

## Building Permit - Type=Commercial and Type of Work = New Building

*Note: Other documents may be required by the reviewer on a case by case basis.*

Application Documents	Description	Required When
<b>Construction Plan</b>	<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> # of Storeys is less than or equal to 3</p>
<b>A - Letter of Undertaking Confirmation by Owner</b>	<p>The owner submits this Letter of Undertaking to the Building Official along with a completed application for a building permit.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> is greater than 600m<sup>2</sup> <b>OR</b> # of Storeys is greater than 3</p>
<b>Elevations</b>	<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 <i>Proposed Total Area</i> is less than or equal to 600m<sup>2</sup> <b>AND</b> # of Storeys is less than or equal to 3</p>
<b>A1 - Commitment Certificate from Prime Consultant</b>	<p>This certificate states that the professional appointed by the owner as prime consultant will coordinate the Field Review of Construction for the project.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> is greater than 600m<sup>2</sup> <b>OR</b> # of Storeys 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> # of Storeys is less than or equal to 3</p>
<b>A10 Letters of Undertaking - Energy Conservation</b>	<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> # of Storeys is greater than 3.</p> <p><b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m<sup>2</sup> <b>AND</b> # of Storeys is less than or equal to 3.</p>

<b>A2 Letter of Undertaking - Architectural</b>	<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>Required</b> when <i>Proposed Total Area</i> is greater than 600m<sup>2</sup> <b>OR # of Storeys</b> is greater than 3</p> <p><b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m<sup>2</sup> <b>AND # of Storeys</b> is less than or equal to 3</p>
<b>A3 Letter of Undertaking - Structural</b>	<p>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.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> is greater than 600m<sup>2</sup> <b>OR # of Storeys</b> is greater than 3</p> <p><b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m<sup>2</sup> <b>AND # of Storeys</b> is less than or equal to 3</p>
<b>A4 Letter of Undertaking - Mechanical</b>	<p>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.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> greater than 600m<sup>2</sup> <b>OR # of Storeys</b> 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 # of Storeys</b> is less than or equal to 3</p>
<b>A5 Letter of Undertaking - Electrical</b>	<p>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.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> greater than 600m<sup>2</sup> <b>OR # of Storeys</b> 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 # of Storeys</b> is less than or equal to 3</p>
<b>A6 Letter of Undertaking - Fire Suppression</b>	<p>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.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> is greater than 600m<sup>2</sup> <b>OR # of Storeys</b> is greater than 3</p> <p><b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m<sup>2</sup> <b>AND # of Storeys</b> is less than or equal to 3</p>
<b>A7 Letter of Undertaking - Geotechnical</b>	<p>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.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> is greater than 600m<sup>2</sup> <b>OR # of Storeys</b> is greater than 3</p> <p><b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m<sup>2</sup> <b>AND # of Storeys</b> is less than or equal to 3</p>

<b>A8 Letter of Undertaking - Plumbing</b>	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>Required</b> when <i>Proposed Total Area</i> is greater than 600m <sup>2</sup> <b>OR</b> # of Storeys is greater than 3  <b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m <sup>2</sup> <b>AND</b> # of Storeys is less than or equal to 3
<b>HRM Energy Code Checklist and Spreadsheets</b>		<b>Required</b> when Proposed Total Area is greater than 600m <sup>2</sup> , <b>OR</b> the # of Storeys is greater than 3, <b>OR</b> when the Proposed Total Area is greater than 300 m <sup>2</sup> and the building contains non-residential occupancies, <b>OR</b> when the Combined Total floor Area is greater than 300 m <sup>2</sup> and the Building contains non-residential occupancies <b>OR</b> the building contains a medium-hazard industrial occupancy. <b>Optional</b> when Proposed Total Area is less than or equal to 600m <sup>2</sup> <b>AND</b> the # of Storeys is less than or equal to 3.
<b>Heritage Elevation Photographs</b>	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
<b>NS Transportation Infrastructure Renewal Approval - Building</b>	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
<b>Notification Letter - Sewage Disposal - Building</b>	Confirmation from Nova Scotia Environment that a qualified person has designed an On-Site Sewage Disposal System for the property.	<b>Required</b> when property is not in any HRM water boundaries <b>AND</b> <i>Type of Structure</i> is not Accessory Structure.
<b>On-Site Sewage Disposal System Certificate of Installation</b>	The On-Site Sewage Disposal System Certificate of Installation shall be provided prior to issuance of the Certificate of Occupancy.	Prior to Completion - <b>Required</b> when property is not in any HRM water boundaries <b>AND</b> <i>Type of Structure</i> is not Accessory Structure
<b>Site Plan - Building</b>	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.	Submission- Always Required

	<p>When building is within the service boundary include:</p> <ul style="list-style-type: none"> <li>- Wastewater, Storm-water and Water Service Laterals</li> <li>- Fire Department connection locations</li> <li>- Hydrant locations</li> </ul> <p>**For detailed permit-specific information please visit Halifax.ca**</p>	
<b>Professional Architectural Design OR Review of Existing Conditions Letter</b>	<p>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.</p> <p>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.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> is greater than &gt; 600m2 <b>OR</b> <i># of Storeys</i> is greater than 3</p> <p><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</p>
<b>Professional Electrical Design OR Review of Existing Conditions Letter</b>	<p>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.</p> <p>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.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> is greater than &gt; 600m2 <b>OR</b> <i># of Storeys</i> is greater than 3</p> <p><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</p>
<b>Professional Energy Conservation Design</b>	<p>Resource Conservation Measures–Energy requirements shall be designed by a Professional Architect or Engineer.</p> <p>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.</p>	<p><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>AND</b> <i>Type of Energy Document</i> is Professional Energy Conservation</p> <p><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 <b>AND</b> <i>Type of Energy Document</i> is Professional Energy Conservation</p>
<b>Professional Fire Suppression Design OR Review of Existing Conditions Letter</b>	<p>FIRE SUPPRESSION SYSTEMS DESIGN requirements shall be designed by a Professional Engineer.</p> <p>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.</p>	<p><b>Required</b> when <i>Proposed Total Area</i> is greater than 600m2 <b>OR</b> <i># of Storeys</i> is greater than 3</p> <p><b>Optional</b> when:</p> <ul style="list-style-type: none"> <li>- Proposed total area less than or equal to 600m2 <b>AND</b> <i># of Storeys</i> is less than or equal to 3</li> </ul>

<b>Professional Mechanical Design OR Review of Existing Conditions Letter</b>	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 600m <sup>2</sup> <b>OR</b> # of Storeys is greater than 3  <b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m <sup>2</sup> <b>AND</b> # of Storeys is less than or equal to 3
<b>Professional Geotechnical Design OR Review of Existing Conditions Letter</b>	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 600m <sup>2</sup> <b>OR</b> # of Storeys is greater than 3  <b>Optional</b> when <i>Proposed Total Area</i> less than or equal to 600m <sup>2</sup> <b>AND</b> # of Storeys is less than or equal to 3
<b>Professional Plumbing Design OR Review of Existing Conditions Letter</b>	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 600m <sup>2</sup> <b>OR</b> # of Storeys is greater than 3 <b>Optional</b> when <i>Proposed Total Area</i> is less than or equal to 600m <sup>2</sup> <b>AND</b> # of Storeys is less than or equal to 3
<b>A9 Letter of Undertaking - Interior Design</b>	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>
<b>Barrier Free Design</b>	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 not been incorporated into the construction plans or professional architectural design.	<b>Optional</b>
<b>Citadel Rampart Review Letter</b>	A Citadel Rampart statement of compliance from licensed surveyor may be required upon request.	<b>Optional</b> (May be requested during review)
<b>Landscaping Plan</b>	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)
<b>Location Certificate - Building</b>	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)
<b>A11 Certification of Field Review</b>	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	<b>Required</b>

	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>Professional Structural Design OR Review of Existing Conditions Letter</b>	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 600m <sup>2</sup> <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 600m <sup>2</sup> <b>AND</b> # of <i>Storeys</i> is less than or equal to 3
<b>Professional Interior Design OR Review of Existing Conditions Letter</b>	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>
<b>View Plane Review Letter</b>	A view plane statement of compliance from licensed surveyor.	<b>Optional</b> (May be requested during review)