When is a Development Permit required?

When the job requires construction or excavation in, on, over or under land
For any change in use (eg. A clothing store is now a family services office)
For any changes in size or shape
When any waste-placing or removal of topsoil is involved
For any erection of signs, parking pads or TV Satellite dishes
For any new businesses (including home businesses)

When is a Building Permit required?

For any new construction for structures over 110 square feet
When renovating any structure that changes the size or includes structural (support) alterations
For any structure with retaining walls over 3 feet high
For demolition or moving of a building (also notify the fire department)

What are the rules governing signs?

All signs require a permit except:
In residential areas, when signs are inside a building
When a sign is posted in/on a motor vehicle
Campaign signs (30 days only)
Statutory or official notice of a function approved by the town
Traffic/directional signs authorized by the town
Temporary signs for garage sales or other special events, including real estate signs
Signs by construction companies relating to work in progress (max 4 m^2)

How do I apply for a permit and what is required?

Applications must be signed and dated by the registered owner of the land or their agent (with owner's authorization)
They must also include civic address and legal land description
Building Permits must include the estimated cost of construction. They must also state the proposed use or occupancy of all land and buildings
Site plan (if needed), including:
location and dimensions of existing and/or proposed building(s)
front, side and rear setbacks
an outline of roof overhangs on all buildings
Grades of adjacent streets, lanes and sewers servicing the property
Building Plans, in triplicate, including exterior elevations, lowest finished floor elevation in either the basement or main floor in the principal and accessory buildings where applicable
Sign locations and details
A variance of a setback up to 30% may be granted by the development authority. Any variance greater than 30% must be approved by the council
If the application for a development permit is for a discretionary use, the application will be referred to the council for approval
Once the application is conditionally approved, it is advertised in the paper (14-day appeal)
A development permit is void if construction is not commenced within 12 months of the date of issuance or carried out with reasonable diligence
Appeals may be made in writing to the Subdivision and Development Appeal Board with the fee of $300

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