



TICK THE DOCUMENTS AND ELEMENTS THAT ARE INCLUDED IN YOUR APPLICATION

- SITE PLAN (required for all applications except Renovations)

Must include:

- Parcel ID (PID) Number
- Shape and dimensions of all property boundaries
- Parcel area (m²)
- Building location, dimensions, and height (existing & proposed)
- Total area of roof (measured to edge of eaves - dripline) - residential only
- Setback measurements to all property boundaries
- Driveway and parking space location and dimensions

Additional information may be required.

- BUILDING PLANS (2 sets, one paper and one digital)

Digital building plans can be emailed to permits@cbrm.ns.ca.

The subject line should include your building permit application number.

Drawn to scale and **may** include:

- Floor plan - the layout of the building for each floor
- Elevations - outside of the building from all four sides
- Mechanical - ventilation, sprinkler, and plumbing system
- Electrical - electrical layout, lighting, emergency lighting, fire alarm, circuits
- Engineer's Stamp on building plan

- Deck Information Sheet (Deck Only Applications)

PROVINCIAL APPROVALS

- Work Within Highway Right of Way Permit (from NS Department of Public Works)
*Required when the property fronts on a Provincially owned road. [(902)-563-2240]
- On-site Septic System Approval (from NS Department of Environment) [(902)563-2100]
*Required for new construction or new bedrooms for properties which do not receive municipal sanitary sewer service.

Applicant's Initials: _____

CBRM Staff Initials: _____

