



# TOWNS OF TRENTON, STELLARTON & WESTVILLE

PLANNING, BUILDING & DEVELOPMENT OFFICE  
120 Main Street, P.O. Box 328, Trenton, Nova Scotia, B0K 1S0

## Permit & Inspection Guidelines 2019



TOWNS OF TRENTON, STELLARTON & WESTVILLE  
PLANNING & DEVELOPMENT OFFICE

120 Main Street, Trenton, NS, B0K 2A0  
Phone: (902) 752-5311 Fax: (902) 752-0090

## Permit & Inspection Guidelines 2019

The following guidelines are intended to assist any person or party intending to erect, construct, add to, alter, replace, or relocate any building or part of a building or structure; change or alter the use made of land, buildings or structures within the Towns of Trenton, Stellarton and Westville.

### How do I apply for a permit?

The permit application form is available on the Town's website at <http://www.town.trenton.ns.ca/>, can be picked up from the Planning & Development Department, can be mailed or faxed, or can be completed in person with the Building Inspector or Development Officer.

Depending on what kind of project, or where you are constructing, will directly influence which permit(s) you will be required to obtain. No matter what you are applying for, it is very important to provide us with as much detail as possible. A complete set of blueprints or plans may be required and may speed up the process. Remember to apply early enough to avoid disappointment. It may take time for all the permit(s) to be processed.

### Who do I contact?

**Mannie Withrow** (*Interim - effective fall 2020*)

Building Official | Fire Inspector  
mannie.withrow@trenton.ca

**Roland Burek** (*Interim - effective fall 2019*)

Town Planner | Development Officer  
roland.burek@trenton.ca

This Department operates out of Level 2 of the Trenton Town Hall, located at:  
120 Main Street  
Trenton, Nova Scotia  
B0K 1X0

Fax No. (902) 752-0090



## TOWNS OF TRENTON, STELLARTON & WESTVILLE PLANNING & DEVELOPMENT OFFICE

120 Main Street, Trenton, NS, B0K 2A0  
Phone: (902) 752-5311 Fax: (902) 752-0090

### A Building & Development Permit is required for:

- New building construction
- Structural change
- Building demolition
- Building relocation
- Change of occupancy or use
- Swimming pools (deeper than 24 inches/60cm)
- Building repairs or renovations
- Interior alterations
- Accessory buildings equal to or greater than 20m<sup>2</sup> (215ft<sup>2</sup>) in area
- Decks and stairs
- Roof enclosure over an existing or new deck
- Re-roofing where the roof pitch is being changed

### Demolition Permit

A demolition permit is required for the removal of any building, or major part thereof.

### Occupancy Permit

This is the final step in the building permit process. Before any part of the building may be occupied, the Building Official must inspect the work that was done. If the work meets the code requirements, and no unsafe conditions exist, an occupancy permit can be issued. Please contact the Building Official. There is no additional cost for this permit unless the building permit has expired.

### Notes

Before a Building Permit, Development Permit, or Demolition Permit is issued, an applicant must complete an application form, and provide the fee for the permit per the Town's Permit Fee Schedule.

The applicant may also be required to provide additional documentation, including a full set of drawings, Central Services form, an Authorization form, and Letters of Undertaking. During the construction season, it may take time for an application to be processed. Please apply early to avoid delays.

Building and Demolition Permits expire after 12 months, and are renewable.

### Additional Details

In certain cases, a footing permit may be issued before the full Building permit. Once the Development Permit has been issued, and appropriate information has been submitted, a footing permit may be issued permitting the excavation. Upon approval of excavation by the Building Inspector, footings may be placed. Once a Certificate of Location of the actual footings is submitted to the Building Inspector, a Building Permit can be considered. The cost for this permit is included in the cost of the application for a Building Permit.



## TOWNS OF TRENTON, STELLARTON & WESTVILLE PLANNING & DEVELOPMENT OFFICE

120 Main Street, Trenton, NS, B0K 2A0  
Phone: (902) 752-5311 Fax: (902) 752-0090

### Permit Application Requirements

Every application for a permit shall:

- Identify and describe in detail the work and occupancy to be covered by the permit for which the application is made.
- Describe the land by including where Nova Scotia property mapping exists in the unique Parcel Identifier (PID) or where this mapping does not exist the assessment account number, and a description that will readily identify and locate the building lot.
- Include plans and specifications as required by Section 2.3 of the Code.
- State the valuation and square footage of the proposed work and be accompanied by the required fee.
- State the names, addresses, and telephone numbers of the owner, architect, professional engineer or other designer, constructor, and any inspection or testing agency that has been engaged to monitor the work, or part of the work, and
- Describe any special building systems, materials and appliances.
- Such additional information as may be required by the authority having jurisdiction.

### Drawing Requirements:

One complete set of construction drawings is required. The drawings must be drawn to scale, and must include the following:

- Site Plan - Showing lot and building dimensions, and distances to property lines.
- Building Elevations - Showing exterior finishes (all views), finished grade level, windows, doors, chimneys, stairs etc.
- Floor Plans - Showing all room dimensions, wall types, window and door schedules, and room finish schedules.
- Sections - Showing building and wall sections (all construction materials), grade level, floor heights, and stair sections.
- Structural Drawings - Showing foundation plan (type, size & dimensions), floor plans, and columns, bearing walls, stairs, ramps, roof plan, and structural details.

Depending on the class of occupancy, drawings may be required to be provided to the Office of the Fire Marshal.

### What building inspections are required?

Inspections are required at the following stages of construction:

- Footings
- Sub-floor plumbing
- Sub-floor and foundation insulation
- Pre-backfill
- Prior to covering any framing and/or plumbing
- Pre-drywall
- Prior to any use or occupancy



## TOWNS OF TRENTON, STELLARTON & WESTVILLE PLANNING & DEVELOPMENT OFFICE

120 Main Street, Trenton, NS, B0K 2A0  
Phone: (902) 752-5311 Fax: (902) 752-0090

### When can I move in?

When your project is complete and before you move in, call the Building Department for an occupancy inspection. If the work that was done meets Code requirements and no unsafe conditions exist, an occupancy permit may be issued.

### Fire Safety Planning

The National Fire Code of Canada requires that certain buildings shall develop and maintain a Fire Safety Plan. Buildings requiring a Fire Safety Plan need to have their Plan in place prior to occupancy. In an effort to assist owners/occupants in the development and/or maintenance of these Plans, the Fire Inspector for the Towns of Trenton, Stellarton and Westville has prepared a Fire Safety Plan Template.

Building owners/occupants are encouraged to use this guide as a template to prepare or enhance their plans so that they meet the requirements of the Fire Code.

The following occupancies are required to have a formal fire safety plan:

- Assembly occupancies (any building in which persons gather including restaurants, halls, gymnasiums, libraries, churches, clubs, bowling alleys);
- Care, treatment or detention occupancies (hospitals, nursing homes, jails);
- Every building required to have a fire alarm system including sprinklered buildings;
- Demolition and construction sites;
- Areas used for bulk storage;
- Areas where flammable or combustible liquids are stored or handled;
- Areas where hazardous processes or operations occur.
- A copy of the Fire Safety Plan Template may be obtained from this website under Related Documents.

### Please Note

You are legally responsible for notifying the Building Department at the required inspection stages so that any problems can be corrected before they become costly. Failure to comply with the required information could produce delays in obtaining necessary approvals.

We do not conduct pre-purchase building inspections.

### Where can I find more information?

Applications and further information is available on the Town's website:

<http://www.town.trenton.ns.ca/>

Please feel free to contact the Town with any questions. We are happy to assist with making your permit process as smooth as possible.