

Information Bulletin

Single Family Dwelling Renovations



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 is renovated 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 is usually required with the building permit application for a house renovation. Please check with the City to verify the requirements before proceeding to develop drawings as each renovation is unique and some may not even require a permit:

- floor plans drawn to scale showing:
 - proposed floor plan changes
 - new window and door locations and sizes where applicable
 - new stair locations where applicable

- structural plans drawn to scale showing:
 - the size and location of any new beams, floor joists, roof joists, trusses or columns and the details of how they will be supported by the existing structure

- any existing structural elements that are being removed or altered.
- detail drawings or information showing
 - cross section through new walls indicating construction details
- other information required to determine code compliance
- square feet/meters of building project
- property number (found on property tax bill)
- project cost

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 new 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	

