

COMMUNITY OF NORTH SHORE BUILDING PERMIT APPLICATION

Community of North Shore Official Plan and Zoning & Subdivision Control Bylaws online at www.stanhopecovehead.pe.ca

This is a building permit application for (check appropriate section):

- | | |
|---|--|
| <input type="checkbox"/> new structure | <input type="checkbox"/> change of use of land or existing structure |
| <input type="checkbox"/> demolition of an existing structure | <input type="checkbox"/> Wind energy system |
| <input type="checkbox"/> apartment within an existing dwelling | <input type="checkbox"/> gravel pit |
| <input type="checkbox"/> addition/extension to existing structure | |
| <input type="checkbox"/> moving a structure onto an existing property | |
| <input type="checkbox"/> expansion of existing use of a structure | |

I. Property Information:

Property tax no: _____ Location of property (Civic Address): _____

Subdivision lot no: (if applicable): _____ Civic no: _____

Existing use of property: _____ Depth _____ Width _____ Acreage _____

Current Value of Property _____ Estimate cost of Project _____

II. Applicant information:

Applicant's name: _____ Property owner's name: _____

Mailing address: _____ Postal code: _____

Phone no: (h) _____ (w) _____ (c) _____

Email: _____

III. Building permit information:

If existing, what is the present use of the structure on the property? _____

If applicable, number of bedrooms? _____

The proposed use of the "new" or "existing" structure is:

- | | |
|---|--|
| <input type="checkbox"/> single family dwelling | <input type="checkbox"/> recreation |
| <input type="checkbox"/> duplex | <input type="checkbox"/> non-commercial garage |
| <input type="checkbox"/> summer cottage | <input type="checkbox"/> non-commercial storage |
| <input type="checkbox"/> rental cottage | <input type="checkbox"/> resource-based industrial |
| <input type="checkbox"/> agriculture | |
| <input type="checkbox"/> commercial | other (please state what the proposed use will |
| <input type="checkbox"/> public service/institution | be) _____ |

IV. New structure/addition information:

length _____ height _____ width _____ stories _____ foundation type _____ Square Footage _____

V. Location of new structure/addition on property:

a. distance to centre of nearest road, street, lane way or right-of-way? _____

b. distance to nearest property line? _____

c. Is there a watercourse or wetland on or near the proposed structure no _____ yes _____

If yes, what is will be the separation distance between the new structure/addition and the landward boundary of the watercourse or wetland? _____

VI. Driveway:

Will the new structure/addition require the creation of a new driveway or the relocation of an existing driveway? no ___ yes ___

REQUIREMENT FOR A BUILDING PERMIT

In accordance with s. 8.1 of the Community of North Shore Zoning & Subdivision Control Bylaws, no person shall:

- a) construct, erect, demolish, change the exterior dimensions of, or construct an apartment within any building or structure;
- b) change the use of any land or existing building or structure, or expand the existing use of a building or structure to the extent that it will require the provision of new or expanded services by the Community; or
- c) move within or into the Community any building or structure,

without applying for and receiving a permit from the Community's Development Officer prior to commencing any construction, erection, demolition, movement, change of use or site excavation.

BUILDING PERMIT APPLICATION PROCESS

1. Complete, or have your building contractor complete on your behalf, the building permit application form.

2. **Septic System:** If the structure you are erecting requires a new or expanded septic system, you will require an On-site Sewage Disposal System Permit from the PEI Communities, Cultural Affairs and Labour. Contact the Building & Development Section at 31 Gordon Drive, Charlottetown (902-368-4867) for a list of on-site sewage disposal system contractors. Arrange with a contractor to complete the required form and to pay the required fee on your behalf. (** Note: a building permit will not be issued until an on-site sewage disposal system permit has been paid for and issued).

3. If you require a new **culvert** to your property, have your building contractor go to either:

- a) the PEI Transportation & Public Works, 3rd floor Jones Bldg, 11 Kent St., Charlottetown, or
- b) the Government Garage (corner of Park St. and Riverside Drive, Charlottetown),

to complete the required form and to pay the required fee.

4. If your property fronts on a **seasonal road**, you will require an Entranceway Permit. Have your building contractor go to either:

- a) the PEI Transportation & Public Works, 3rd floor Jones Bldg, 11 Kent St., Charlottetown, or
- b) the Government Garage (corner of Park St. And Riverside Drive, Charlottetown),

to complete the required form and to pay the required fee.

5. If your new structure requires a **civic address**, fill out the enclosed Civic Address form and mail it to:

911 Administration Office
P.O. 911
Charlottetown, PE C1A 7L9

You should receive a letter within approximately 2 weeks indicating your new civic address. You must then take that number to the nearest sign shop and have them make a civic number sign, which must then be erected in accordance with the Provincial regulations mailed to you.

6. Attach a copy of the approved on-site sewage disposal system permit, entranceway permit (if required) and culvert permit (if required) to the completed building permit application form. Attach a cheque made out to the Community of North Shore for the appropriate building permit fee see fee schedule online at www.stanhopecovehead.pe.ca and either

a) drop the documents off at the North Shore Community Office, 2120 Covehead Road between the hours of 8:00 a.m. and 4.00 p.m. Monday, Tuesday, Wednesday or Thursday, **or**

b) mail the documents to:

Development Officer
Community of North Shore
2120 Covehead, York, PE
COA 1P0

****Note:** Failure to complete any of the above-noted forms (as required), could result in a delay in the issuance of your building permit. Please make sure that you, or your building contractor on your behalf, have provided all relevant information requested on the forms, paid all required fees and received all required permits.

If all documentation, etc. is in order, you should receive your approved building permit within approximately 2 weeks of receipt of the completed building permit application.

If you have any questions respecting the building permit application process, please contact Tracey Allen, Council Administrator at 1-902-672-1586 or send an e-mail to nsc@pei.aibn.com

****Please Note:** You should be aware that there may be existing covenants in place. The Official Plan does not enforce covenants, however, as a courtesy, we wish to advise you that you should be prudent in determining whether there are covenants in place and contact the respective Home Owners Association.