

Information Bulletin
The Building Permit Process



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- 1. Pre-Consultation with Applicant**
Applicant will discuss proposed development project with Technical Services Staff.
- 2. Submission of Application and Site Plan**
Applicant will complete Part A of Development Application. Site Plan must indicate location of street(s), the size and location of site dimensions from existing property lines to existing & proposed structure(s), dimensions of existing and proposed structure(s) and driveway location.
- 3. Staff review of Application and Site Plan.**
Staff will ensure project complies with Zoning Bylaw, Building Bylaw, Subdivision Bylaw and other legislation. Verify servicing (water, sewer & electric utilities), drainage (culvert), driveway access and/or parking.
- 4. Notification to Applicant**
Applicant will be notified of status and informed of revisions or modifications (if required). Staff will determine permit(s), detailed plans and information necessary to proceed with the project.

What Is?

A Zoning Bylaw?

A Zoning by-law is a precise document used by a municipality to regulate the use of land. It states exactly what land uses are currently permitted in the community and provides detailed information such as:

- *Where building and structures may be located*
- *types of uses and buildings permitted.*
- *standards for lot sizes, parking requirements, building heights, yard dimensions and setbacks from the property lines*

A Building Bylaw?

A Building Bylaw is a document used to regulate the construction or demolition of buildings in the City. The Bylaw adopts the 1995 edition of the National Building Code of Canada.

A Subdivision Bylaw?

A Subdivision bylaw regulates the division of land into smaller lots or blocks and also includes the consolidation of lots to make a larger lot. A subdivision is a legal survey plan and a subdivision must conform to applicable municipal and provincial legislation and consider future land use impacts such as:

- *official plan*
- *zoning and development control bylaw*
- *traffic*
- *sewer and water infrastructure and storm water drainage*
- *parkland*
- *environment*

Contacts

General Inquiries.	432-1262	City of Summerside
Building Officer.	432-1261	Technical Services Department
City Planner.	432-1260	275 Fitzroy Street, 3 rd Floor
Director of Technical Services.	432-1258	Summerside, P.E.I. C1N 1H9
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