Commercial Permit Process

☐ Checklist to a Successful Construction Project

Do I need a permit?
Are you renovating, or constructing a building, erecting a sign, changing the use of your building, or building an accessory building?

☐ Yes
☐ No

What type of permit do I need?

☐ Development
Where structures are placed on a lot in relation to a property boundary, line and other structures on the lot

☐ Demolition
Removal of any building or major structure

☐ Building
How structures are build

☐ Occupancy
Before a building can be occupied

☐ Sign
Before a sign may be erected

Who should I talk to?

Development Officer
Reviews Development permit applications to ensure the construction complies with the Land Use By-Law

Building Official
Reviews Building, Demolition, and Occupancy Permit applications to ensure the construction complies with the National Building Codes

Where can I find an application?
Review the application form for required information. Most applications require a site plan, floor plan, present use, proposed use, # of dwelling units, square footage, and total construction cost.

Online
http://townofyarmouth.ca/

Town Hall
3rd Floor Planning and Development

How long will this take?
Depending on the scope of your project the application review process may be require more or less time

How much will this cost?
Sign and Development applications are free.

Permit Application Process

Submit Application

☐ Development Permit is required

☐ Development Permit is not required

☐ Provide a site plan

☐ The Development Officer will review and establish if all required information is provided

☐ The Development Officer provides response

☐ Refuse

☐ Appeal Decision
Should you wish, you have 14 days to appeal this decision to the Utility and Review Board

☐ Approve

☐ If required application moves to the Building Official

☐ Building Permit
1-2 Weeks
Total Value x $.20 per ft.² OR 1% per $1000

☐ Occupancy Permit
1-2 Days
$35

☐ Demolition Permit
1-2 Days
$60

☐ The Building Official will review and issue permit

☐ Arrange for inspections with Building Official

☐ Final Inspection
enjoy your new construction project

Contact planningadmin@townofyarmouth.ca for more information