

# COMMUNITY OF NORTH SHORE

## Prince Edward Island

### 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 enclosed building permit application form.

2. 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, 3<sup>rd</sup> 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, 3<sup>rd</sup> 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 (\$100 + \$5.00 GST for a new or expanded structure, or \$25.00 + \$1.25 GST for an accessory building), and either

a) drop the documents off at the North Shore Community Office, 2120 Covehead Road between the hours of 9:00 a.m. and 5:00 p.m. Monday through Thursday or in the drop box at the side of the Community Centre after hours.

b) or applications can be scanned and emailed to [nsc@pei.aibn.com](mailto:nsc@pei.aibn.com)

c) mail the documents to:

Development Officer  
Community of North Shore  
PO Box 134  
York PE, C0A 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.

**\*\*Note:** Please be advised that there may be existing restrictive covenants in place within subdivisions. For information on any covenants that may apply please contact the respective Homeowners Association. The Official Plan does not enforce covenants.

You also need to be aware that most of the roads in the municipality are "private roads". You can find information on the implications of building on "private roads" in the Planning section of our web site.

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 the Development Officer, at 1-902-672-4903 or send an e-mail to [g.carragher@bellaliant.net](mailto:g.carragher@bellaliant.net)

# COMMUNITY OF NORTH SHORE BUILDING PERMIT APPLICATION

**NOTE:** Please refer to the Community of North Shore Official Plan and Zoning & Subdivision Control Bylaws ([www.stanhopecovehead.pe.ca](http://www.stanhopecovehead.pe.ca)) for information regarding building within the Community of North Shore.

\_\_\_\_\_

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

- new structure  demolition of an existing structure  
 apartment within an existing dwelling  addition/extension to existing structure  
 moving a structure onto an existing property  expansion of existing use of a structure  
 change of use of land or existing structure

## I. Property Information:

Property tax no: \_\_\_\_\_ Location of property (street name): \_\_\_\_\_  
Subdivision lot no: (if applicable): \_\_\_\_\_ Civic no: \_\_\_\_\_  
Property owner's name: \_\_\_\_\_  
Existing use of property: \_\_\_\_\_ Width \_\_\_ Depth \_\_\_ Acreage \_\_\_

## II. Applicant information:

Applicant's name (if different from above): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Postal code: \_\_\_\_\_ Phone no: (h) \_\_\_\_\_ (w) \_\_\_\_\_  
Fax: \_\_\_\_\_ 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:

single family dwelling  duplex  seasonal dwelling  rental cottage   
agriculture  commercial  public service/institutional  recreation   
non-commercial garage  non-commercial storage  resource-based industrial   
other (please state what the proposed use will be) \_\_\_\_\_

## IV. New structure/addition information:

length \_\_\_ height \_\_\_ width \_\_\_ stories \_\_\_ foundation type \_\_\_\_\_

## V. Location of new structure/addition on property:

- distance to centre of nearest road, street, lane way or right-of-way? \_\_\_\_\_
- distance to nearest property line? \_\_\_\_\_
- 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 \_\_\_

## VII. Septic system information:

Type of septic system to be installed on site or connected to?  
new \_\_\_ existing \_\_\_  
private \_\_\_ central \_\_\_  
If existing private, what is the capacity of the existing holding tank? \_\_\_\_\_ gallons

## VIII. Site plan:

Draw a sketch of property showing the following:

- dimension of lot (width and depth)
- location or proposed location (distance from all boundary lines) of new or existing structure(s)
- location of existing or proposed driveway (incl. distances from nearest boundary line)
- general slope of property (indicate by arrows)
- location of existing or proposed on-site septic tank and absorption field (incl. Setback distance from dwelling, well and property boundaries)
- location of existing or proposed well (incl. Setback distance from dwelling and nearest portion of septic tank and disposal field)
- distance of structure from any adjacent watercourse or wetland

**Affirmation:**

I, \_\_\_\_\_, hereby affirm to the best of my knowledge and ability, the information that I have provided on this form is true and complete.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_, 200\_, or

Agent for applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_, 200\_

**NOTE: In order for your building permit to be issued, you must attach a copy of your approved septic permit to this application.** The Community Development Officer may contact you for any other information considered relevant to this application.

---

**Community Use:**

Date application received: \_\_\_\_\_, 200\_ Application no. \_\_\_\_\_

Application complete?      yes \_\_\_ no \_\_\_

Appropriate building permit fee attached?    yes \_\_\_      no \_\_\_

Person who received the fee? (please print) \_\_\_\_\_

Was a receipt issued?    no \_\_\_                      yes \_\_\_                      Receipt no. \_\_\_\_\_