

## A Guide to Building/Development

## Municipality of the District of Guysborough

### Inspections during construction

During construction of your project, periodic inspections will be made to ensure work proceeds in accordance with the permit issued and the NBC. You are responsible for notifying the Building Inspector at various stages of construction. In new construction, minimum required inspection stages include:

- Before backfilling your foundation
- After framing and rough plumbing
- Before installing the interior wall cladding
- Before occupancy

Keep in mind that the NBC is only a minimum set of standards. The inspections are to ensure minimum standards are met and are not a substitute for the normal care required by the owner or contractor. You should work together with your contractor to ensure that you both have a clear understanding of what is to be done.

### Occupancy Permit

When you are ready to move in, call the Building Inspector for an occupancy permit to ensure that all work completed meets the code and no unsafe condition exists. There is no charge for this permit.

### Penalty

Failure to comply with the Building Code Act or Building Bylaw may, upon summary conviction, result in a fine of not less than \$100.00 nor more than \$1,000.00 per day for every day which an offence continues.

### Appeal

If a dispute should arise between you and the Building Inspector over a technical requirement of the NBC regulations, you or your contractor may make an application to the Nova Scotia Building Advisory Committee for a hearing and ruling in the matter. The NBC provides for minimum standards to protect you and your family.

### Where do I apply?

**Building Inspector:**  
Glenn Stirling  
Phone: 902.533.3705, Ext. 235  
Cell: 902.870.605  
Email: [gstirling@modg.ca](mailto:gstirling@modg.ca)

**Development Officer:**  
Deborah Torrey  
Phone: 902.533.3705, Ext: 222  
Email: [dtorrey@modg.ca](mailto:dtorrey@modg.ca)

### Additional Contacts

**Public Sewer:**  
Glen Avery, Director of Public Works  
Phone: 902.533.3705, Extension 233  
Cell: 902.870.1971  
Email: [gavery@modg.ca](mailto:gavery@modg.ca)

**Septic Systems**  
Department of Environment: 902.863.7389

**Public Street Access**  
Department of Transportation: 902.863.3420



## Before You Build



Plan the District of  
Guysborough

*Our Home, Our Future*

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### National Building Code & Municipal Building Bylaw

*The National Building Code of Canada 2015 (NBC)*, published by NRC and developed by the Canadian Commission on Building and Fire Codes, sets out technical provisions for the design and construction of new buildings. It also applies to the alteration, change of use and demolition of existing buildings. In addition to the NBC, the Municipal Building Bylaw has specific requirements for the Municipality of the District of Guysborough.

### When Building/Development Permits are required

A Building/Development Permit is required for all types of construction such as:

- New buildings and structures
- Additions to existing structures
- Non-structural repairs exceeding \$2,500 in value
- Fences more than six feet in height
- Decks and verandas
- Relocation of existing building
- Demolition of existing structures

Exemption: New accessory buildings containing less than 100 ft<sup>2</sup> of floor space do not require a building permit but must conform to the NBC and Municipal Bylaws. However, a Development Permit may be required to ensure compliance with the Municipal Land Use Bylaw.

Other permits or approvals may also be required from other agencies prior to the issuance of a Building/Development Permit.

All new building lots must be approved by the NS Department of Environment for on-site sewer and the NS Department of Transportation for driveway access unless services are already available on the lot. All industrial, commercial and public building plans require approval of the plans by the Fire Marshall's Office prior to the issuance of a Building Permit.

### How do I apply?

To obtain a copy of a Building/Development Permit Application Form please visit our website at [www.modg.ca](http://www.modg.ca) or drop by the office located at 33 Pleasant Street, Guysborough.

To obtain a list of Qualified Persons (QP) for design of an on-site sewer system please contact the NS Department of Environment at (902) 863-7389. To complete your application for driveway access please contact the NS Department of Transportation at (902) 863-3420.

With all construction projects, it is important to provide as much information as possible on your application form to avoid any unnecessary delays. Please make sure your application indicates exactly where your property is located (so we can find it) and where on the property your project is going to be placed (so we are sure it meets municipal requirements). You will be asked to provide a site/plot plan for all new construction or addition projects. To obtain a copy of the "Plot Plan" form for New Construction or Accessory Structure or Additions, please visit our website at [www.modg.ca](http://www.modg.ca).

You will need to provide a copy of the building plans for your proposed building. They do not have to be drawn by a professional; however, they have to show a floor plan and have enough details to make sure the plan complies with the NBC. Plans prepared by architects or engineers are required for larger projects such as commercial and industrial buildings and residential buildings over three stories in height.

Your application will be reviewed by the Building Inspector to ensure compliance with the NBC and by the Development Officer to ensure compliance with the Land Use Bylaw.

### Permit Fees

- Residential buildings, community centres & churches (excluding unfinished basements) - \$20.00 (non-refundable) plus \$0.10 per ft<sup>2</sup>
- Commercial & industrial buildings - \$20.00 (non-refundable) plus \$0.14 per ft<sup>2</sup>
- Accessory Buildings (sheds, shell warehouses, garages, barns and other farm buildings) - \$20.00 (non-refundable) plus \$0.04 per ft<sup>2</sup>
- Renovations & repairs in excess of \$2,500 - \$20.00 (non-refundable) plus \$2.00 per \$1,000.00 value of alterations and/or repairs
- Demolition Permit - \$20.00
- Occupancy Permit – no charge