

Yarmouth

ON THE EDGE OF EVERYWHERE

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PERMIT GUIDELINES

2019



The following guidelines are intended to assist any person or party intending to erect, construct, add to, alter, replace or relocate any building or part of a building or structure; change or alter the use made of land, buildings or structures within the Town of Yarmouth.

How do I apply for a Permit?

There is one Permit Application form to apply for permits. This form is available on the Town's website at www.townofyarmouth.ca; can be picked up from the Planning Department; upon request can be mailed, emailed or faxed or can be completed in person. The application must be signed and include necessary details and payment once fee(s) have been determined.

Depending on what kind of project or where you are constructing, will directly influence which permit(s) you will be required to obtain. No matter what you are applying for, it is very important to provide us with as much detail as possible. A complete set of blueprints or plans may be required and may speed up the process. Remember to apply early enough to avoid disappointment. It may take time for all the permit(s) to be processed.

Who do I contact?

Development Officer (Planning and Development Department)

The Development Officer is responsible for administering the Town's Land Use By-Law, Subdivision By-Law, Swimming Pool By-Law and Civic Address By-Law, and is available to receive Development Permit applications from landowners. For any questions regarding zoning / permitted uses, subdivision of land, business uses, signage, or civic numbers, please contact the Development Officer directly.

Building Inspection Services (Planning and Development Department)

The Building Official is appointed to act under the Building Code Act, the Fire Safety Act, and receives and processes applications for Building Permits, Demolition Permits, Occupancy Permits, carries out building inspections, and the administration of the Town's Minimum Housing By-Law.

Fire Inspection Services (Fire Services Department)

The Fire Inspector is appointed to act under the Fire Safety Act, performs routine inspections and investigates and responds to complaints.

By-Law Enforcement Officer (Planning and Development Department)

The By-Law Enforcement Officer is responsible for the Dangerous and Unsightly Premises Section of the Municipal Government Act and performs administration of any dangerous and unsightly premises concerns.

Please see the last page of this brochure for contact details.

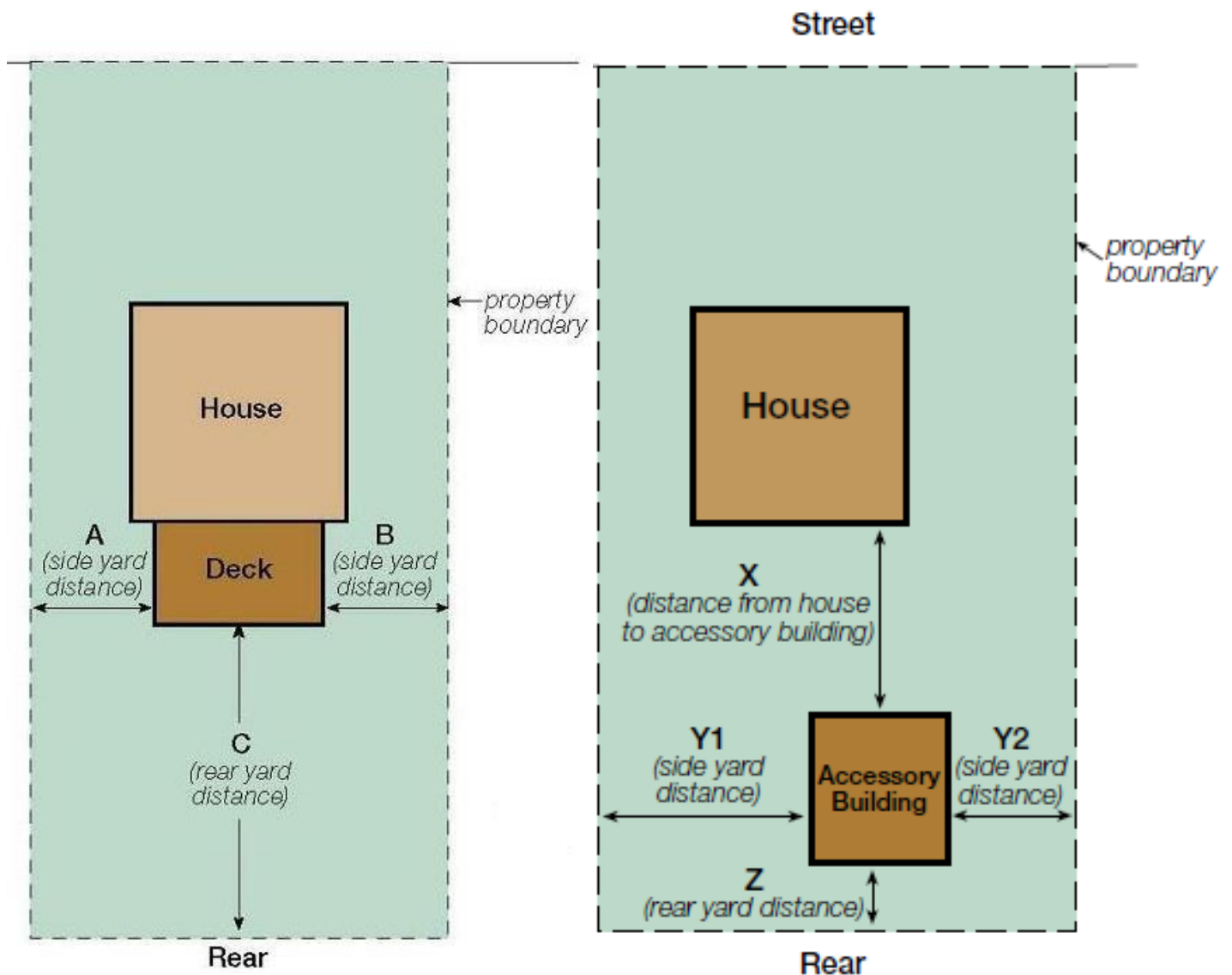
What Permit do I need?

Any or all the following Permits may be required:

Development Permit

This permit is concerned with where structures are placed on a lot in relation to property boundaries, as well as those uses on those lots. A Development Permit is required for new construction, additions, renovations and change of use (e.g. office to a store) and signage. The application must be signed by the owner of the lot, or the agent of the owner of the lot (with the written authorization of the owner) and be accompanied by a plot plan showing where structures will be located.

Example Site Plan: Indicate distances to the property lines, lot dimensions, location of driveway, watercourses and lot identification.



Further information may be necessary to determine whether the proposed development conforms with the requirements of the Land Use By-law. There is NO charge for a Development Permit.

Development Permits expire after six (6) months if not initiated.

Building Permit

This permit is concerned with how structures are built. A Building Permit can be issued after a Development Permit has been issued (or deemed unnecessary). If the construction project does not fit into the following examples for which this permit is required, contact the Building Official for further information: Construction of single & multi-family dwellings, commercial, industrial and mercantile buildings, locating mini and modular homes, reconstruction, interior/exterior structural renovations, decks, carports, additions, accessory buildings over 215 square feet.

Building Permit Fee

(price of land or taxes not considered in calculation)

- Commercial Development: \$0.20 per sq. ft. or 1% (\$10) per \$1000 estimated cost of construction, whichever is less.
- Residential Development: \$0.10 per sq. ft. or 1% (\$10) per \$1000 estimated cost of construction, whichever is less.

Construction or replacement of a veranda, ramps, steps, canopy / awning & decks regardless of size or location require permits. As a courtesy, neighbours may wish to construct fences stepped back from the property line with the good side out.

Demolition Permit

Required for the removal of any building or major part thereof. For details concerning demolition waste management, contact the Yarmouth County Solid Waste Park at Tel: (902) 742-5852.

Permit Cost: *\$200.00 (refundable deposit) + \$50.00 + \$10.00 (non-refundable processing fee) = \$260.00. * Deposit only required with existing hook-ups to Town Services and will be refunded after capping and required inspections by the Public Works Department.

Occupancy Permit

This is the final step in the Building Permit process. Before any part of the building may be occupied, the Building Official must inspect the work that was done. If the work meets the code requirements and no unsafe conditions exist, an Occupancy Permit can be issued. Please contact the Building Official. There is a cost of \$35.00 for the Occupancy Permit.

Additional Information Required

Additional information may be required to accompany application. Building Permit Applications must be accompanied by Details and a Location Plan before they will be reviewed by a Building Inspector. Development Permit Applications must be accompanied by a Location Plan before review by the Development Officer.

Please Note: You are required to submit the construction details of your project to this office for review.

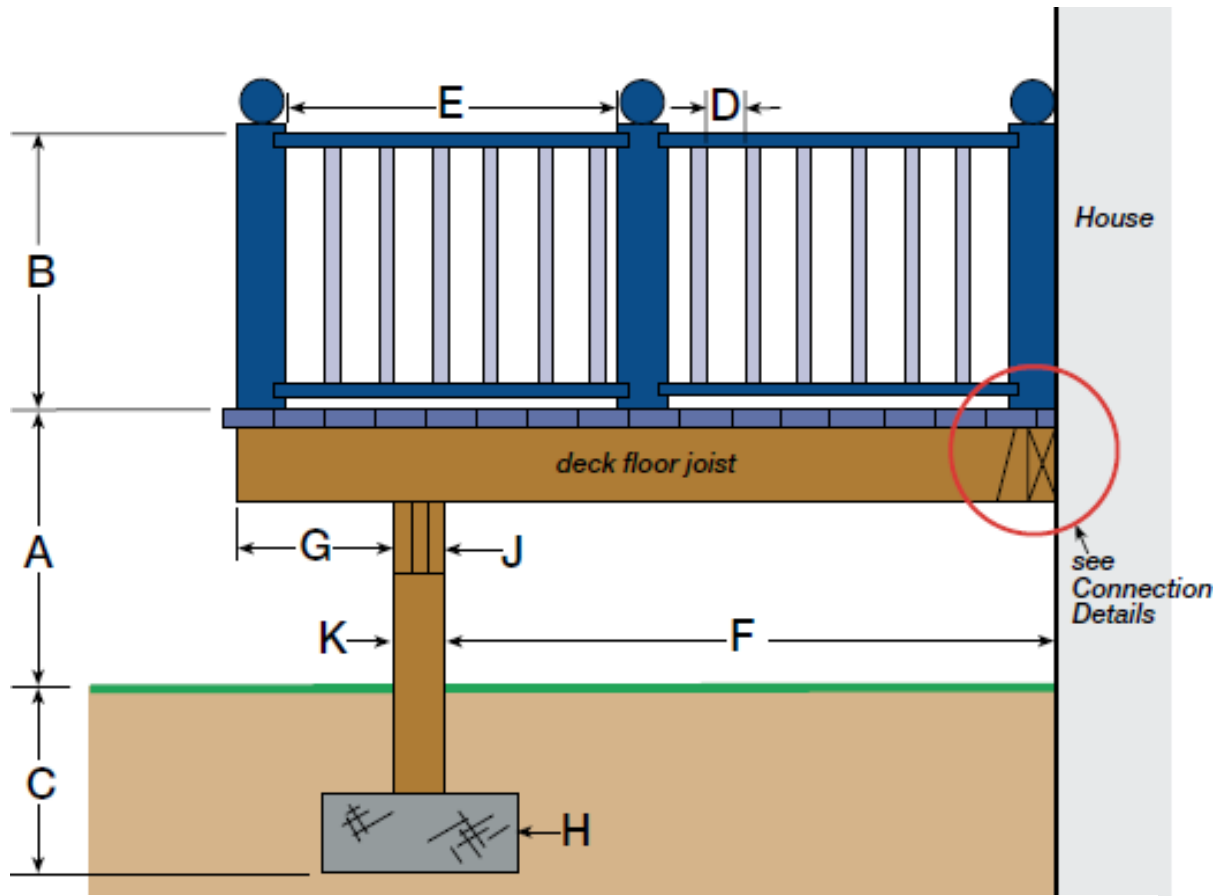
These details are best provided through drawings or plans of proposed construction. Drawings are necessary to aid both contractor and Building Inspector in determining what the project will look like prior to construction. The Building Inspector needs to know these details in order to ensure compliance with the minimum requirements set out in the National Building Code of Canada.

The Building Official has sample drawings and a building permit checklist available to assist with submitting the required information. This information, including sample Fire Safety Plan is available at the Town's website (www.townofyarmouth.ca) for your use.

Remember: The application form is not your permit.
Your project may only begin after the appropriate permit(s) are issued, and the appropriate details and payments have been received. During the construction season, it may take time for an application to be processed.

Please apply early to avoid delays.

Permits expire after one (1) year.

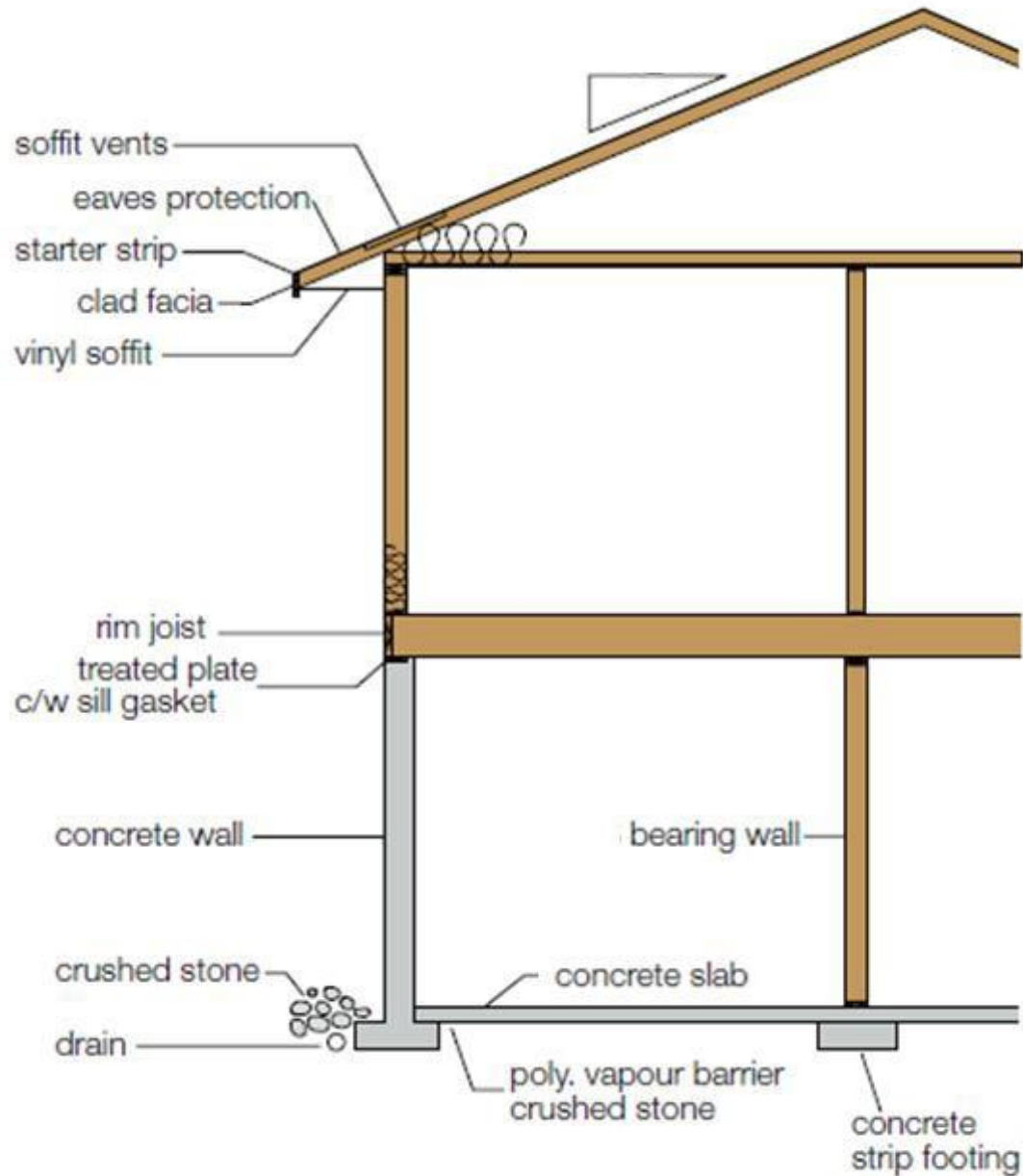


DECK PLAN EXAMPLE /

Civic Address: _____

<i>Indicate Dimensions for the Following</i>		
A	Height of deck above finished ground level	
B	Height of deck guard	
C	Footing depth below grade for frost protection	
D	Openings in the guard	
E	Distance between posts	
F	Span of floor joist	
G	Cantilever (if applicable)	
H	Column footing size	
J	Beam size	
K	Wood column supporting wood beam	
W	Joist size and spacing	
X	Deck width	
Y	Deck length	
Z	Distance between support columns	

Example of a Cross Section



**Typical Information
Required Size / Type /
Placement**

Roof System

- shingles
- felt paper
- sheathing
- roof trusses
- insulation
- strapping
- vapour barrier
- drywall

Exterior Walls

- siding
- sheathing membrane
- sheathing
- insulation
- studs
- vapour barrier
- drywall

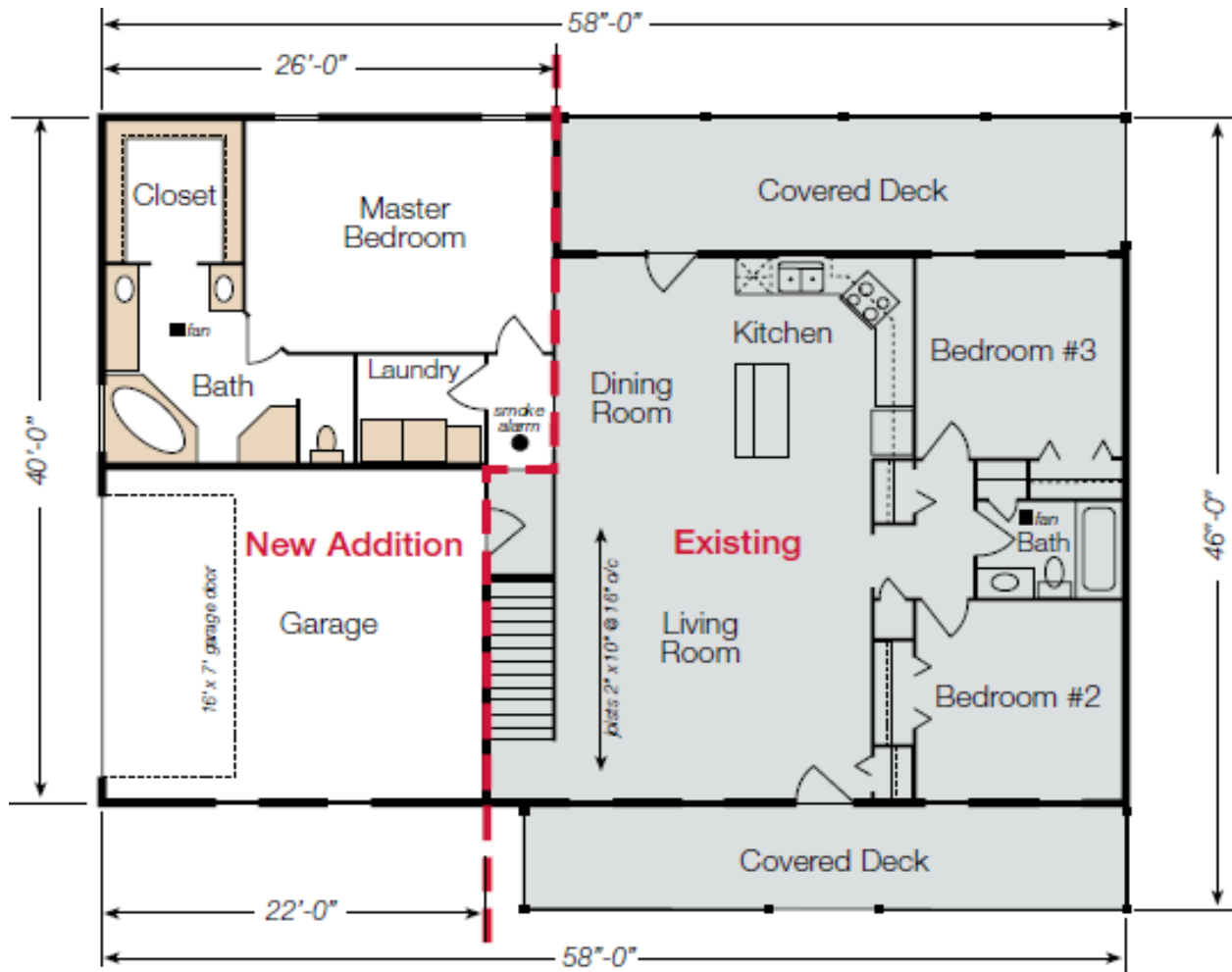
Interior Walls

- studs
- drywall

Floor System

- subfloor
- joists
- strapping

Example of a Detailed Floor Plan



What inspections are required?

The Building Official will need to see as a minimum, the following stages of construction (according to project and permit indication):

- Excavation.
- Footing in place.
- Foundation with damp-proofing, drain tile, crushed rock, etc.
- Underground plumbing.
- Sub-slab underground insulation.
- Rough-in plumbing.
- Framing and roof tight (windows, doors, sheathing papers installed).
- Insulation and vapour barrier prior to the interior finish being installed (electrical, plumbing and heating and mechanical ventilation must be in place).
- Final Building Inspection.

Permit Fee Schedule

Fees are calculated based on the total project value, including material, labour (self-contractors must estimate own labour value) and taxes.

Fees do not include price of land. Some building activities do not require a Building Permit. Please contact the Building Inspector to determine.

Total Square Footage = Total Occupied Space

- **Development Permit:** Free (\$0)
- **Building Permits:**
 - Commercial Development: \$0.20 per sq. ft. or 1% (\$10) per \$1000 estimated cost of construction, whichever is less.
 - Residential Development: \$0.10 per sq. ft. or 1% (\$10) per \$1000 estimated cost of construction, whichever is less.
- **Occupancy Permit:** This inspection fee is \$35. Minimum non-refundable processing fee is \$10.
- **Demolition Permit:** *For all demolition types.*
Permit Cost calculated at *\$200.00 (refundable deposit) + \$50.00 + \$10.00 (non-refundable processing fee) = \$260.00. * Deposit only required with existing hook-ups to Town Services and will be refunded after capping and required inspections by the Public Works Department. For details concerning demolition waste management please contact the Yarmouth County Waste Park, located at 1932 Hardscratch Road. Tel: (902) 742-5852. The Applicant's contact information will be sent to Yarmouth County Waste Park. Proof of proper disposal receipt may be requested.
- **Permit Renewal:** An issued Building permit is valid for one (1) year from the date of issue and is renewable (max. twice): \$25. An issued Development Permit is valid for six (6) months.
- **Refund:** In accordance with The Building Code By-Law, when an application for a permit has not been completed in conformance with the requirements of the by-law within six (6) months after it is filed, the application shall be deemed to have been abandoned. An Application for Refund may be completed to apply for a refund:
 - Permit revoked or abandoned before work commenced – \$100.00 retained and balance refunded. There is no refund for a Development Permit as it is a no-charge permit.
 - Permit revoked or abandoned after work commenced – No refund.

When is a Building Permit not required?

A Building Permit is not required for the following. However, a Development Permit may be required for some or all of the below mentioned items, therefore, you should always check with the Development Officer prior to starting any work:

- Sewage, water, electrical, telephone, rail or similar systems.
- Accessory buildings (defined as a structure secondary to the main structure) under two hundred and fifteen square feet (215ft²) (single storey). Note: The primary structure on any property regardless of size requires permits.
- Interior and exterior non-structural material alterations and material repairs with a monetary value of five thousand dollars (\$5,000) or less. Please check with the Planning Department to determine if property designation or change or use requirements apply.
- Free standing signs, utility poles, and radio communication towers or aerials.



Depending on the class of occupancy, drawings may be required to be provided to the Office of the Fire Marshall.

When can I move in?

When your project is complete and before you move in, call the Building Department for a final/occupancy inspection. If the work that was done meets code requirements and no unsafe conditions exist, an occupancy permit may be issued.

FIRE SAFETY PLANNING



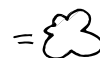
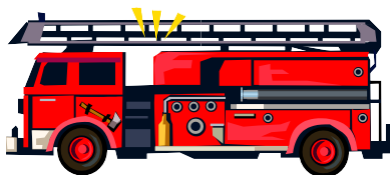
The National Fire Code of Canada requires that certain buildings shall develop and maintain a Fire Safety Plan. Buildings requiring a fire safety plan need to have their plan in place prior to occupancy. To assist owners/occupants in the development and/or maintenance of these plans, the Office of the Fire Inspector for the Town of Yarmouth has prepared a Fire Safety Planning Guide.

Building owners/occupants are encouraged to use this guide as a template to prepare or enhance their plans so that they meet the requirements of the Fire Code.

The following occupancies are required to have a formal fire safety plan:

1. Assembly occupancies (any building in which persons gather including restaurants, halls, gymnasiums, libraries, churches, clubs, bowling alleys);
2. Care, treatment or detention occupancies (hospitals, nursing homes, jails);
3. Every building required to have a fire alarm system including sprinklered buildings;
4. Demolition and Construction sites;
5. Areas used for bulk storage;
6. Areas where flammable or combustible liquids are stored or handled;
7. Areas where hazardous processes or operations occur.
8. A copy of the Fire Safety Planning Guide may be obtained as a MS Word document from the following website:

<https://www.townofyarmouth.ca/fire-services.html>

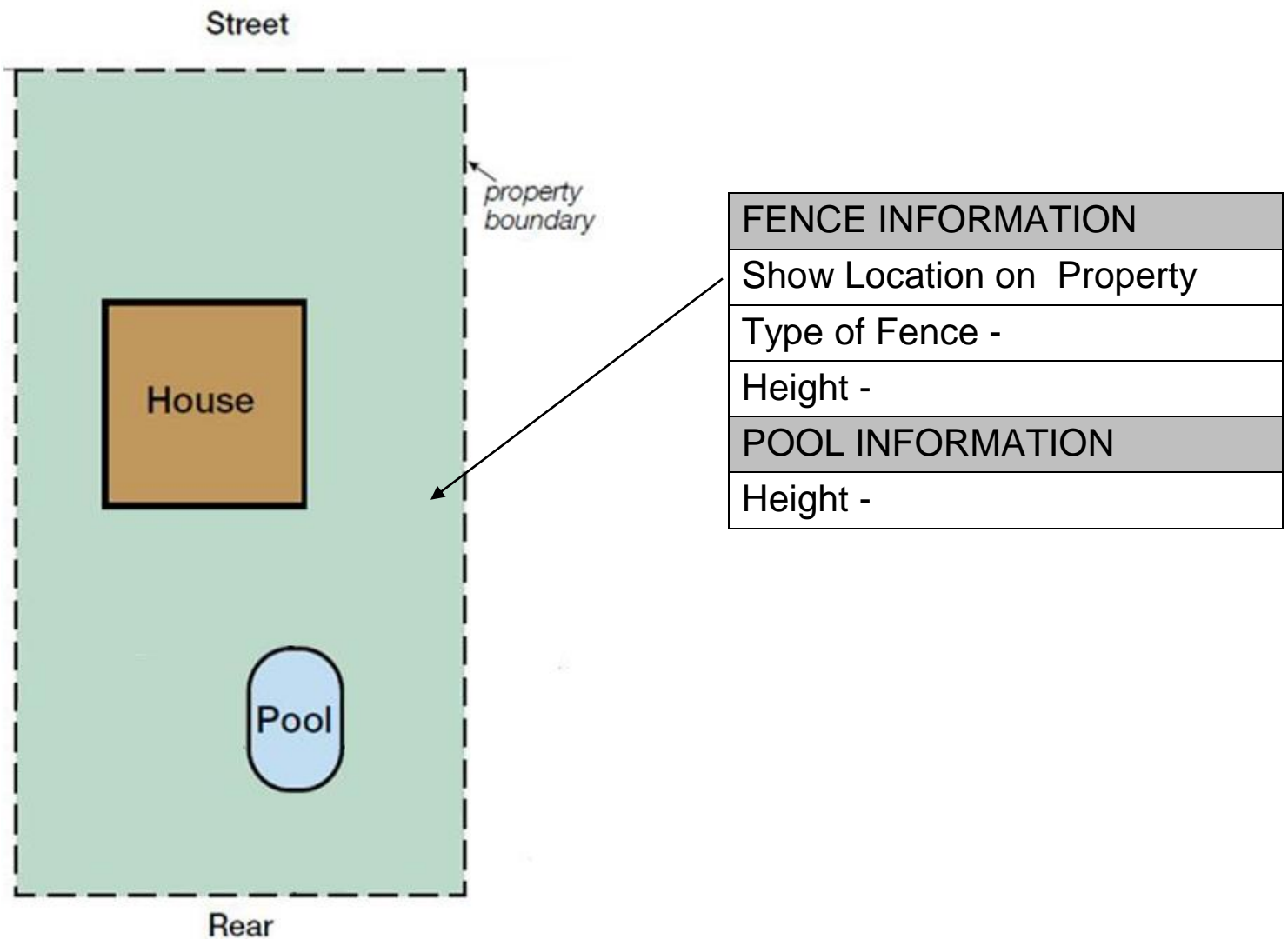


Swimming Pools

Whether above or in-ground a swimming pool is defined as any construction which is erected to hold water and which is more than 24 inches depth.

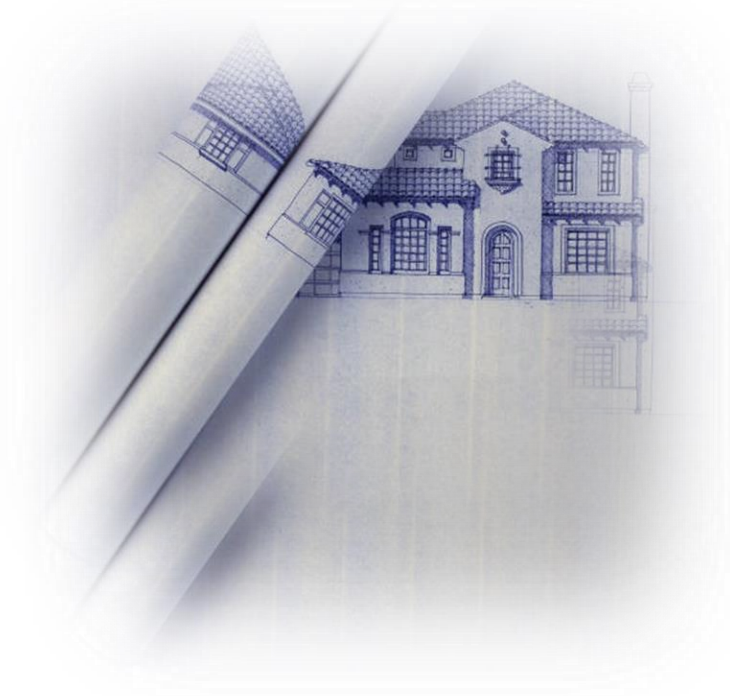
A Development Permit is required for the installation of a swimming pool and enclosure. Please provide details of where and how the fence and pool will be constructed.

Civic Address:



Please Note:

- You are legally responsible for notifying the Building Official at the required inspection stages, so that any problems can be corrected before they become costly. Failure to comply with the required information could produce delays in obtaining necessary approvals.
- An application for which a permit is not issued within six (6) months is considered abandoned. Permits, unless otherwise stated, are valid for one (1) year and are renewable.
- To act as an Agent for the purpose of making Application on behalf of the Owner of a property in the Town of Yarmouth, a Land Owner Authorization must be completed and submitted prior to making application.

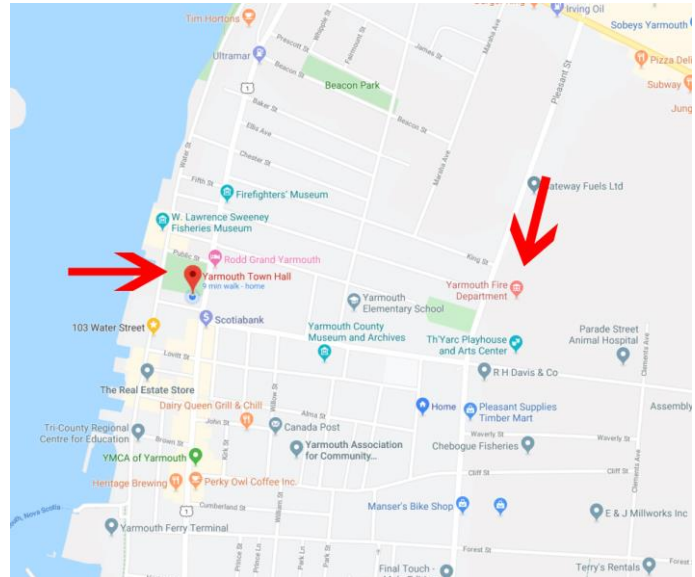


Where can I find more information?

Applications and further information are available on the Town's Website:

www.townofyarmouth.ca

Please feel free to contact the Town with any questions. We are happy to assist with making your permit process as smooth as possible.



TOWN OF YARMOUTH

PLANNING AND DEVELOPMENT DEPARTMENT SERVICES

400 Main St., Yarmouth, NS B5A 1G2

Joanne Earle, Development Officer

Glenn Muise, Building Inspector/Official

Department Tel: (902) 742-1505 / Fax: (902) 749-1474

Russell Allen, By-Law Enforcement Officer

Department Tel: (902) 742-2521 / Fax: (902) 742-6244

FIRE SERVICES DEPARTMENT

221 Pleasant St., Yarmouth, NS B5A 2K2

David Winship, Fire Inspector and Fire Prevention

Department Tel: (902) 740-5706 / Fax: (902) 742-4252