



Permit & Inspection Guidelines

These 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 Stellarton.

How do I apply for a permit?

Permits are available online, can be picked up from Stellarton Town Hall, mailed or emailed, or can be completed in-person with the Building Official.

The type of the project and/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 ahead of your planned project. It may take time for the permit(s) to be processed.

When can I move in?

Before you move in, you must call the Building Department for an occupancy inspection. This inspection is required once your project is complete.

If the completed work meets Code requirements and no unsafe conditions exist, an occupancy permit may be issued. If additional work is required, it must be completed before a permit is issued and before moving in.

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. In an effort to assist owners/occupants in the development and/or maintenance of these Plans, the Fire Inspector for the Town of Stellarton has prepared a Fire Safety Plan Template.

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.

Please note:

You are legally responsible for notifying the Building Department 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.

We do not conduct pre-purchasing building inspections.

Who do I contact?

Mannie Withrow
Building Official | Fire Inspector
(902) 759-9189
mannie.withrow@trenton.ca

Where can I access more information?

The full permit package is available online at www.stellarton.ca and in print at Town Hall.

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