

# CBRM Building By-law B-300 Amendments – E-permitting

Overview of proposed changes to  
municipal building regulations



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Recommendation – Council Decision  
Required

### **First Reading of By-law Amendments**

Council must give First Reading to Building By-law B-300 amendments as a legal prerequisite before public hearings.

### **Scheduling Public Hearing**

Council is requested to schedule a Public Hearing to present proposed by-law amendments and gather public feedback.

### **Review of Building Fee Policy**

Direction is sought to review the Building Fee Policy before launching e-permitting, aligning fees with digital processing realities.



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# Background – E-Permitting Implementation

## Digital Permitting Platform

CBRM adopted an e-permitting platform to replace manual paper-based permitting processes with a digital system.

## Improved Applicant Experience

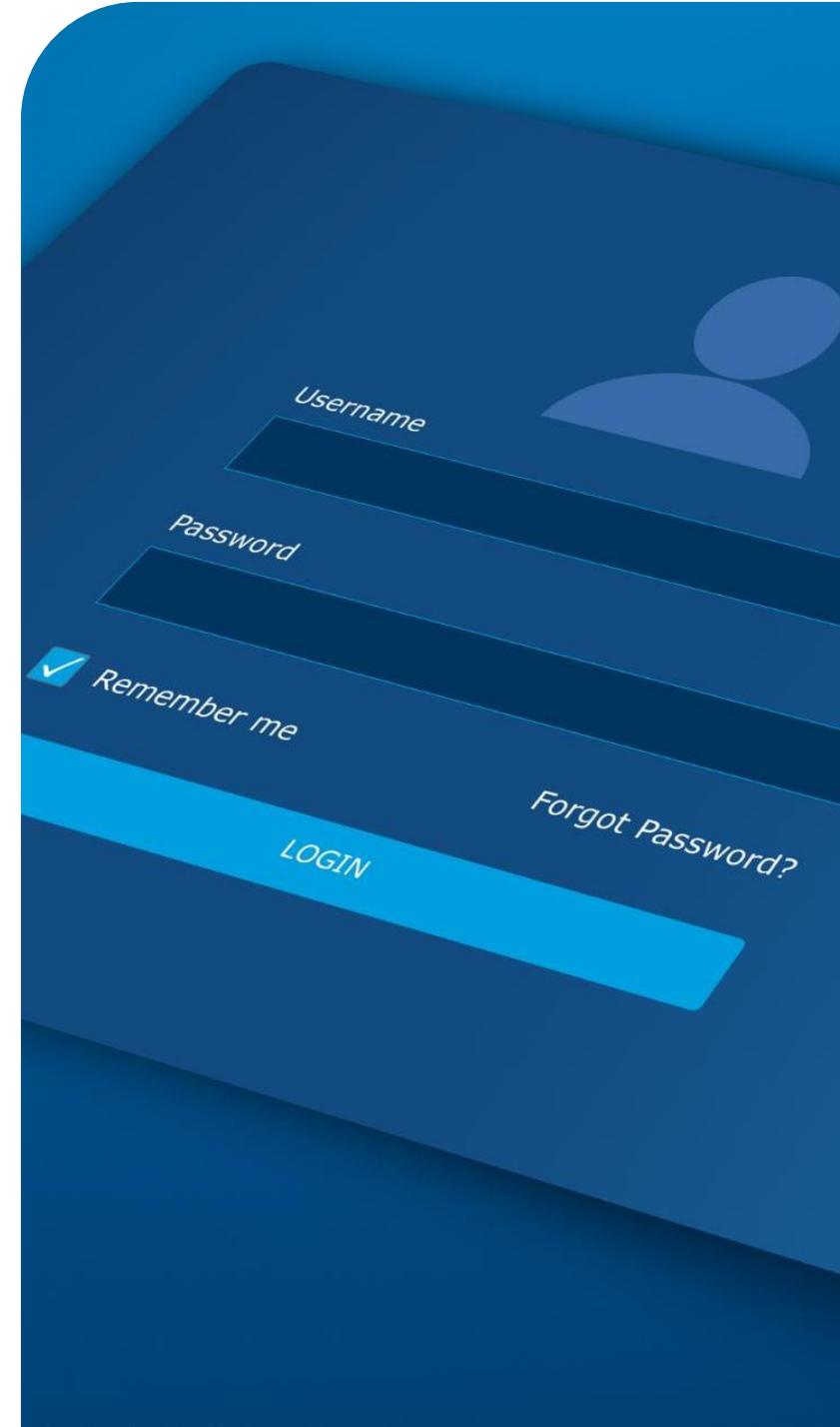
Applicants can upload plans, track progress, receive notifications, and communicate with staff remotely and flexibly.

## Enhanced Efficiency and Compliance

E-permitting standardizes processes, reduces delays, improves approval efficiency, and supports regulatory compliance.

## Support for Broader Modernization

The platform is part of a larger service transformation initiative impacting regulatory frameworks and service delivery.



# Why Amend the Building By-law?

## Need for By-law Revision

Revisions support the Housing Accelerator Fund commitment to streamline residential construction approvals.

## Introduction of Digital Workflows

Accela platform enables digital submissions and plan reviews, requiring by-law modernization for support.

## Simplification and Alignment

Amendments simplify administrative processes and align regulations with provincial legislation and best practices.

## Benefits of Modernization

Modernization increases transparency, reduces burden on staff and clients, and supports e-permitting deployment.



# Summary of Key Amendments

## Digital Submission Mandate

Requiring digital building plan submissions aligns permitting workflows with modern online application systems.

## Updated Permit Definitions

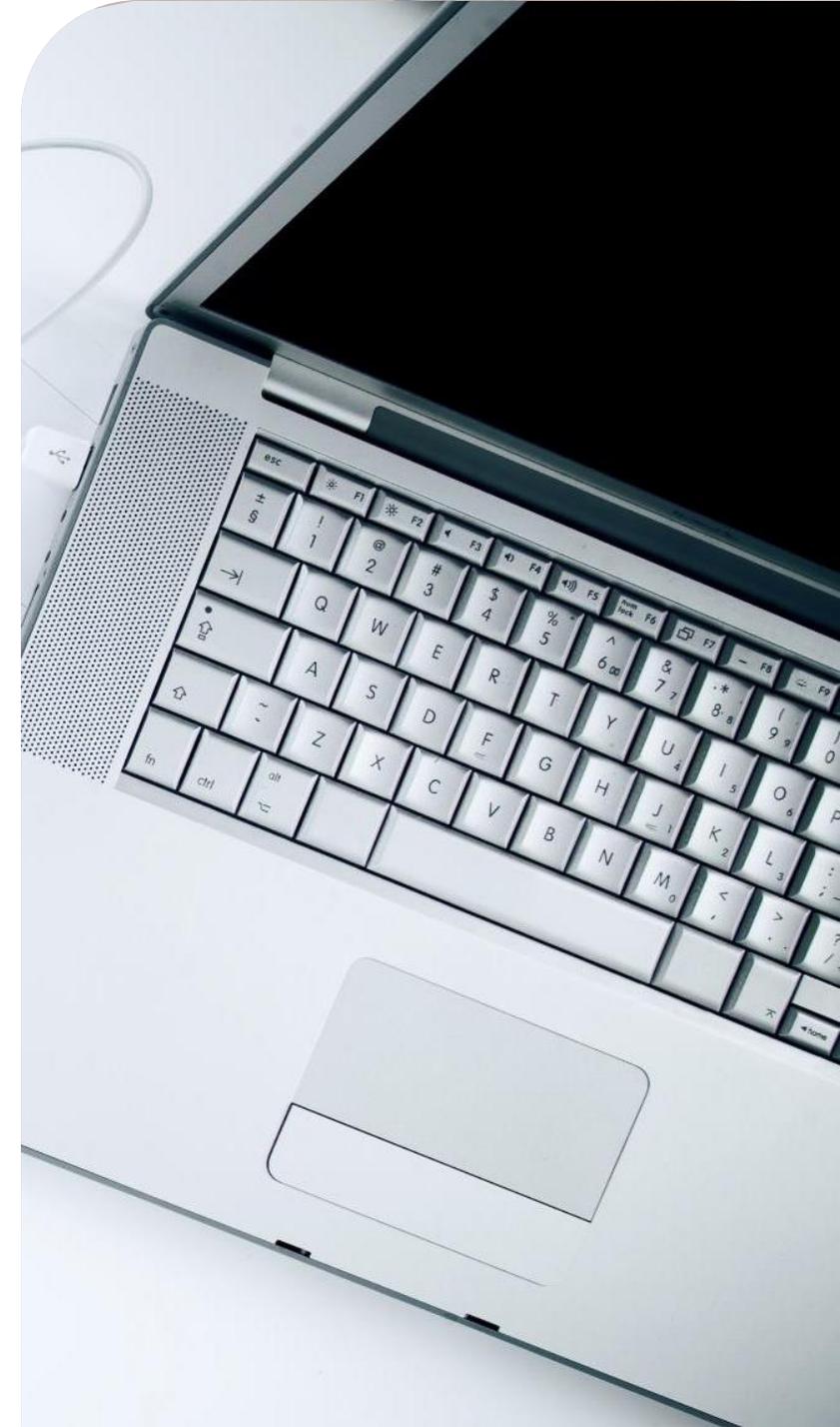
Clarified definitions for residential, commercial, and non-structural repair permits improve regulatory clarity.

## Extended Permit Validity

Residential construction permit validity extended to 24 months, reducing administrative burden and aligning with commercial permits.

## Streamlined Permit Rules

Updated permit requirements updated to reflect modern licensing practices and system consistency.



# Digital Plans – Modernized Submission Requirements

## Requirement for Digital Submissions

All building permit applications now require digital plans, replacing physical paper drawings entirely.

## Enhanced Internal Workflows

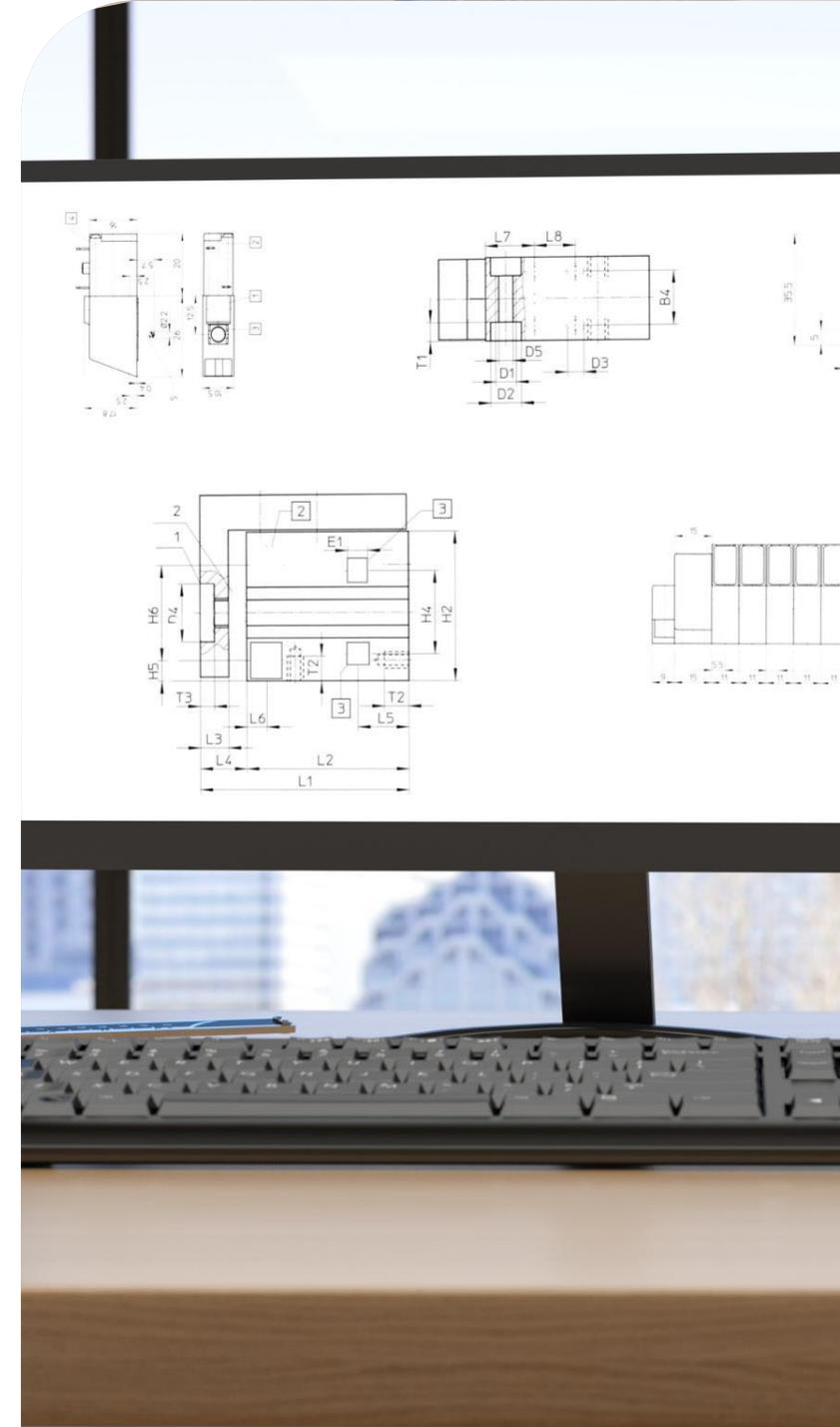
Digital submissions enable more efficient internal reviews and facilitate easier sharing across departments.

## Benefits to Applicants

Applicants experience faster communication, greater accuracy, and reduced time spent preparing documents.

## Foundational for E-Permitting

Digital plan intake is essential for the e-permitting system to function at full capacity and improve services.





# Permit Duration – 24-Month Validity

## Extended Permit Duration

Residential building permits are now valid for 24 months, doubling the previous 12-month duration to better accommodate project delays.

## Reduced Administrative Load

Extending permit length reduces the number of renewals, lessening administrative workload and improving staff efficiency.

## Consistent Timelines

Aligning residential permit durations with commercial permits promotes consistency and predictability for builders and officials.



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# Additional Clarifications and Clean-Ups



## **Permit Requirements Update**

New rules require permits for accessory buildings over 100 sq ft and repairs exceeding \$10,000 value.

## **Numbering Corrections**

Corrections fix inconsistencies in by-law numbering, enhancing readability for users and staff.

## **E-Permitting System Enhancements**

Permit conditions can now be applied directly via the e-permitting system, improving communication and reducing errors.

## **Administrative Revisions**

These administrative updates support a modern, functional regulatory framework for better governance.



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# Financial Implications

## Revenue Impact from Permit Extensions

Extending permit validity may reduce renewal revenues by about \$3,350 annually if all renewals are eliminated.

## Credit Card Processing Fees

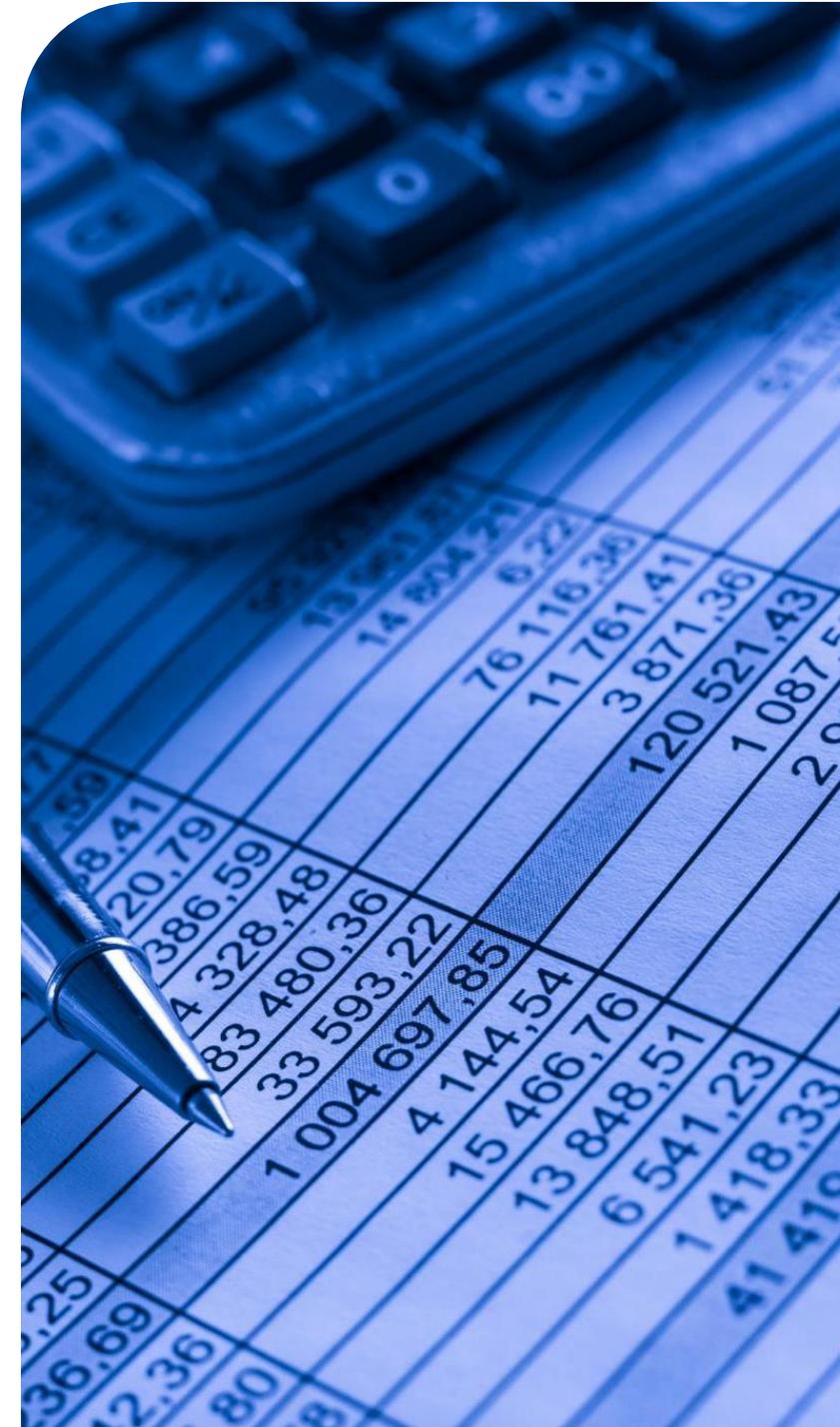
Introducing credit card payments incurs processing fees between 0.69% and 3%, affecting future fee policies.

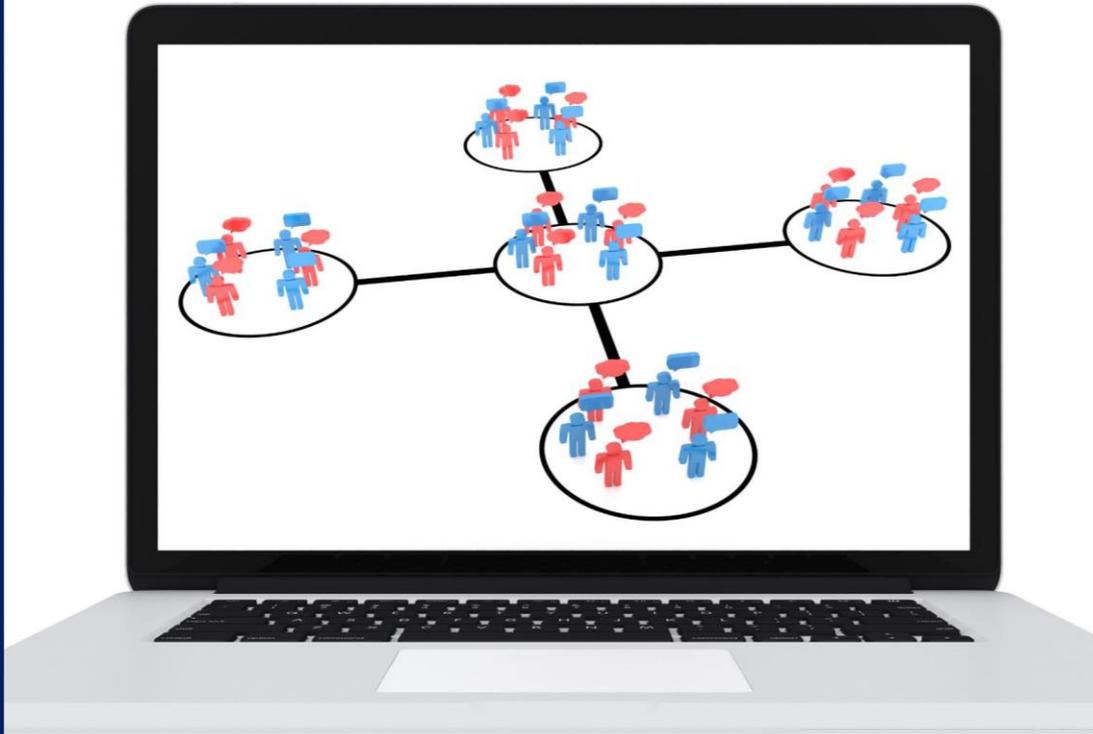
## Overall Financial Considerations

These financial factors impact cost recovery, operational budgets, and sustainability of service delivery.

## Need for Fee Policy Review

A thorough fee policy review is essential before the full launch of the new e-permitting system.





# Conclusion and Next Steps

## Recommended Council Action Steps

Council must complete the First Reading, schedule the Public Hearing, and direct staff for policy review.

## Importance of Amendments

Adopting amendments is crucial for meeting fund commitments and enabling proper e-permitting platform operation.

## Modernization Foundation

The by-law forms a foundation for CBRM's service modernization and improved delivery to the public.



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