

**BUILDING/DEMOLITION PERMIT  
APPLICATION FORM**

**INSPECTION DEPARTMENT  
PHONE (902) 875-3494 EXT. 237 or EXT. 238  
FAX (902) 875-1278**

**This form must be fully completed. Forms that are not fully completed may cause a delay in issuing a Permit.**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Location of Property: Lot # \_\_\_\_\_ Civic # \_\_\_\_\_ Street \_\_\_\_\_

Property Owner: \_\_\_\_\_

Assessment Account.# \_\_\_\_\_ Property Identification Description .# \_\_\_\_\_ (see tax bill)

Existing Use of Property: \_\_\_\_\_

Type of construction applied for: \_\_\_\_\_

Is this a Heritage Property: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Sub-Trades: \_\_\_\_\_

Excavation: \_\_\_\_\_ Phone # \_\_\_\_\_

Foundation: \_\_\_\_\_ Phone # \_\_\_\_\_

Plumbing: \_\_\_\_\_ Phone # \_\_\_\_\_

Electrical: \_\_\_\_\_ Phone # \_\_\_\_\_

Heating: \_\_\_\_\_ Phone # \_\_\_\_\_

Other: \_\_\_\_\_ Phone # \_\_\_\_\_

Complete Building Plans Submitted \_\_\_\_yes \_\_\_\_no \_\_\_\_ number of copies

Type of Sewage Disposal System \_\_\_\_On Site System \_\_\_\_ Public Sewer

On Site Sewage Disposal System Approval Date \_\_\_\_\_ Attach copy of approval

Public Sewer Connection Approval Date \_\_\_\_\_ Attach copy of approval

Transportation and Infrastructure Renewal Approval Date \_\_\_\_\_ Attach copy of approval

**Building Information:**

Size: Length \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

Number of floors above Grade: \_\_\_\_\_

**Description of Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Cost** (including labor & materials): \_\_\_\_\_

**I, the undersigned, confirm that all information provided on this page of the Building/Demolition Permit Application Form is correct to the best of my knowledge.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit Fees:**

Residential .....	up to four units.....	\$0.10/sq.ft. + \$25.00
	four units and over.....	\$0.14/sq.ft. + \$50.00
Residential Repairs & Renovations.....		\$1.00 per \$1000.00 + \$25.00
Additions to Residential.....		\$0.10/sq.ft. + \$25.00
Residential Outbuildings.....		\$0.04/sq.ft. + \$25.00
Patio, Decks, Steps, Car-Ports, Etc.....		\$1.00 per \$1000.00 + \$25.00
Assembly.....		\$0.14/sq.ft. + \$50.00
Commercial.....		\$0.14/sq.ft. + \$50.00
Industrial.....		\$0.14/sq.ft. + \$50.00
Institutional.....		\$0.14/sq.ft. + \$50.00
Addition to Commercial, Industrial, Institutional.....		\$0.14/sq.ft. + \$50.00
Repairs & Renovations other than Residential.....		\$1.00 per \$1000.00 + \$50.00
Outbuildings other than Residential.....		\$0.06/sq.ft. + \$35.00
Relocation of an Existing Structure or Mobile Home.....		\$50.00
Demolition of a building.....	up to 500 sq.ft.....	\$15.00
	500 sq.ft. and over.....	\$35.00
Location of New Mobile Homes.....		\$0.10/sq.ft. + \$25.00
Replacement of a Single Family Dwelling .....		\$0.10/sq.ft. + \$25.00
Change of Use Permit .....		\$25.00
Temporary Permit .....		\$25.00

**Fee Calculation:**

$$\underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Square Footage
Dollar Amount
Total
Permit Fee
Total Amount Due

**THE COMPLETION OF THIS DOCUMENT DOES NOT GUARANTEE THE ISSUANCE OF A BUILDING/DEMOLITION PERMIT.**

**Date:** \_\_\_\_\_

**Building Inspector:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Office Use Only:**

1. Permit Type Master File Listing \_\_\_\_\_
2. Building Type Master File Listing \_\_\_\_\_
3. Intended Use Master File Listing \_\_\_\_\_
4. Planning District Master File Listing \_\_\_\_\_
5. Zoning Master File Listing \_\_\_\_\_
6. Department Master File Listing \_\_\_\_\_
7. Inspection Type Code Master File Listing \_\_\_\_\_
8. Street Name Master File Listing \_\_\_\_\_

**Additional Comments:**