

## Commercial Building Permit – Renovation Application Documents Required

Application Documents	Description	Required When
Construction Plan	<p>Construction plans must include floor plans of the interior layout of each level (both existing and proposed) that include;</p> <ul style="list-style-type: none"> <li>• rooms showing dimensions and labeled as to use.</li> <li>• Location of all plumbing and electrical fixtures.</li> <li>• Size, spacing and span of the floor framing members.</li> <li>• Location and size of exterior decks, stairs, walls, etc.</li> </ul> <p>A typical cross section, taken through the wall from the footing to the roof that show;</p> <ul style="list-style-type: none"> <li>• Footing and foundation dimensions</li> <li>• Floor assembly construction</li> <li>• Roof assembly construction</li> <li>• Building envelope (exterior wall) construction</li> <li>• Demising wall/Fire separation design</li> </ul> <p>Mechanical system details are required for heating and ventilation.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> is less than or equal to 600m<sup>2</sup> <b>AND</b> <i># of Storeys</i> is less than or equal to 3</p>
Elevations	<p>Building elevations must include north, south, east and west views with height dimensions from finished grade to the highest point of the roof, wall dimensions with window and door sizes and locations.</p>	<p><b>Required</b> when Will there be an alteration to the existing External Walls is equal to Yes <b>AND</b> <i>Proposed Total Area</i> is less than or equal to 600m<sup>2</sup> <b>AND</b> <i># of Storeys</i> is less than or equal to 3 and</p>
A10 Letters of Undertaking - Energy Conservation	<p>This letter states that the professional appointed by the owner or prime consultant to perform the Field Review of Construction for the Resource Conservation Measures–Energy requirements for the following disciplines, have been checked and initialed</p>	<p><b>Required</b> when <i>Proposed Total Area</i> is greater than 600m<sup>2</sup> <b>OR</b> <i># of Storeys</i> is greater than 3</p> <p><b>Optional</b> when <i>Proposed Total Area</i> less than or equal to 600m<sup>2</sup> <b>AND</b> <i># of Storeys</i> is less than or equal to 3</p>
A2 Letter of Undertaking - Architectural	<p>This letter states that the professional appointed by the owner or prime consultant is to perform the Field Review of Construction for the Building DESIGN aspects of the project, which are within Parts 3 and 5 of the Building Code and Part 3 of the National Energy Code of Canada for Buildings, and as shown in design documents submitted to the authority having jurisdiction but do not include areas of work referred to in certificates A-3 to A-10 inclusive.</p>	<p><b>Optional</b></p>

A3 Letter of Undertaking - Structural	This letter states that the professional appointed by the owner or prime consultant is to perform the Field Review of Construction for the STRUCTURAL DESIGN requirements.	<b>Optional</b>
A4 Letter of Undertaking - Mechanical	This letter states that the professional appointed by the owner or prime consultant is to perform the Field Review of Construction for the MECHANICAL DESIGN aspects of this project, which are within Part 6 of the Building Code and Parts 5 and 6 of the National Energy Code of Canada for Buildings.	<b>Optional</b>
A5 Letter of Undertaking - Electrical	This letter states that the professional appointed by the owner or prime consultant is to perform the Field Review of Construction for the ELECTRICAL DESIGN aspects of this project, which are within Part 1 of the Canadian Electrical Code and Parts 4 and 7 of the National Energy Code of Canada for Buildings.	<b>Optional</b>
A6 Letter of Undertaking - Fire Suppression	This letter states that the professional appointed by the owner or prime consultant is to perform the Field Review of Construction for the FIRE SUPPRESSION SYSTEMS DESIGN requirements.	<b>Optional</b>
A7 Letter of Undertaking - Geotechnical	This letter states that the professional appointed by the owner or prime consultants to perform the Field Review of Construction for the GEOTECHNICAL DESIGN requirements.	<b>Optional</b>
A8 Letter of Undertaking - Plumbing	This letter states that the professional appointed by the owner or prime consultant is to perform the Field Review of Construction for the PLUMBING DESIGN requirements.	<b>Optional</b>
HRM Energy Code Checklist and Spreadsheets		<b>Required</b> when <i>Proposed Total Area</i> is greater than 600m <sup>2</sup> <b>OR</b> # of <i>Storeys</i> is greater than 3 <b>AND</b> <i>Type of Energy Document</i> is HRM Energy Code Checklist  <b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m <sup>2</sup> <b>AND</b> # of <i>Storeys</i> is less than or equal to 3 <b>AND</b> <i>Type of Energy Document</i> is HRM Energy Code Checklist
Heritage Elevation Photographs	Photographs of all four elevations of the existing building.	<b>Required</b> when property is a designated Heritage Property, or property is in a Heritage Conservation District, or Applicant answers Yes to Municipal or Provincial Heritage Questions

NS Transportation Infrastructure Renewal Approval - Building	For Provincially-owned roads, approval from Nova Scotia Transportation and Infrastructure Renewal is required prior to work on the roadway or within the highway right-of-way, including installing a driveway or erecting a structure within 100 metres of any highway.	<b>Required</b> when property not on HRM Road <b>AND</b> <i>Work in the Municipal Right of Way</i> is YES
Site Plan - Building	Site plan must include lot dimensions and the footprint of the existing building, proposed addition, and any projections such as decks, roof overhangs and doorsteps. It must also indicate the proposed building's distance from all property boundaries, the location and dimensions of the driveway, existing buildings and setbacks to existing buildings. In addition, watercourse buffer and coastal area information (calculated in accordance with the applicable land use by law), when required. When building is within the service boundary include: - Wastewater, Storm-water and Water Service Laterals - Fire Department connection locations - Hydrant locations **For detailed permit-specific information please visit <a href="http://Halifax.ca">Halifax.ca</a> **	<b>Optional</b>
Professional Architectural Design OR Review of Existing Conditions Letter	ARCHITECTURAL DESIGN aspects of the project, which are within Parts 3 and 5 of the Building Code and Part 3 of the National Energy Code of Canada for Buildings shall be designed by a Professional Architect or Engineer. This professional design shall include floor plans, roof plans, elevations, cross sections, detailed drawings and barrier free design. A Professional's Approval of Existing Conditions Letter could be submitted in place of the Professional Design when the work is not affecting the existing design.	<b>Required</b> when <i>Proposed Total Area</i> is greater than > 600m2 <b>OR</b> <i># of Storeys</i> is greater than 3  <b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m2 <b>AND</b> <i># of Storeys</i> is less than or equal to 3
Professional Electrical Design OR Review of Existing Conditions Letter	ELECTRICAL DESIGN aspects of this project, which are within Part 1 of the Canadian Electrical Code and Parts 4 and 7 of the National Energy Code of Canada for Buildings shall be designed by a Professional Engineer. A Professional's Approval of Existing Conditions Letter could be submitted in place of the Professional Design when the work is not affecting the existing design.	<b>Required</b> when <i>Proposed Total Area</i> is greater than > 600m2 <b>OR</b> <i># of Storeys</i> is greater than 3  <b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m2 <b>AND</b> <i># of Storeys</i> is less than or equal to 3

Professional Energy Conservation Design	Resource Conservation Measures–Energy requirements shall be designed by a Professional Architect or Engineer. A Professional's Approval of Existing Conditions Letter could be submitted in place of the Professional Design when the work is not affecting the existing design.	N/A
Professional Fire Suppression Design OR Review of Existing Conditions Letter	FIRE SUPPRESSION SYSTEMS DESIGN requirements shall be designed by a Professional Engineer. A Professional's Approval of Existing Conditions Letter could be submitted in place of the Professional Design when the work is not affecting the existing design.	<b>Required</b> when <i>Proposed Total Area</i> is greater than 600m2 <b>OR</b> # of Storeys is greater than 3  <b>Optional</b> when <i>Proposed Total Area</i> less than or equal to 600m2 <b>AND</b> # of Storeys is less than or equal to 3
Professional Mechanical Design OR Review of Existing Conditions Letter	MECHANICAL DESIGN aspects of this project, which are within Part 6 of the Building Code and Parts 5 and 6 of the National Energy Code of Canada for Buildings, shall be designed by a Professional Engineer. A Professional's Approval of Existing Conditions Letter could be submitted in place of the Professional Design when the work is not affecting the existing design.	<b>Required</b> when <i>Proposed Total Area</i> is greater than 600m2 <b>OR</b> # of Storeys is greater than 3  <b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m2 <b>AND</b> # of Storeys is less than or equal to 3
Professional Geotechnical Design OR Review of Existing Conditions Letter	GEOTECHNICAL DESIGN requirements shall be designed by a Professional Engineer. A Professional's Approval of Existing Conditions Letter could be submitted in place of the Professional Design when the work is not affecting the existing design.	<b>Required</b> when <i>Proposed Total Area</i> greater than 600m2 <b>OR</b> # of Storeys is greater than 3  <b>Optional</b> when <i>Proposed Total Area</i> less than or equal to 600m2 <b>AND</b> # of Storeys is less than or equal to 3
Professional Plumbing Design OR Review of Existing Conditions Letter	PLUMBING DESIGN requirements shall be designed by a Professional Engineer. A Professional's Approval of Existing Conditions Letter could be submitted in place of the Professional Design when the work is not affecting the existing design.	<b>Required</b> when <i>Proposed Total Area</i> is greater than 600m2 <b>OR</b> # of Storeys is greater than 3  <b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m2 <b>AND</b> # of Storeys is less than or equal to 3
A9 Letter of Undertaking - Interior Design	This letter states that the professional appointed by the owner or prime consultant is to perform the Field Review of Construction for the INTERIOR DESIGN requirements.	<b>Optional</b>
Barrier Free Design	Barrier free design may be required in accordance with the Nova Scotia Building Code Act and Regulations, Section 3.8. The barrier free design shall be submitted separately if it has	<b>Optional</b>

	not been incorporated into the construction plans or professional architectural design.	
Citadel Rampart Review Letter	A Citadel Rampart statement of compliance from licensed surveyor may be required upon request.	<b>Optional</b> (May be requested during review)
Landscaping Plan	The landscape plan, stamped and signed by a landscape architect, shall depict the design of all hard landscaping and soft landscaping in the development. Required upon request.	<b>Optional</b> (May be requested during review)
Location Certificate - Building	The location certificate must be certified by a registered surveyor, showing the location of the Building on the property.	<b>Optional</b> (May be requested during review)
A11 Certification of Field Review	This letter must be signed by a licensed Architect, Interior Designer, or Professional Engineer as appropriate in accordance with provincial legislation and must be submitted after completion of the project but before the occupancy permit is issued. A separate letter must be submitted by each architect, interior designer, or professional engineer hired by the owner or prime consultant.	<b>Required</b>
Professional Structural Design OR Review of Existing Conditions Letter	STRUCTURAL DESIGN requirements shall be designed by a Professional Engineer. A Professional's Approval of Existing Conditions Letter could be submitted in place of the Professional Design when the work is not affecting the existing design.	<b>Required</b> when <i>Proposed Total Area</i> is greater than 600m2 <b>OR</b> # of <i>Storeys</i> is greater than 3  <b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m2 <b>AND</b> # of <i>Storeys</i> is less than or equal to 3
Professional Interior Design OR Review of Existing Conditions Letter	INTERIOR DESIGN requirements shall be designed by a Professional. A Professional's Approval of Existing Conditions Letter could be submitted in place of the Professional Design when the work is not affecting the existing design.	<b>Optional</b>
View Plane Review Letter	A view plane statement of compliance from licensed surveyor.	<b>Optional</b> (May be requested during review)