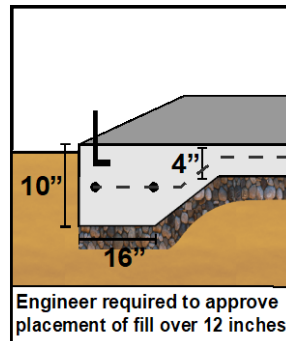
Number of Stories: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_

Foundation Type:

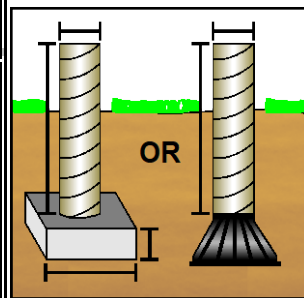
Frost Wall	
Footing Width -	in
Footing Thickness -	in
Thickness of Wall -	in
Height of Wall -	ft



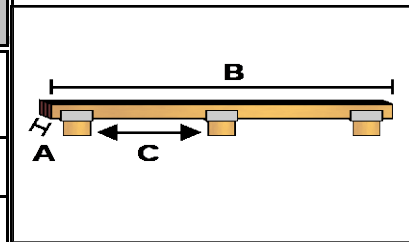
Garage Slab	
Thickness -	in
Slab placed on 12 inches of	
in-filled land? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Engineer letter required <input type="checkbox"/> Yes <input type="checkbox"/> No	



Piers & Footings	
Footing Width -	in
Footing Thickness -	in
Size of Pier -	in
Height of Pier -	ft



Carrying Beam	
A) Beam Size	
B) Span of Beam	
c) Support Spacing	



	Size	Span / Length	Spacing
Main Floor Joists			
Second Floor Joists			
Wall Studding			
Roof Rafters / Prefab Trusses			

Graded Lumber:      Yes \_\_\_\_\_      Own Lumber \_\_\_\_\_      (Provide Licensed Grader Form)

Plumbing Required:                    No \_\_\_\_                    Yes \_\_\_\_                    Plumber

Type of Heating System: \_\_\_\_\_ Flue: Prefab \_\_\_\_ Masonry \_\_\_\_

Additional Information / Comments:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## Information Required on Building Plans

1. Plans must be drawn to scale,  $\frac{1}{4}$  inch = 1 foot is a common scale used. Specific details are often drawn at  $\frac{1}{2}$  inch = 1 foot.
  - Floor plans must display layout showing room sizes and use of floor space
  - Size and placement of all windows and doors
  - North, South, East, and West elevations of proposed exterior walls must also be included with all proposed deck construction
2. Foundation details, including:
  - Type (i.e. poured concrete, slab)
  - Wall heights and wall thickness
  - Footing width & thickness
  - All ICF foundations shown on drawings with product name
  - All ICF shallow foundations with engineered drawings provided
3. Size, type and spacing of load bearing columns and the size and thickness of footings under columns, or strip footing location and size.
4. The size, spacing and spans of floor joists on each floor level and any proposed load carrying beams.
5. The size and spacing of exterior load bearing walls and interior load bearing walls.
6. The size and type of lintels over all openings.
7. The size, span and spacing of roof rafters and ceiling joists where conventional roof framing is used, or trusses shown on plans.
8. The rise, run, width and headroom clearance of all interior stairs and the size of landings where applicable.
9. Details of exterior decks and landings, including foundation, size of beams, spacing of concrete piers, supporting beams, size and spacing of joists, and height of guards where required.
10. Details showing methods of achieving required insulation levels for residential buildings (Above grade walls R24, foundation walls below grade R20, flat ceilings below an attic space R40, sloped ceilings R32.)
11. Locations of required smoke and carbon monoxide alarms.

**FEE SCHEDULE - February 2018**  
**SUBDIVISION, PLANNING & BUILDING PERMITS**

FEE	PARTICULARS
<b>SUBDIVISION</b>	
Preliminary Subdivision	N/C
Concept Subdivision Approval	N/C
Tentative Subdivision Approval	N/C
Final Subdivision Approval	\$100.00
Land Registration Office (LRO)	
Fee Schedule (Payable to LRO)	
Registry of Deeds Plan	\$179.01
Land Registration Plan	\$113.35
Deed	\$83.51
Certified Copy	\$11.99
<b>PLANNING</b>	
Development Permit	\$25.00
Zoning Confirmation	\$100.00
Rezoning (advertising deposit)	\$1,100.00
Development Agreement (advertising deposit)	\$1,300.00
Planning Document & Maps	\$50.00
Custom Maps (B&W)	\$1.50 per sq. ft.
Custom Maps (Colour)	\$7.00 per sq. ft.
<b>BUILDING PERMITS</b>	
Administration Fee	\$25.00
New Residential Construction	\$25.00 plus \$0.14 per sq. ft. (per floor) plus \$0.08 per sq. ft. (basement)
Mobile Homes	\$75.00
Swimming Pools	\$50.00
Commercial, Institutional & Industrial Construction	\$25.00 plus \$0.18 per sq. ft.
Agricultural Buildings	\$25.00 plus \$0.08 per sq. ft.
Building Renovations	\$25.00 plus \$2.50 per \$1000 of estimated value of construction
Building Additions	
Residential	\$25.00 plus \$0.14 per sq. ft.
Commercial/Institutional/Industrial	\$25.00 plus \$0.18 per sq. ft.
Accessory Buildings	\$50.00
Demolition Permit	\$25.00
Permit Renewal Fee	\$25.00
Unavailable or Not Prepared for Inspection	\$25.00
All Construction/Repairs/Alterations Begun Without a Permit	<b>Double the Required Fee</b>
Fee Refund Provisions	Not Issued \$25 Fee Retained Permit Issued No Refund

\* Payment accepted in cash, debit or cheque