

Please note: Read through **ALL** the fields on the application and complete thoroughly. The form is generic for all our permits so some fields may not apply. If unsure, please call or email to ask.

<b>PERMIT APPLICATION</b> <i>Please note, incomplete applications can lead to delays in processing</i>		DEVELOPMENT PERMIT <input type="checkbox"/>	When permit is ready contact: Applicant <input type="checkbox"/>	Owner <input type="checkbox"/>
		BUILDING PERMIT <input type="checkbox"/>	Permit should be: Mailed <input type="checkbox"/>	Picked up <input type="checkbox"/>
TO: ERECT ___ RELOCATE ___ ALTER ___ ADD ___ REPAIR ___ REBUILD ___ CHANGE USE ___				
<b>PROJECT LOCATION (Civic #/Lot # and Street) :</b>			<b>or PID OR ASSESSMENT ACCOUNT NUMBER:</b>	
APPLICANT(S): <i>If not owner, owner must complete an Authorization Statement.</i>		FULL MAILING ADDRESS (including postal code):		PHONE: _____ EMAIL: _____
REGISTERED* PROPERTY OWNER:		FULL MAILING ADDRESS <i>if not applicant</i> :		PHONE: _____ EMAIL: _____
BUILDER:		ADDRESS:		PHONE: _____ EMAIL: _____
<b>TYPE OF PROJECT (SPECIFY):</b> Single Family Dwelling ___ Mini-Home ___ Mobile Home ___ Multiple Unit Dwelling (No. of units: ___) Accessory Building: Garage ___ Shed ___ Other _____ Commercial ___ Industrial ___ Agricultural ___			<b>Building/Structure Size:</b> (only if new or an addition) <b>Exterior: Length _____ x Width _____</b> <b>Square Footage of:</b> A. Entire structure: _____ sq ft* *(Include basement, main & additional floors) B. Attached garage: _____ sq ft C. Porches/Decks: 1. _____ sq ft 2. _____ sq ft 3. _____ sq ft 4. _____ sq ft D. Other: _____	
PRESENT USE OF LAND AND/OR BUILDING(S):				
PROJECT DESCRIPTION AND/OR PROPOSED USE OF LAND AND BUILDING(S): <i>Separate structures require separate applications.</i>				
ESTIMATED VALUE OF CONSTRUCTION: <i>If application contains both new construction and renovations, please show separate total cost for each: \$</i>				
MUNICIPAL SEWER? YES NO MUNICIPAL WATER? YES NO				
SPECIFICATIONS: Not required if included on submitted plans				
No. of Floors (include basement):		No. of Washrooms:		No. of Bedrooms:
Footings Width:		Footings Depth:		
(circle): Step Footings Frost Wall Slab Full Foundation Sonotubes Concrete Block				
Foundation Wall Height:		Thickness:		
Floor Joists: Size:		Spacing:		Span:
Heating: Electric Wood		Oil Gas Other:		
Exterior Walls: Frame Brick		Other:		
Exterior Studs: Size:		Spacing:		
Roof Material: Type of Roof:		Rafters		Trusses
Interior Partitions: Metal		Wood Finish:		
Interior Studs Size:		Spacing:		
Cladding:				
Insulation Details:				
Vapour Barrier Type:				



**WEST HANTS REGIONAL MUNICIPALITY**  
 Planning and Development Department  
 PO BOX 3000, 76 Morison Dr, Windsor, NS B0N 2T0  
 Phone: 902-798-8391 Ext. 115 Fax: 902-798-8553  
 Email: bdauphinee@westhants.ca

**IMPORTANT (Applicant): READ DECLARATION, SIGN BELOW**

I declare that the information and statements contained in this application are true and that the plans and specifications are for the construction of the building described.  
 It is clearly understood that this is only an application and does not authorize the applicant to proceed with any work until a permit has been issued.  
 I certify that I am the owner or acting with the owner's written consent as given with an Authorization Statement.

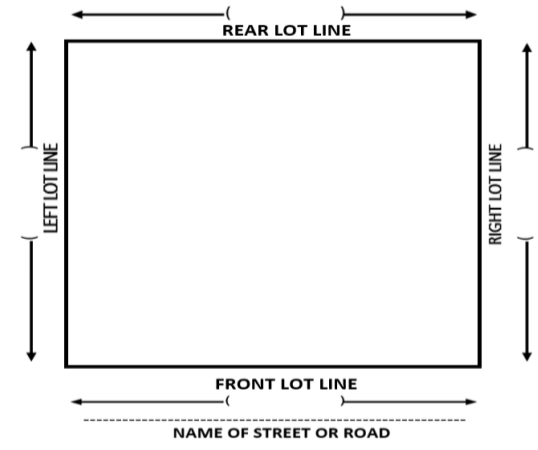
**Date:** \_\_\_\_\_  
**Signature (Owner or Agent):** \_\_\_\_\_  
**Name:** \_\_\_\_\_

**THE SECTION BELOW IS FOR OFFICE USE ONLY**

DATE RECEIVED:	PERMIT NUMBER:
PERMIT FEE:	RECEIPT NO:
\$	
PID:	AAN:
Zoning:	Lot Size:
<b>Initial Documents Required for this Application</b>	
1. Provincial Public Works Right of Way permit- for driveway. OR	
2. Municipal Public Works Right of Way - for driveway	
3. Dept of Environment On-site Septic Notification Receipt. OR	
4. Municipal Public Works Right of Way - for sewer/water	
5. Authorization Statement (Owner's permission)	
6. Plot plan	
7. Engineered Slab	
8. Building Plans	
9. Payment	
10. Other:	

**PLOT PLAN: (REQUIRED for new structures/additions).** Show location and outline of all buildings, existing and proposed, on the lot. Indicate **property dimensions (in brackets outside of the box)**. Draw buildings/ structures in the box and indicate distances from new building walls or structure to front, rear and side property lines (*inside box*). Show existing or proposed driveway(s). The name of abutting streets should also be shown. Optionally, contact us for an aerial view of your property to assist with your plot plan.

*\*See above note before entering setbacks & property dimensions\**



\* We check Property Online to verify property ownership. If property is newly purchased you may need to provide proof of purchase to verify ownership. If owned by a company, signature must be a recognized agent (Reg. of Joint Stocks) or provide Authorization Statement.