



Document Submission Checklist: Building and Development Permit Application

TICK THE DOCUMENTS AND ELEMENTS THAT ARE INCLUDED IN YOUR APPLICATION

☐ **SITE PLAN (required for all applications except Renovations)**

Must include:

- ☐ Parcel ID (PID) Number
- ☐ Shape and dimensions of all property boundaries
- ☐ Parcel area (m²)
- ☐ Building location, dimensions, and height (existing & proposed)
- ☐ Total area of roof (measured to edge of eaves - dripline) - residential only
- ☐ Setback measurements to all property boundaries
- ☐ Driveway and parking space location and dimensions

Additional information may be required.

☐ **BUILDING PLANS (2 sets, one paper and one digital)**

Drawn to scale and **may** include:

- ☐ Floor plan - the layout of the building for each floor
- ☐ Elevations - outside of the building from all four sides
- ☐ Mechanical - ventilation, sprinkler, and plumbing system
- ☐ Electrical - electrical layout, lighting, emergency lighting, fire alarm, circuits
- ☐ Engineer's Stamp on building plan

Digital building plans can be emailed to permits@cbrm.ns.ca.
The subject line should include your building permit application number.

☐ **Deck Information Sheet (Deck Only Applications)**

PROVINCIAL APPROVALS

- ☐ Work Within Highway Right of Way Permit (from NS Department of Public Works) [(902)-563-2240]
*Required when the property fronts on a Provincially owned road.
- ☐ On-site Septic System Approval (from NS Department of Environment) [(902)563-2100]
*Required for new construction or new bedrooms for properties which do not receive municipal sanitary sewer service.

Applicant's Initials:_____

CBRM Staff Initials:_____

SITE PLAN: EXAMPLE

PID No. _____
Lot Area _____

Existing Building dimensions & area (if applicable)

Area not occupied by buildings or parking area will be landscaped

Proposed Building dimensions & area

Dripline

Parking Space with dimensions

Driveway with dimensions

Street Name: _____