

PERMIT APPLICATION <i>Please note, incomplete applications can lead to delays in processing</i>		DEVELOPMENT PERMIT <input type="checkbox"/>	When permit is ready contact: Applicant <input type="checkbox"/>	Owner <input type="checkbox"/>
		BUILDING PERMIT <input type="checkbox"/>	Permit should be: Mailed <input type="checkbox"/>	Picked up <input type="checkbox"/>
TO: ERECT _____ RELOCATE _____ ALTER _____ ADD _____ REPAIR _____ REBUILD _____ CHANGE USE _____				
PROJECT LOCATION (Civic #/Lot # and Street):			PID OR ASSESSMENT ACCOUNT NUMBER:	
APPLICANT(S): <i>If not owner, owner must complete an Authorization Statement.</i>	FULL MAILING ADDRESS (including postal code):	PHONE:	EMAIL:	
REGISTERED PROPERTY OWNER:	FULL MAILING ADDRESS if not applicant :	PHONE:	EMAIL:	
BUILDER:	ADDRESS:	PHONE:	EMAIL:	



WEST HANTS REGIONAL MUNICIPALITY
Planning and Development Department
 PO Box 3000, 76 Morison Dr, Windsor, NS B0N 2T0
Phone: 902-798-8391 Ext. 115 Fax: 902-798-8553
Email: cmerry@westhants.ca

IMPORTANT (Applicant): READ DECLARATION, SIGN BELOW

TYPE OF PROJECT (SPECIFY): Single Family Dwelling _____ Mini-Home _____ Mobile Home _____
 Multiple Unit Dwelling (No. of units: __) Accessory Building: Garage _____ Shed _____
 Other _____ Commercial _____ Industrial _____ Agricultural _____

PRESENT USE OF LAND AND/OR BUILDING(S):

PROJECT DESCRIPTION AND/OR PROPOSED USE OF LAND AND BUILDING(S): *Separate structures require separate applications.*

ESTIMATED VALUE OF CONSTRUCTION: *If application contains both new construction and renovations, please show separate total cost for each: \$*

MUNICIPAL SEWER? YES NO MUNICIPAL WATER? YES NO

Building/Structure Size:
 Exterior: Length _____ x Width _____
Square Footage of:
 A. Entire Interior: _____ sq ft*
 *(Includes basements, main & additional floors)
 B. Attached garage: _____ sq ft
 C. Porches/Decks: 1. _____ sq ft 2. _____ sq ft
 3. _____ sq ft 4. _____ sq ft
 D. Other: _____

I declare that the information and statements contained in this application are true and that the plans and specifications are for the construction of the building described.
 It is clearly understood that this is only an application and does not authorize the applicant to proceed with any work until a permit has been issued.
 I certify that I am the owner or acting with the owner's written consent as given with an Authorization Statement.

SPECIFICATIONS: Not required if included on submitted plans

No. of Floors (include basement): _____ No. of Washrooms: _____ No. of Bedrooms: _____

Footings Width: _____ Footings Depth: _____

(circle): Step Footings Frost Wall Slab Full Foundation Sonotubes Concrete Block

Foundation Wall Height: _____ Thickness: _____

Floor Joists: Size: _____ Spacing: _____ Span: _____

Heating: Electric Wood Oil Gas Other: _____

Exterior Walls: Frame Brick Other: _____

Exterior Studs: Size: _____ Spacing: _____

Roof Material: Type of Roof: _____ Rafters Trusses

Interior Partitions: Metal Wood Finish: _____

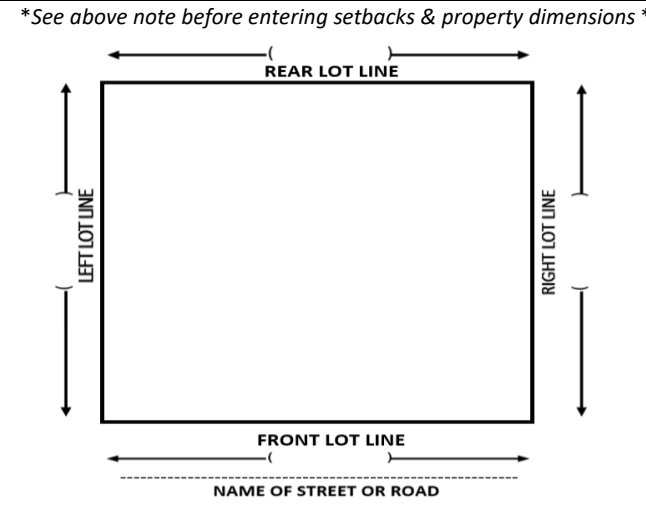
Interior Studs Size: _____ Spacing: _____

Cladding: _____

Insulation Details: _____

Vapour Barrier Type: _____

PLOT PLAN: (Must be included for new structures/additions). Show location and outline of all buildings, existing and proposed, on the lot. Indicate **property dimensions (in brackets outside of the box)**. Draw buildings/ structures in the box and indicate distances from new building walls or structure to front, rear and side property lines (*inside box*). Show existing or proposed driveway(s). The name of abutting streets should also be shown. Optionally, contact us for an aerial view of your property to assist with your plot plan.



Date: _____

Signature (Owner or Agent): _____

Name: _____

THE SECTION BELOW IS FOR OFFICE USE ONLY

DATE RECEIVED:	PERMIT NUMBER:
PERMIT FEE: \$	RECEIPT NO:
PID:	AAN:
Zoning:	Lot Size:
Initial Documents Required for this Application	
1. Provincial Public Works Right of Way permit- for driveway. OR	
2. Municipal Public Works Right of Way - for driveway	
3. Dept of Environment On-site Septic Notification Receipt. OR	
4. Municipal Public Works Right of Way - for sewer/water	
5. Authorization Statement (Owner's permission)	
6. Plot plan	
7. Engineered Slab	
8. Building Plans	
9. Other: _____	