



Application Requirements

Permit Application Requirements:

Every application for a permit shall:

- Identify and describe in detail the work and occupancy to be covered by the permit for which the application is made.
- Describe the land by including where Nova Scotia property mapping exists in the unique Parcel Identifier (PID) or where this mapping does not exist the assessment account number, and a description that will readily identify and locate the building lot.
- Include plans and specifications as required by Section 2.3 of the Code.
- State the valuation and square footage of the proposed work and be accompanied by the required fee.
- State the names, addresses, and telephone numbers of the owner, architect, professional engineer or other designer, constructor, and any inspection or testing agency that has been engaged to monitor the work, or part of the work, and
- Describe any special building systems, materials, and appliances.
- Such additional information as may be required by the authority having jurisdiction.

Drawing Requirements:

One complete set of construction drawings is required. The drawings must be drawn to scale, and must include the following:

- Site Plan – Showing lot and building dimensions, and distances to property lines.
- Building Elevations – Showing exterior finishes (all views), finished grade level, windows, doors, chimneys, stairs, etc.
- Floor Plans – Showing all room dimensions, wall types, window and door schedules, and room finish schedules.
- Sections – Showing building and wall sections (all construction materials), grade level, floor heights, and stair sections.
- Structural Drawings – Showing foundation plan (type, size & dimensions), floor plans, and columns, bearing walls, stairs, ramps, roof plan, and structural details.

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

What building inspections are required?

Inspections are required at the following stages of constructions:

- Footings
- Sub-floor plumbing
- Sub-floor and foundation insulation
- Pre-backfill
- Prior to covering any framing and/or plumbing
- Pre-drywall
- Prior to any use or occupancy

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 (ie. Poured concrete, slab)
 - Wall heights and wall 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 R20, flat ceilings below an attic space R40, sloped ceilings R32).
11. Locations of required smoke and carbon monoxide alarms.