

Information Bulletin

Single Family Dwellings Additions



Prince Edward Island

Building Permit Process

The City of Summerside has adopted the 2005 Edition of the National Building Code of Canada as the minimum standard of construction in the City.

A Building Permit is required before a house addition is constructed so that the City can help you to ensure that it is built to the code requirements.

In order to obtain a building permit, you must fill out an application form describing the work and submit enough information to allow the City to assess code compliance. This brochure was designed to help you, the owner/contractor understand what information is required

Please check with the City early in the process to determine if any other City bylaws or regulations are applicable. Once any other approvals are obtained and all the information is submitted, it may take a few days or more to review your application and issue a building permit.

Plan Requirements

The following information must be submitted with the building permit application for a house addition:

- site plan drawn to scale showing:
 - lot dimensions
 - location of existing dwelling and proposed addition
 - setbacks to property lines

- floor plans drawn to scale showing:
 - proposed use of new rooms
 - new window and door locations and sizes
 - new stair locations

- structural plans drawn to scale showing:
 - size and location of new beams and lintels
 - size, spacing and location of new joists
 - size and location of new columns
 - size and location of new footings and foundation walls
 - size, spacing and location of new roof trusses or joists
 - details of how new structural members will tie into existing ones

- detail drawings or information showing
 - cross section through new walls indicating wall construction
 - mechanical ventilation
 - fire detector number and location

- other information required to determine code compliance

- property number (found on property tax bill)

Fees and Inspections

The fee for a building permit is \$15.00 plus \$3.00 per \$1000 of construction value over \$5000. Please display the building permit in a prominent location on the work site.

Inspections are scheduled by the City at the following points of construction:

- when the foundation is complete prior to backfilling and placing of a structure thereon
- when framing is complete prior to being covered
- when all work is complete

Please advise the Building Inspector three days before the inspections is due. Other inspections may be carried out depending on the project complexity and staff workload.

Building Codes

In ancient Babylonia, one of the articles in the Code of Hammurabi stated that if a house collapses, the builder shall be slain. So building codes are not new although modern building codes are less hazardous to the health of builders. Modern codes appeared after the widespread loss of life and property in the latter part of the 19th Century in North America. Building Codes help to ensure health, safety and welfare of citizens by:

- reducing potential fire hazards.
- allowing occupants time and facilities to safely exit a building in an emergency.
- requiring certain buildings to be barrier free.
- regulating structural soundness of buildings.
- reducing property loss from fires.

The National Building Code was developed to ensure that uniform standards would be used across the country which reduces building costs by allowing large scale manufacturing.

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
Via Fax.	436-3191	

