

# 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

