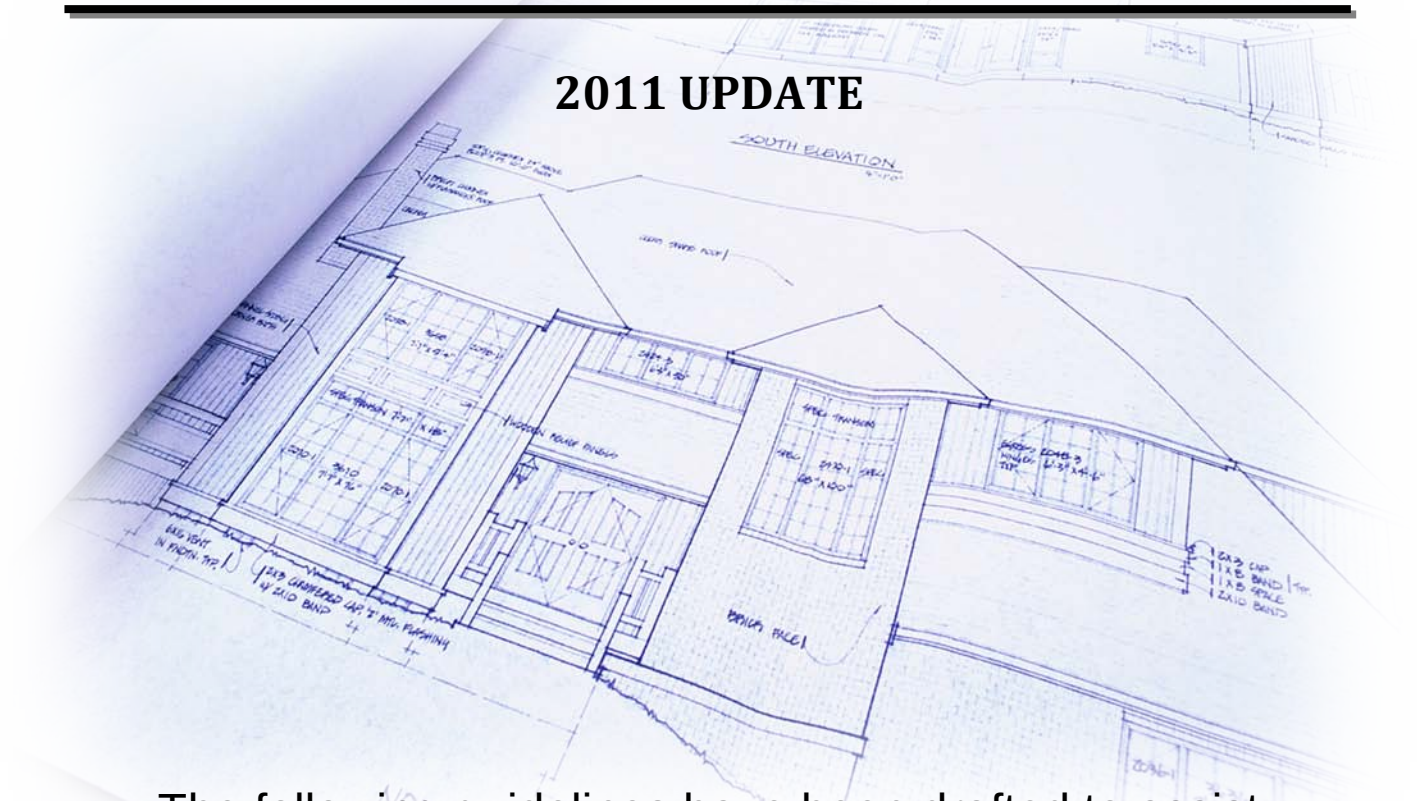
Town of
Bridgewater

PERMIT GUIDELINES

2011 UPDATE



The following guidelines have been drafted 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 Bridgewater.

How do I apply for a Permit?

There is one Permit Application form to apply for all necessary permits. This form is available on the Town's website at www.bridgewater.ca, can be picked up from the Engineering / Building or Planning Departments or upon request can be mailed or faxed. The application must be signed and returned with necessary details and payment.

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

Located in the Planning Department, the Development Officer is responsible for administering the Town's Land Use By-Law, Subdivision By-Law and Land Leased Community By-Law, and is available to receive Development Permit applications from landowners. For any questions regarding zoning / permitted uses, subdivision of land, small-scale business uses or signage, please contact the Development Officer directly.

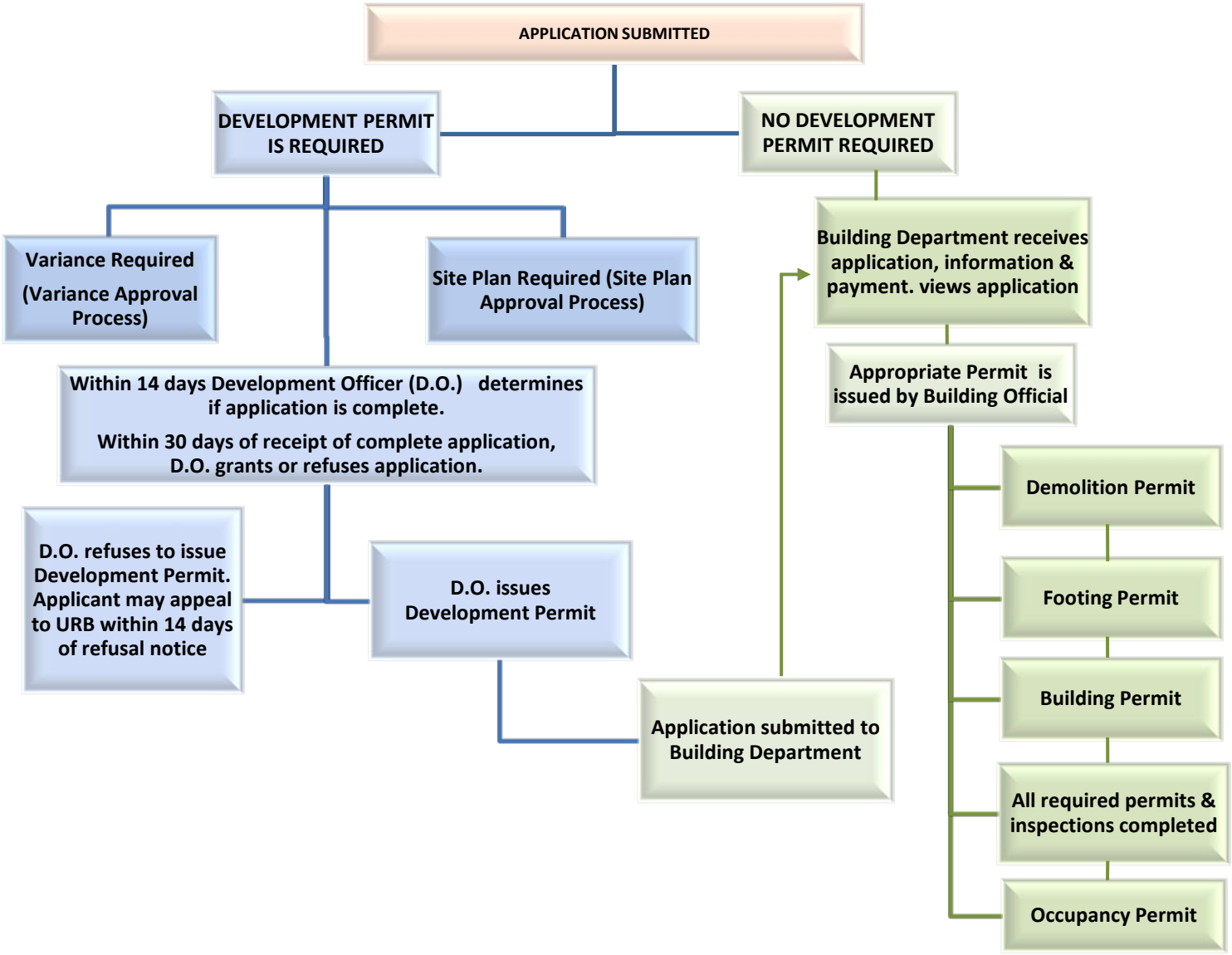
Building and Fire Inspection Services

The Town employs two Building Officials, located in the Engineering Department. Appointed to act under the Building Code Act, the Fire Safety Act and the Dangerous and Unsightly Premises Section of the Municipal Government Act, this department receives and processes applications for Footing / Building Permits, Demolition Permits, Occupancy Permits, carries out building inspections, performs routine fire inspections, and performs administration of any dangerous and unsightly premises concerns.

Both these departments operate out of Level 1 of the Town Hall. Please see the last page of this brochure for contact details.

When can I start my project?

The following chart shows the general process:



The application form is not your permit. Your project may only begin after the appropriate permit(s) is issued, and the appropriate details and payment have been received. During the construction season, it may take time for an application to be processed.
Please apply early to avoid delays.

What Permit do I need?

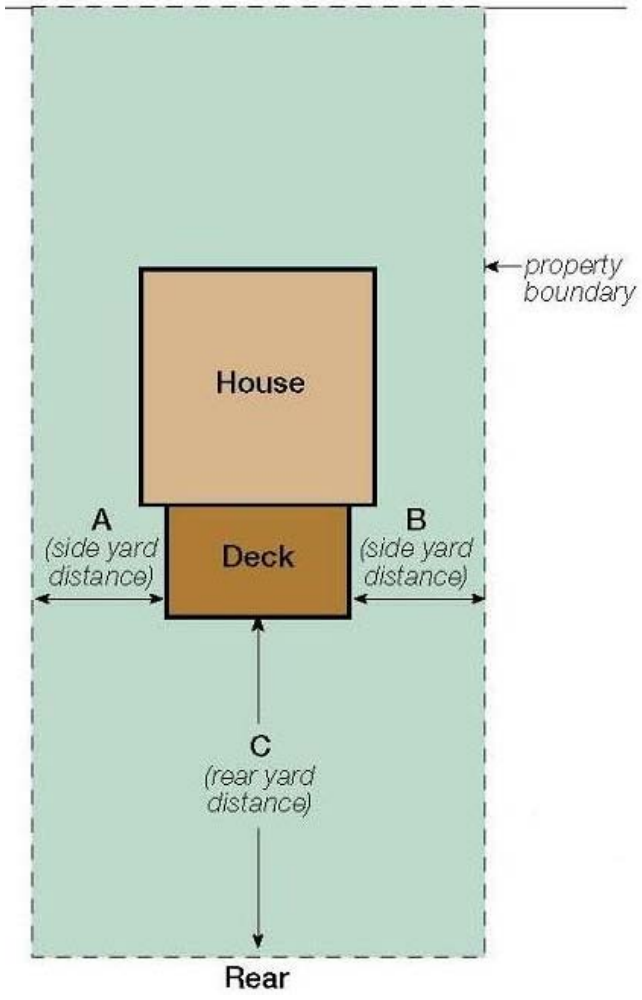
Any or all of the following Permits may be required:

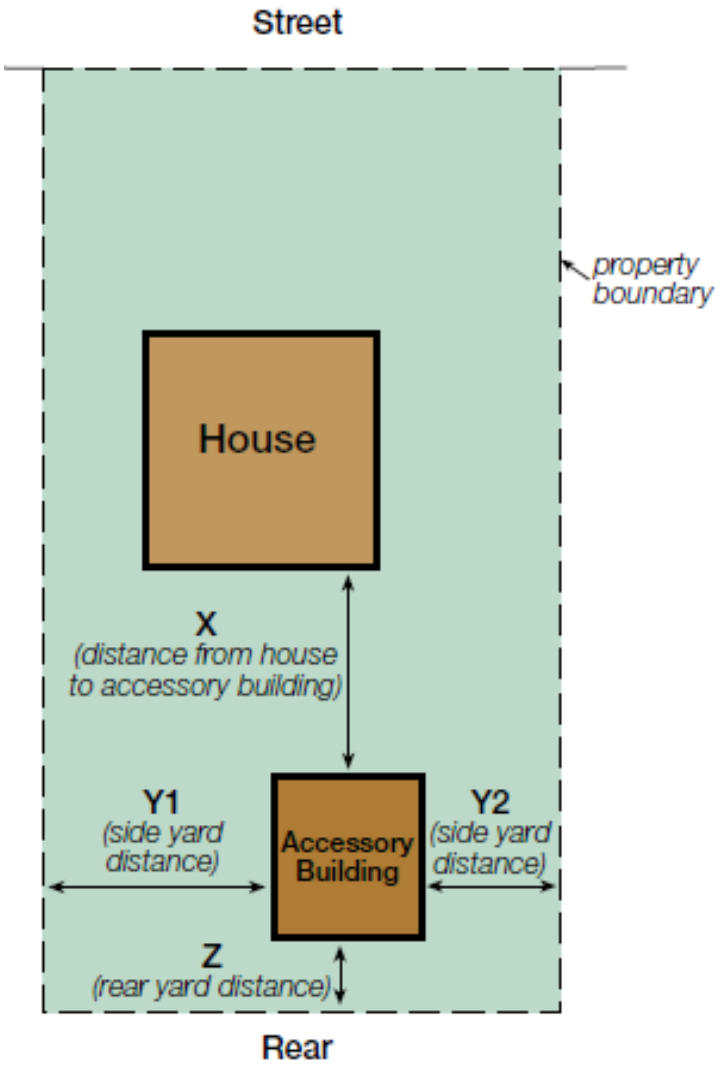
Development Permit

This permit is concerned with where structures are placed on a lot in relation to property boundaries. A Development Permit is required for new construction, additions, renovations and change of use (e.g. office to a store). 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.

Further information may be necessary to determine whether or not the proposed development conforms with the requirements of the Land Use By-law. There is no charge for this permit.

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





Footing Permit

This permit is required if the project requires excavation for footings. Once the Development Permit has been issued and appropriate information has been submitted a Footing Permit may be issued permitting the excavation. Upon approval of excavation by the Building Official, footings may be placed. Once a Certificate of Location of the actual footings is submitted to the Building Official, a Building Permit can be considered. The cost for this permit is included in the cost of the application for a Building Permit.

Building Permit

This permit is concerned with how structures are built. A Building Permit can be issued after a Development Permit and/or Footing 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 (not including land or taxes):

- Manufactured Homes (Single & Multi Section on Surface Mount Foundations Only): $2.10 per $1,000 of total project value
- All Other Types of Construction: $3.00 per $1,000 value of construction (materials and labour).
- Minimum Fee: $25 for projects valued under $8,500.

Demolition Permit

Required for the removal of any building or major part thereof. For details concerning demolition waste management, contact the Lunenburg Regional Recycling and Composting Facility at Tel: (902) 543-2991. Permit Cost: $3.00 per $1,000 value of construction (materials and labour). Minimum Fee: $25 for projects valued under $8,500.

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 no additional cost for this permit.

Additional Information Required

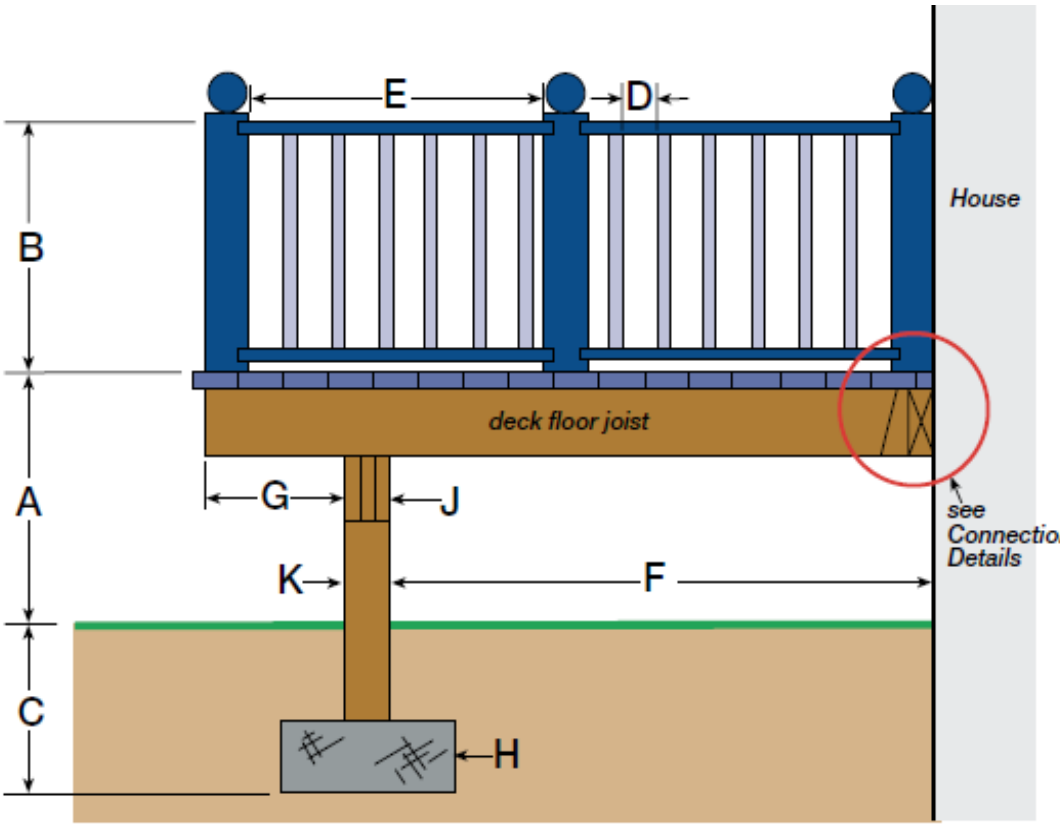
Additional information may be required to accompany application. Building Permit Applications must be accompanied by Details and a Location Plan before they will be reviewed by a Building Inspector. Development Permit Applications must be accompanied by a Location Plan before review by the Development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

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

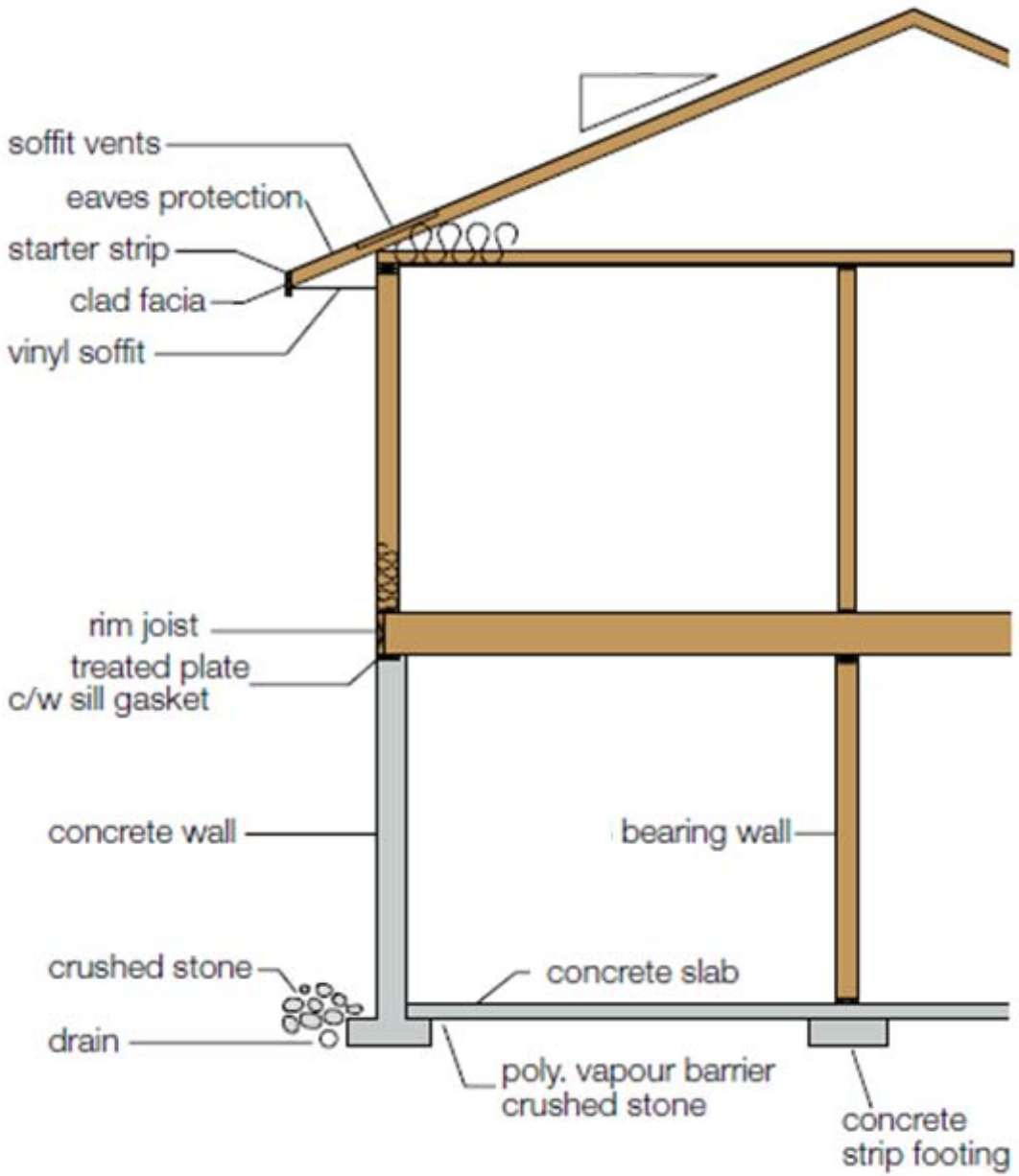
These details are best provided through drawings or plans of proposed construction. Drawings are necessary to aid both contractor and Building Inspector in determining what the project will look like prior to construction. The Building Inspector needs to know these details in order to ensure compliance with the minimum requirements set out in the National Building Code of Canada. The Engineering Department has sample drawings available to assist with submitting the required information. The following are examples of construction plans / details required:

Example of a Deck Construction Plan

Indicate Dimensions for the Following	
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

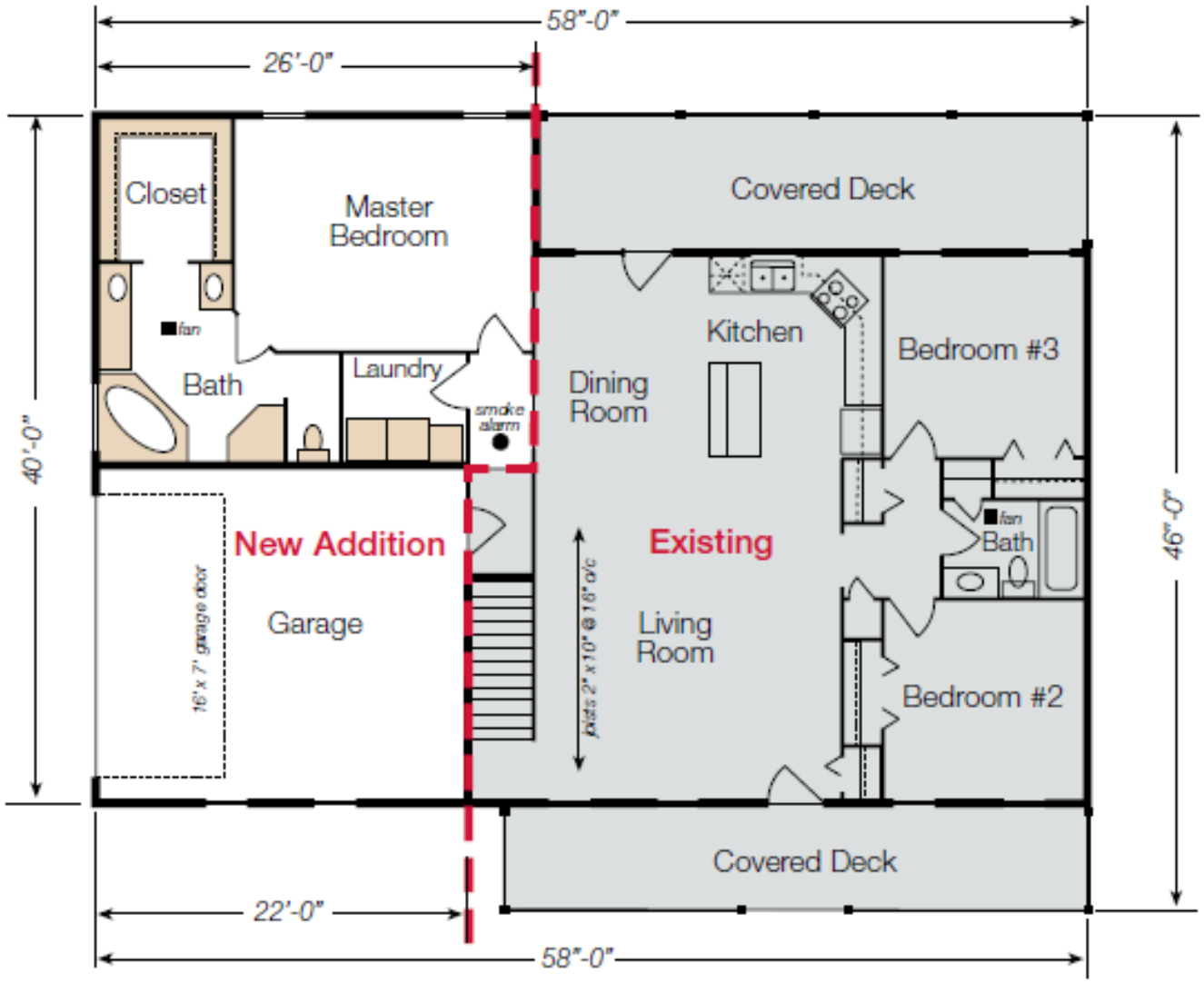
Roof System
- shingles
- felt paper
- sheathing
- roof trusses
- insulation
- strapping
- vapour barrier
- drywall

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

Interior Walls
- drywall
- studs
- drywall

Floor System
- subfloor
- joists
- strapping

Example of a Detailed Floor Plan



What inspections are required?

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

- Excavation
- Footing in place
- Foundation with damp-proofing, draintile, crushed rock, etc.
- 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).
- Prior to occupancy

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:** No fee

- **Building Permits:** Minimum $25 Fee (for projects under $12,000)
  - **Single & Multi Section Manufactured Homes on Surface Mount Foundations Only**: $2.10 per $1,000 of total project value.
  - **All Other Construction Types**: $3.00 per $1,000 of total project value. Minimum $25 Fee (for projects under $8,500)

- **Occupancy Permit**: This inspection is included within the fee of a valid Building Permit. If no Building Permit is in place or has expired a $50 fee will apply for this inspection.

- **Demolition Permit***: For all demolition types.*
  Minimum $25 Fee (for projects under $8,500). *Permit fee calculation based on total project value not including land, taxes, or disposal fees:* $3.00 per $1,000 of total project value. Attach a sketch showing proposal. All services are required to be capped at the property line and inspected by the Engineering Department. For details concerning demolition waste management please contact the Lunenburg Regional Recycling and Composting Facility, located at Whynott's Settlement, 908 Mulloch Road. Tel: (902) 543-2991. The Applicant's contact information will be sent to Lunenburg Regional Community Recycling Centre. Proof of proper disposal receipt may be requested.

- **Permit Renewal**: An issued permit is valid for one year from the date of issue and is renewable at the discretion of the Inspector: $25

- **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 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 – $25.00 retained and balance refunded.
  - 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:

- Sewage, water, electrical, telephone, rail or similar systems.
- Accessory buildings (defined as a structure secondary to the main structure) under 215 square feet (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 $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.

When can I move in?

Before you move in, call the Building Department for an occupancy inspection (Stage 6 inspection). If the work that was done meets code requirements and no unsafe conditions exist, an occupancy permit may be issued.

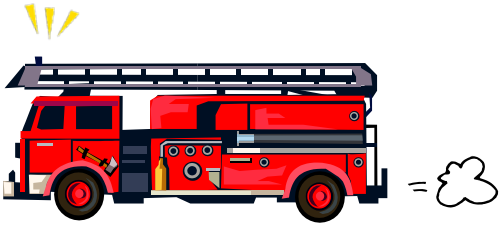
FIRE SAFETY PLANNING

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. In an effort to assist owners/occupants in the development and/or maintenance of these plans, the Office of the Fire Inspector for the Town of Bridgewater 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:

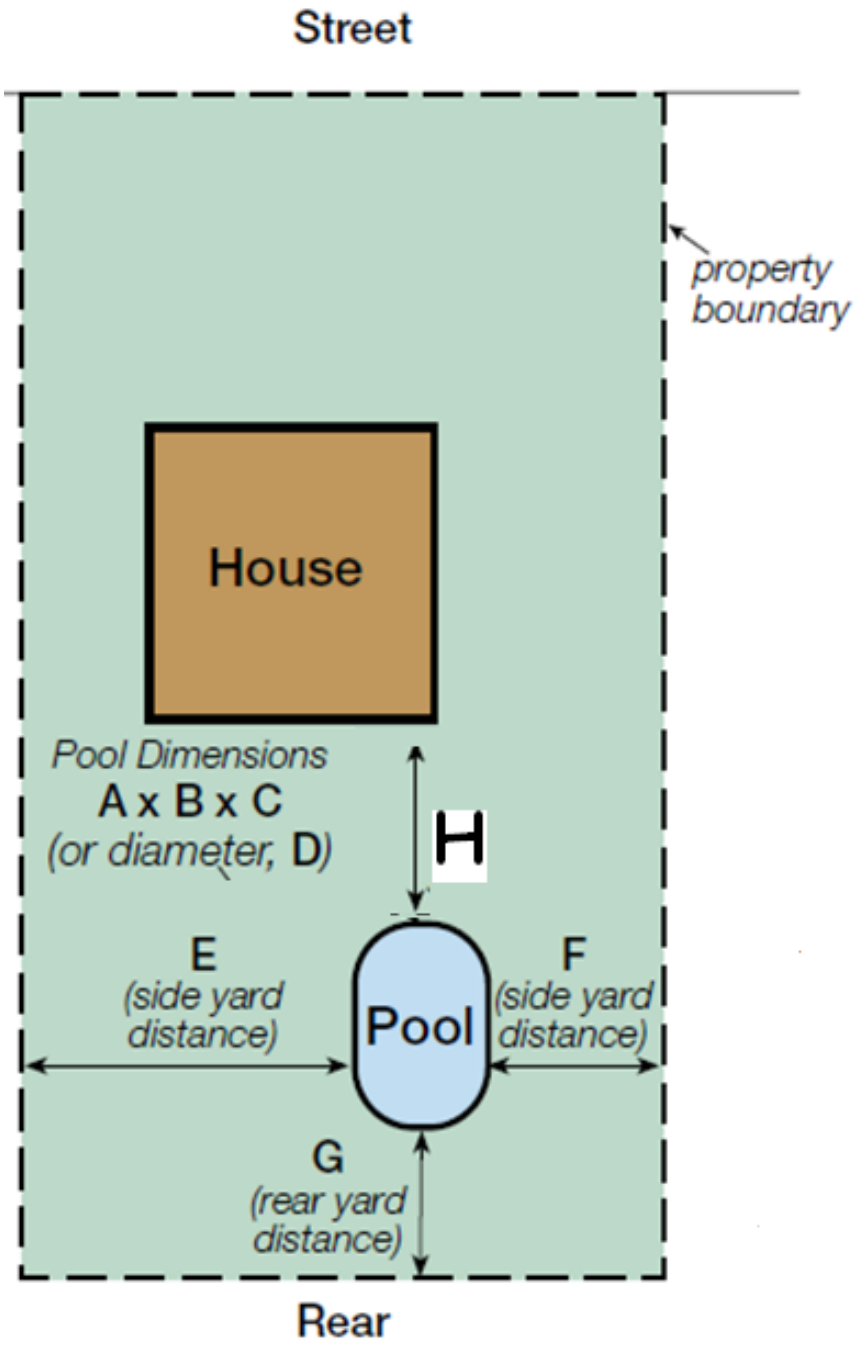
1. Assembly occupancies(any building in which persons gather including restaurants, halls, gymnasiums, libraries, churches, clubs, bowling alleys);
2. Care, treatment or detention occupancies (hospitals, nursing homes, jails);
3. Every building required to have a fire alarm system including sprinklered 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: http://www.bridgewater.ca/building-and-fire-inspections/fire-inspections.html



Swimming Pools

A swimming pool is defined as a water-filled enclosure, permanent or portable, capable of holding water to a depth of more than 24-inches. Permits are required for all types of swimming pools, including in-ground, above-ground or inflatable, as well as hot tubs. An Electrical Permit and Inspection from Nova Scotia Power is required for pool / hot tub installation.

A Development Permit, Building Permit and Occupancy Permit is required for the installation of a swimming pool and enclosure.



Note:

Identify location of enclosing fence

Dimensions
A (width) =
B (length) =
C (height) =
D =
E =
F =
G =
H = (distance from house to pool)

Please see Chapter 168 “Swimming Pool By-law”. This By-law contains more information required to install a swimming pool and fence. Please provide details of where and how the fence and pool will be constructed.

How can I fill my swimming pool?

Due to the urgency of filling a swimming pool as soon as it is constructed, the Bridgewater Public Service Commission has adopted the following procedure:

1. The customer must come into the Finance Office and pay a minimum charge of $185.
2. The minimum $185 charge covers water supplied only to 68 cubic meters (15,000 imperial gallons) and 3 hours of labour for one person. Should the pool filling take longer than 3 hours, and/or more than 68 cubic meters (15,000 imperial gallons), the customer will be billed an additional $30 per hour, plus additional water used at the approved water rates per cubic meter.
3. PSC Personnel will supply equipment, setup and observe filling procedure.

   NOTE: This work should be scheduled <u>at least 5 days</u> in advance and will be performed as time permits. The customer pays all charges.

   Alternate Option: If the customer is opposed to paying these charges, the swimming pool can be filled through a garden hose through the metered water system.

Permits are required for new construction or replacement of a veranda, ramps, steps, canopy / awning & decks regardless of size or location. There are no Permits required for fences below 6.5 feet high. As a courtesy, neighbours may wish to construct fences stepped back from the property line with the good side out.

Please Note:

- You are legally responsible for notifying the Engineering / 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.

- 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.

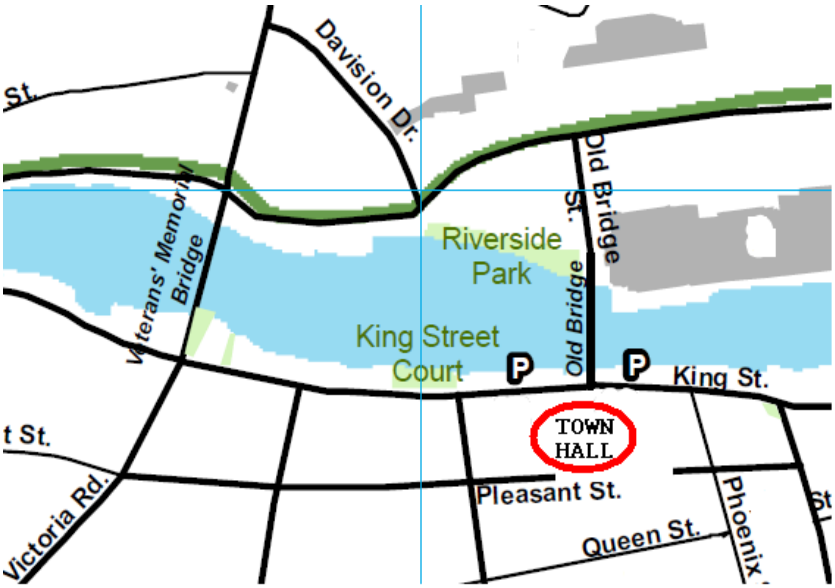
- We do not conduct pre-purchase inspections. If you require a private home inspection please check the yellow pages for such a service.

- To act as an Agent for the purpose of making Application on behalf of the Owner of a property in the Town of Bridgewater, a Land Owner Authorization must be completed and submitted prior to making application.

Where can I find more information?

Applications and further information is available on the Town's Website: **www.bridgewater.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 BRIDGEWATER

Location & Mailing: 60 Pleasant St., Bridgewater, NS B4V 3X9
General Phone: (902) 543-4651 **General Fax:** (902) 543-6876

ENGINEERING DEPARTMENT – BUILDING SERVICES

Graham Hopkins, Chief Building Official
Fred Jeffers, Fire Inspector / Building Official
Lisa Seaman, Eng. Administrative Assistant
Tel: (902) 541-4370
Fax: (902) 543-0421 or (902) 543-6876

PLANNING DEPARTMENT – DEVELOPMENT OFFICER

Eric Shaw, Director of Planning
Nick Brown, Development Officer
Tel: (902) 541-4369 / Fax: (902) 543-6876