



BUILDING & DEVELOPMENT PERMIT APPLICATION

Town of Mahone Bay
493 Main St
PO Box 530, Mahone Bay, NS B0J 2E0

E-mail: inquiries@townofmahonebay.ca
Phone: 902-624-8327

Civic Address or Location of the Property:

Civic _____ Street Name _____ Community _____

Value of Construction/ Square Footage

PID: _____

CONTACT INFORMATION:

Property Owner	_____	Contractor	_____
Phone	_____	Phone	_____
Email	_____	Email	_____
Mailing Address	_____	Mailing Address	_____
Postal Code	_____	Postal Code	_____
Correspondence to?	☐ Property Owner ☐ Contractor		

Existing Use of Lot

Describe Project

☐ Affordable Housing?

Development fees are waived for the permitting of all affordable housing developments until March 31, 2029. The current Town of Mahone Bay Land Use Bylaw's definition of Affordable Housing is 'housing that costs less than 30% of the before-tax household income.' Based on 2021 Census data the median monthly income for Mahone Bay is \$1,550.

PLEASE ATTACH RELEVANT DOCUMENTATION SUPPORTING YOUR APPLICATION

DECLARATION OF APPLICATION:

I do solemnly declare: I am the owner/authorized agent of the owner(s) named in this application for a permit, and confirm that the information provided in the application and in supplementary information is true and complete, (provisions of false information is an offense). As the owner/authorized agent I recognize that failure to provide a necessary information may cause delays.

PRINT NAME	SIGNATURE	DATE (YYYY – MM – DD)	
OFFICE USE ONLY			
Civic Number Fee	Development Fee	Building Fee	Receipt Number

Applications will not be processed for review if they are not completely filled out, a value of construction provided and supporting documentation included.

Supporting documents are always required as part of making a permit application.

Site Sketch

Site sketch showing distances to all property boundaries and existing structures.

Please label any existing structures. Reference the sample attached.

Construction Details

This must include a cross section at shall be through an exterior wall from the footing to the roof and show: footing and foundation wall size, and exterior grade above basement floor and all floor, roof, and wall assemblies.

Construction Details and notes such as all sources of heating, ventilation or other mechanical systems shall be included.

Floor plans must be included showing labeled rooms, door opening measurements, and window opening measurements.

Elevations must include all side of the structure with overall height to the highest point, depth of eaves or overhangs, window and door locations.

A scope of work may be required depending on the nature of the application.

Signage Application

1. Sign design (type, dimensions (L, W & H), illuminated or not)
2. Site sketch with location of all existing and proposed signs and distance to property lines for new ground signs
3. For wall signs location on building and length and height of wall the sign is being installed on
4. For window signs the dimension of the window
5. For ground sign the total height of the sign structure from grade to the top of the sign structure
6. For projecting signs, location, height from bottom to grade, type of anti-swing measures to be used

Permit fees must be paid before a documentation review is conducted.

After a documentation review you maybe be requested to provide the additional information:

- NS Transportation Infrastructure Renewal Approval for all provincially owned roads.
- Department of Environment Approval
- Municipal Sewer Connection Approval
- Engineering
- Architectural Details
- Location Certificate
- Other information based upon Land-Use or Building Code review.