

Building & Development Permit Application



A. Before You Apply

All applicants should read through the application form carefully to determine if they have all of the information on hand to complete it.

If you are applying for a development permit to build a commercial, industrial, institutional, or multi-unit residential structure, please contact a Development Officer with the Land Division before applying.

If you are applying for a building permit that requires professional design or is outside the scope of the National Building Code please contact a Building Official with the Land Division before applying.

B. Application Package Requirements

Before an application package is considered complete and will be accepted for review, it must contain:

- The application form that has all of the questions answered and is signed by the registered owner of the property, or someone authorized to act on their behalf, as well as the applicant.
- A Development Area Map, drawn to scale and including a north arrow, showing:
 - The boundaries of the property involved, including dimensions
 - All roads and right-of-ways on and adjacent to the property
 - The distance from the proposed structure to all property boundaries
 - The location of all existing structures on the property, including exterior dimensions
 - The location of the proposed structure, including exterior dimensions and elevations
 - The distance from the proposed structure to the centre of any roads
 - The distance from the proposed structure to any existing structures
 - The distance from the proposed structure to any watercourse, sand dune, or the top of the bank
 - The distance from the proposed structure to any existing or proposed well and septic systems (tank and field tile)
 - The distance between any well and septic systems
 - The location of any existing and proposed driveways, including the distance from the centre of the driveway to the nearest property boundary

Further requirements specific to Building Permit Applications:

- Foundation, truss and structural framing plans and details
- Front, side and rear elevations
- Floor Plans
- Cross-Sections

C. How to Submit Your Application

Once you have completed the application form, and reviewed it to ensure all questions have been answered, and that all information provided is clear and accurate, deliver your application to Inspection Services, located at 31 Gordon Drive, Charlottetown. Alternatively, you can deliver your application form to one of the Access PEI locations listed below:

- O'Leary
- Summerside
- Montaque

Your application will be considered incomplete and will be returned if any of the requirements outlined in section B, above, are missing, if the information or Development Area Map is not clear and legible, or if the application fees have not been paid.

1. Application Type

Building & Development Permit

Development Permit Only

Building Permit Only

Personal information on this form is collected under section 31 (c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15.01 as it relates directly to and is necessary for the review of your application. If you have any questions about this collection of personal information, you may contact (902) 368-5280 for more information.



2. Property Information

Property Tax Number : _____

Community: _____

Civic Address Number: _____

Street Name: _____

Property Depth: _____

Property Width: _____

Property Acreage: _____

Lot Number _____

3. Applicant Information and Mailing Address

Name: _____
First Middle Initial Last

Company Name: _____

Street Address or PO Box: _____

Community: _____

Province: _____

Postal Code: _____

Email: _____

Phone: _____

4. Property Owner Information if Different From Above

Name: _____
First Middle Initial Last

Company Name: _____

Street Address or PO Box: _____

Community: _____

Province: _____

Postal Code: _____

Email: _____

Phone: _____

5. Existing Land Use

a. How is the property currently used? Please check all that apply.

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Single-unit residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Agriculture |
| <input type="checkbox"/> Multi-unit residential | <input type="checkbox"/> Industrial | <input type="checkbox"/> Forestry |
| <input type="checkbox"/> Rental accommodations | <input type="checkbox"/> Institutional | <input type="checkbox"/> Other |

b. Describe the current land use in detail. If the property is used for a livestock operation, include the type of livestock, the number of animals, and whether there is a manure storage facility.

c. Are there existing buildings on the property? Yes No

d. If there are existing buildings on the property, please describe the use of each building in detail.

e. What is the physical nature of the land? Please check all that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> Wooded or treed | <input type="checkbox"/> Pasture | <input type="checkbox"/> Along the coast |
| <input type="checkbox"/> Low or swampy | <input type="checkbox"/> Hilly | <input type="checkbox"/> Near a waterbody |
| <input type="checkbox"/> Cultivated | <input type="checkbox"/> Level or flat | <input type="checkbox"/> Other |

f. Describe the physical nature in detail.

g. Are any of the following located within one kilometre of the proposed development?

- | | | |
|--|--|---|
| <input type="checkbox"/> Livestock operation | <input type="checkbox"/> Waste disposal site | <input type="checkbox"/> Residential lots |
| <input type="checkbox"/> Quarry or pit | <input type="checkbox"/> Airport | <input type="checkbox"/> Shellfish processing |
| <input type="checkbox"/> Sewage treatment facility | <input type="checkbox"/> Cemetery | <input type="checkbox"/> Active wharf |

6. Proposal Information

a. What type of development or activity are you proposing? Please check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> New, detached structure | <input type="checkbox"/> Changing the use of an existing structure |
| <input type="checkbox"/> Addition to existing structure | <input type="checkbox"/> Renovation of an existing structure |
| <input type="checkbox"/> Relocation of existing structure | <input type="checkbox"/> Demolition of an existing structure |

b. What will the proposed development be used for? Please check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Single-unit residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Agriculture |
| <input type="checkbox"/> Multi-unit residential | <input type="checkbox"/> Industrial | <input type="checkbox"/> Aquaculture/Fisheries |
| <input type="checkbox"/> Rental accommodations | <input type="checkbox"/> Institutional | <input type="checkbox"/> Forestry |

c. If you are proposing a residential use, please indicate the number of bedrooms and dwelling units you intend to have in the structure. A dwelling unit is one or more rooms intended to be used as a single housekeeping unit and generally include their own cooking and toilet facilities.

Number of Bedrooms: _____ Number of Dwelling Units: _____

d. Is the proposed structure the main structure on the property? Yes No

e. Describe how the proposed structure will be used in detail.

f. What are the dimensions of the structure that you are proposing?

Maximum Width (ft): _____	First Floor Area (ft ²): _____
Maximum Depth (ft): _____	Total Floor Area(ft ²): _____
Number of Stories: _____	

g. Provide the minimum distance from your proposed structure to the following.

Front Yard Property Line (ft): _____	Rear Yard Property Line (ft): _____
Left Side Property Line (ft): _____	Right Side Property Line (ft): _____
Shoreline or Top of Bank (ft): _____	Wetland or watercourse (ft): _____
Dunes (ft): _____	Water Well (ft): _____
Septic Tank (ft): _____	Septic Filed Tile (ft): _____

h. What is the estimated dollar value of constructing, plumbing, wiring and finishing your proposed project (excluding costs for land, septic system and landscaping)? \$ _____

7. Access and Servicing Information

- a. Will the proposal require the creation of a new driveway or the relocation of an existing driveway? Yes No
- b. Was a soil assessment (perc test) completed on the property? Yes No
- c. Is there an existing septic system on the property? Yes No
- d. How will the proposed structure receive sewer services?
- New on-site system Municipal Central Waste Treatment
- Existing on-site system Private Central Waste Treatment

8. Technical Information

- a. What type of heating system are you proposing? Please check all that apply.

Oil: Baseboards Forced Air In-Floor

Electric: Baseboard Heat Pump In-Floor

Other:
Please
Describe

- b. What type of basement are you proposing for the structure?

Full Basement No Basement

Slab on Grade Crawlspace

- c. What type of foundation are you proposing for the structure?

Standard Concrete Insulated Concrete Form (ICF) Wood Posts

Other:
Please De-
scribe

- d. What type of electrical service are you proposing for the structure?

100 Amp 200 Amp

Other:
Please De-
scribe

- e. What siding material are you proposing for the structure?

- f. What roofing material are you proposing for the structure?

9. Contracting Information

Please provide the name, email address and phone number for the various individuals that will be involved in your proposed development:

	Name	Email Address	Phone Number
Surveyor:			
Site Assessor:			
Septic Contractor:			
Lawyer:			
Engineer:			
Architect/Designer:			
General Contractor:			
Heating Contractor:			
Electrician:			
Plumber:			

10. Declaration

I, _____ hereby certify that I am

the registered owner of the land
proposed for development

OR

authorized to act on behalf of the registered owner of the
land proposed for development

and hereby affirm that all statements contained within this application are complete and true, and I make this declaration conscientiously believing it to be true.

Registered Owner(s) Signature: _____

Date _____

Date _____

Applicant Signature: _____

Date _____

Please Note: In order for applications to be given adequate consideration, it may be necessary for staff to consult with various departments and agencies. Staff may also carry out a site inspection.

Building & Development Permit Application Sketch

Pursuant to the Planning Act

Note: This sketch is required as part of the Building & Development Permit Application. The information below must be checked, where applicable, and shown to scale in the sketch provided.

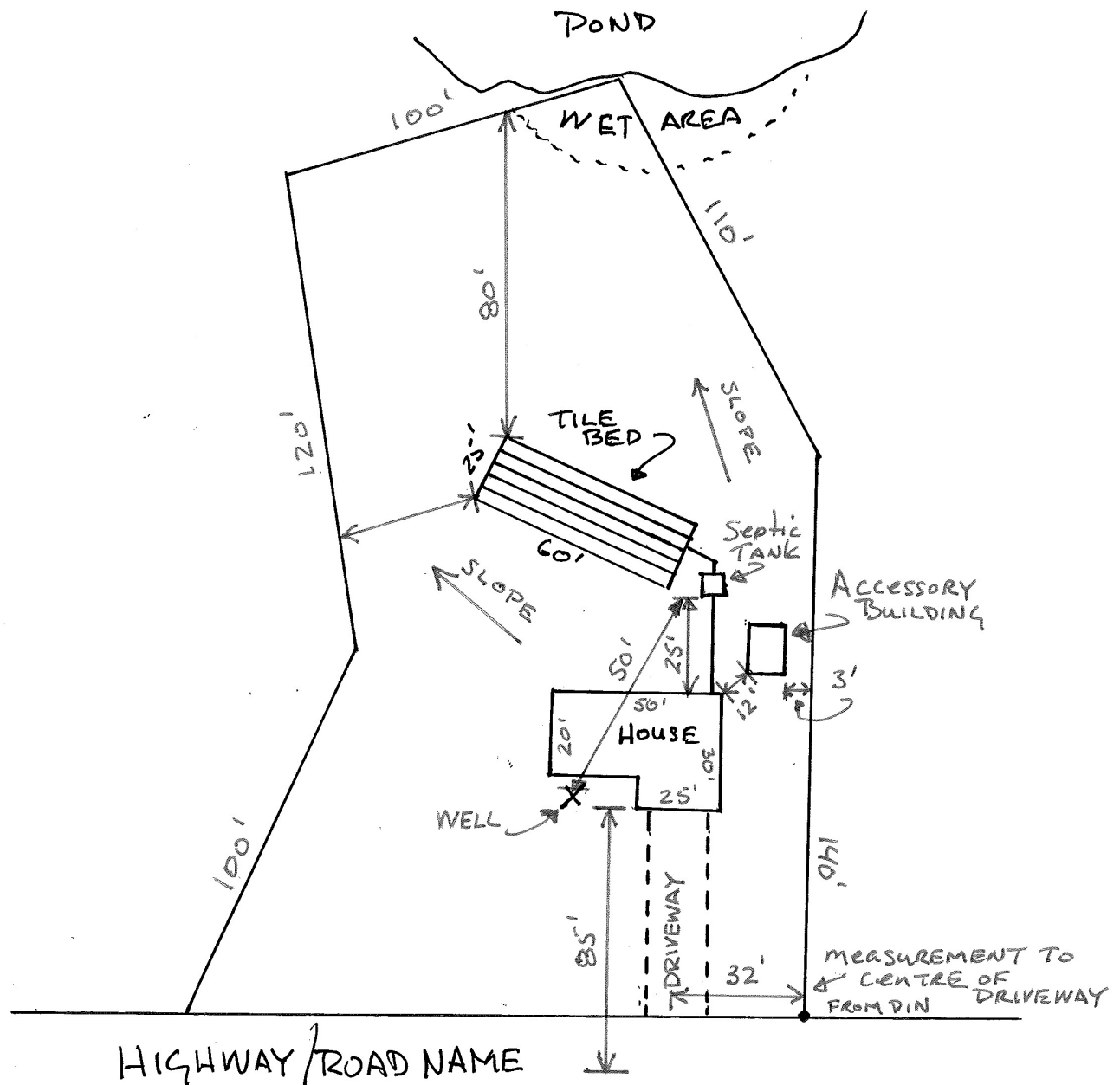
- Show property boundaries and dimensions
- All structures including exterior dimensions
- Distance of structures from centre of roads
- Location of driveway from the centre to the nearest property boundary
- Location of well, septic tank, and field tile and show distances from structures
- Show roads
- Setback from side and rear yard property lines
- Distance from watercourse, top of bank, and sand dune
- Natural slope of the land
- Separation distance between well and septic system

SKETCH



Property Owner's Signature or Applicant

Date



OFFICE USE ONLY

DEVELOPMENT PERMIT FEES

Residential (\$250) = _____
Industrial/Commercial/Institutional/Recreational (\$600) = _____
Resource (\$500) = _____
Other Applicable Fees _____ = _____

RESIDENTIAL BUILDING PERMIT FEES*

New Dwelling - Building Area** up to 139 m² (\$960) = _____
(Additional \$160/each additional 50 m²)
Conversion of ft² to m² (m² = ft² ÷ 10.76)
Occupancy Permit (\$25) = _____

BUILDING PERMIT FEES FOR ALL OTHER PROJECTS*

Value of Construction (VOC) greater than \$200,000..... = _____
(Permit fee equal to \$4.50 per \$1000 of the VOC)
Value of Construction (VOC) less than or equal to \$200,000.. = _____
Other Applicable Fees _____ = _____

TOTAL FEES = _____

*Refer to Schedule C of the *Building Codes Act* Regulations

** "**Building Area**" means the greatest horizontal area of a building above grade within the outside surface of the exterior walls or within the outside surface of exterior walls and the centre line of firewalls.

OTHER RESIDENTIAL BUILDING PERMIT FEES

Addition of Living Quarters (\$640)
Attached Garage (insulated) (\$480)
Attached Garage (not insulated) (\$320)
Detached Garage (insulated) (\$320)
Detached Garage (not insulated) (\$160)
Renovation (structural or egress) (\$320)
Basement Development/Secondary Suite (\$320)
Deck (not covered or enclosed) (\$160)
Foundation Replacement (\$480)
Modular/Manufactured Home (\$480)

IF VOC IS LESS THAN OR EQUAL TO \$200,000

Principal Building (\$900)
Addition (\$720)
Renovation (\$540)
Leasehold Improvements (\$540)
Accessory Building (insulated) (\$540)
Accessory Building (not insulated) (\$360)
Barrier-Free Ramp (\$360)