

Getting approval

Once you have submitted your application and paid the necessary fee, Planning Department staff will review it to make sure the project complies with the Land Use By-law and the Building Code. A building permit cannot be issued, however, until all external approvals have been received. The Planning Department provides NS Department of Environment, Department of Transportation, and municipal sewer/water application forms as a service to the public. But it is your responsibility to complete and submit all required forms to the appropriate agencies and, once approved, to supply copies of the approvals to the Planning Department.



Location Certificates

The Municipality of West Hants and the Town of Windsor require location certificates for all new main buildings on lots under three acres and for other projects at the discretion of the Building Official. A location certificate, prepared by a Nova Scotia Land Surveyor, shows the location of a building or footings on a lot. Location certificates are required to ensure that new buildings conform to zone requirements. If a project requires a location certificate, a footings permit will be issued and construction may not proceed past the footings stage until the Development Officer has reviewed the location certificate and the Building Official is satisfied with the footings. At that time, the full building permit will be issued.

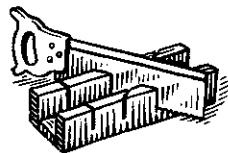
Please remember that construction may not begin until after building and development permits have been issued.

Inspections

During construction, periodic inspections are required to ensure construction is being done in accordance with the National Building Code. You are responsible for notifying the Building Official at least 48 hours before an inspection is required. For new homes, inspections at the following stages are mandatory:

- ✓ prior to pouring the footings or slab
- ✓ the site before backfilling prior to placing a superstructure on the foundation
- ✓ framing, roof, plumbing and mechanical
- ✓ insulation and vapour barrier before wall framing is covered
- ✓ before occupancy.

Keep in mind that the Building Code is only a minimum set of standards. Our inspections are not a substitute for the care you would normally take if you were doing the work yourself or relying on a contractor.



Who can I contact for more information?

Windsor-West Hants Planning Dept.
West Hants Municipal Building
76 Morison Drive
Windsor-West Hants Industrial Park
P.O. Box 2230
Windsor, NS B0N 2T0
Tel: (902) 798-6900; Fax: 798-8553

NS Department of Environment & Labour - Central Region
1595 Bedford Highway
Suite 224, Sunnyside Mall
Bedford, NS B4A 3Y4
Tel: (902) 424-7773; Fax: 424-0597

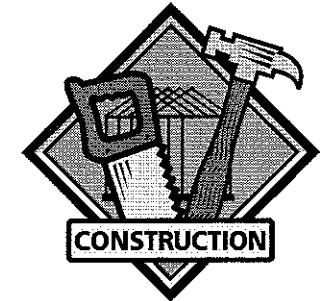
NS Department of Transportation & Public Works
4 Ivey Lane
Windsor-West Hants Industrial Park
P.O. Box 160
Windsor, NS B0N 2T0
Tel: (902) 798-2369; Fax: 798-2927

Department of Public Works, Municipality of the District of West Hants
76 Morison Drive
Windsor-West Hants Industrial Park
P.O. Box 3000
Windsor, NS B0N 2T0
Tel: (902) 798-8391; Fax: 798-8553

Department of Public Works, Town of Windsor
100 King Street
P.O. Box 158
Windsor, NS B0N 2T0
Tel: (902) 798-2275; Fax: 798-5679

BEFORE YOU BUILD

What you need to know before you begin your construction project



A Guide to the Permit Application Process in Windsor and West Hants

Prepared by the Windsor-West Hants
Planning Department
August, 2006

Do I need a permit?

Development and building permits are required in Windsor and West Hants for most construction projects, regardless of size. Whether you are renovating an existing building, constructing a new house or just putting up a baby barn, you need to obtain a permit before starting the job. Permits are required for small-scale projects such as signs, awnings, decks, porches, swimming pools, fences and garden sheds. Permits are also required for repairs, alterations or additions, or demolition of existing buildings. Even if no construction occurs, a development permit is needed for a "change of use" such as a new business.

What is the first step?

Call or visit the Windsor-West Hants Planning Department ahead of time to find out if the project is permitted in the zone and what requirements must be met for setbacks from lot lines, the street, other buildings, watercourses, etc. Planning Staff can also advise you of approvals and application forms which may be required from other departments and agencies.

If your property is in West Hants and you require municipal water, you should contact the Public Works Department to discuss pressure requirements. The Water Utility cannot guarantee an uninterrupted supply or a sufficient or uniform pressure.



Application forms

The following application forms are required for new development and may be picked up at the Planning Department:

- ✓ Building/Development Permit
- ✓ NS Department of Environment Approval for On-site Sewage Disposal System (for properties not serviced by municipal central sewer) or
- ✓ Municipality of West Hants Service Connection (for properties serviced with water and/or sanitary sewer in West Hants)
- ✓ NS Department of Transportation & Public Works Minister's Consent for Building and Access to Property (driveway access on provincial public roads) or
- ✓ Permit for Breaking Soil of Municipal Public Street (driveway access on West Hants municipal streets)

Note: For properties in the Town of Windsor, please contact the Town's Public Works Department directly regarding sewer and water connections and driveway access.

Unserviced property?

If your property is in an area where there is no municipal central sewer, you will require approval from the NS Department of Environment for the installation of an on-site sewage disposal system. Application forms may be picked up from the Planning Department or the nearest

Department of Environment Office. You will need to hire a Qualified Person (a list of local QPs is available from the Planning Department or Department of Environment) to assess your lot and design a system. The completed application form and fee of \$53.25 must be submitted to the NS Department of Environment. Once Department of Environment has approved the system, you must provide a copy of the approval to the Planning Department before your building permit can be issued.

If municipal water services are not available in your area, you should determine whether you will have an adequate well water supply before you construct your new home. You may wish to talk to neighbours or well drillers. NS Department of Environment's well drilling records are another source of information.

What information do I need?

You will need the following basic information for your building/development permit application:

Property Details: where the property is located, including the street address, if available; the lot number, and the size of the lot; and the owner's name if you do not own the land. If you have a location certificate or survey plan, it may be helpful to provide these as well.

Land Use Information: a complete description of the existing use of the land and any buildings already on the property (e.g., farmland, vacant), as well as a description of the proposed use of the

land and buildings (e.g., residential - single family dwelling).

Construction Details: full construction information, including estimated value of construction, size and dimensions of the building, details of foundation and footings, size and spacing of floor joists, roof rafters or trusses, interior and exterior walls, insulation, vapour barrier, and other construction details. You may wish to have your contractor assist with this part of the application form. Complete building plans or blueprints are required for larger projects and in other circumstances as determined by the Building Official.

Plot Plan: show the size and location of all existing and proposed buildings or additions. The application form includes a blank plot plan or you may wish to sketch the project on a location certificate or survey plan, if available. The plot plan must show the lot dimensions and the distance from the exterior of the building to the front, side, and rear lot lines, as well as the distance to any existing buildings. Driveways should be sketched in and the names of abutting streets should be shown. All necessary measurements should be taken ahead of time as it is important to be as accurate as possible.

