Construction Permit Pre-Application Guide

For Multi-Unit Residential, Institutional, Commercial and Industrial Projects

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HALIFAX

Contents

Foreword

The Planning and Development business unit at Halifax Regional Municipality (HRM) has worked very closely with our industry clients to create a lasting partnership through the formation of a Development Liaison Group (DLG). This partnership has proven invaluable in identifying and reacting positively to various challenges and issues facing the local development community.

This Construction Permit Pre-Application Information Guide was originally developed by a sub-committee of the DLG consisting of HRM staff, representatives of the Design Construction Institute, Urban Development Institute, Consulting Engineers of Nova Scotia, Nova Scotia Architects Association, and other Industry reps.

On behalf of all those who may benefit from this work, many thanks go out to those who originally contributed their time, effort, and expertise.

No one package of information will be able to address every construction project scenario. The best advice Planning and Development can offer is to meet with the Project Manager early in the project to review the requirements for each project. For complex projects, several review meetings may be necessary.

Planning and Development is committed to the project proceeding as smoothly and quickly as possible through the permit process.

This Guide will be updated on an as-required basis and the revisions will be available in the online version at www.halifax.ca.

We hope that this Guide continues to be a useful tool to all architects, engineers, contractors and developers involved in the development industry within HRM.

Sincerely,

Kelly Denty
Director, Planning & Development
40 Alderney Drive
Dartmouth

Introduction

The Construction Permit Pre-Application Information Guide for Multi-Unit Residential, Institutional, Commercial and Industrial (MICI) Projects is intended to provide information to architects, engineers, contractors and developers who require a knowledge of the requirements for permit applications.

Issuing permits for new construction and for additions or alterations to existing buildings is one of the core responsibilities of Planning and Development. This Guide has been prepared to assist in the permitting process by providing answers to many of the questions concerning permits, reviews and inspections. It is not, however, intended to address every possible permit application, and there may be situations that have requirements or approvals which exceed the general guidelines presented in this Guide.

The main objectives of this Guide are to:

- shorten approval times,
- respond positively to innovative building designs and
- provide consistency in reviews and inspections to encourage industry competition.

It is important to recognize that any one approval does not constitute approval to start construction. There are many approvals required in the overall approval process such as Development Engineering, Land Development & Subdivision, Halifax Water, and Building Standards. Final approval to start construction will be given by the Project Manager assigned to the case.

This manual does not attempt to set rigid solutions to design problems, but instead, provides a guide to HRM's requirements. Where questionable or complicated design situations arise, it is the responsibility of the applicant to confirm the applicability of any or of HRM's conditions with the appropriate municipal staff. These guidelines should be used in conjunction with HRM Municipal Design Guidelines (MDG), National Building Code and any applicable municipal By-Laws.

Glossary

Barrier Free Requirements	To ensure compliance pursuant to the Nova Scotia Building Code (NSBC) regulations including such details as parking, ramps, building access, floor access, door width and hardware, and washroom facilities.
Building Classification	To determine Part and Section of the NSBC regulations to be used to review the construction requirements for the proposed building.
Building Code Compliance	The Building Code regulations require the owner of a building being constructed, to retain the services of appropriate architects and engineering professionals to undertake design and field review of construction. This includes completion of the Inspection Commitment Certificates and Certification of Field Review of Construction.
Building Elevation Plans	Provides a graphic picture of the proposed structure, must show the finished grade and the size and location of windows, and the height of the building from the finished grade to the highest point of the roof to determine building classification and limiting distance requirements for the structure.
Construction Details	Details required to ensure compliance with specific code requirements such as combustible components, fire resistance and flame spread ratings.
Construction Management Plan	A Construction Management Plan (CMP) is a combination of diagrams, documents, drawings, and specifications that clearly define the steps that will be taken to demonstrate how the impacts to the community will be minimized and how the impacts associated with any construction project will be managed. The scale and complexity of the site-specific CMP will be directly proportional to the scale and complexity of the project, the site and the surrounding conditions.
Electrical Service Entrance	To ensure that the service is in a fire-rated room, if required.
Emergency Lights	To ensure means of egress routes and large open floor areas are provided with illumination in the event of an emergency.

Exit Signs	To ensure all suite and floor exits and means of egress accessing exits are identified.
Existing & Proposed Grades	To determine if proposed structure has positive drainage and determine number of stories in proposed structure.
Fire Hydrant Location	To ensure the required distance between fire hydrant and the fire department connection to the building is not exceeded.
Fire Suppression	If applicable, sprinkler drawings, location of sprinkler connection on structure, location of fire hydrant, and actual sprinkler drawings for all areas of proposed structure. Letter stating the continuous availability of water volume and pressure from sprinkler designer. Special protection information regarding protection of cooking equipment and note of provision of fire extinguishers.
Floor Plans	Indicates the occupancy (use) of each floor level, location of egress doors, corridors, exits and plumbing facilities, location and types of walls to be constructed.
Footings & Foundations	To ensure the proposed structure is adequately supported.
Fire Alarm Drawings	Drawings indicating annunciator panel and all alarm components. To ensure the fire alarm system is adequate for the proposed occupancy and that the components of the system are accessible and equipped with required audible and visual alarms.
Geotechnical Reports	If required due to the design or site conditions, then a Professional Engineer shall provide an acceptable method for a structure to be constructed on the site by tests, reports and letters of undertaking.
HVAC	To determine building ventilation requirements, special ventilation requirements, placement of duct work, types of ducts and installation of dampers if required.
Plumbing	To ensure adequate facilities are provided, including barrier free washrooms, location of domestic hot water tanks, and types of piping.

Room Dimensions	Dimensions are required to determine travel distance within floors and suites, number of egress doors required from rooms and floor areas, and occupant load for the proposed use.
Sanitary & Storm Building Drains	To ensure proper design and layout of plumbing pipes within the building including; building traps; backwater valves, and oil/water/sediment trap/interceptors pursuant to the NSBC.
Sectional Drawings	Provides specific construction details on how a structure is to be built.
Setback	Setback means the distance from a front, side or rear property line or from another building on the same property to determine compliance with the Land Use By-Law and spatial separation requirements pursuant to the NSBC (Nova Scotia Building Code) to limit the spread of fire.
Site Plan	A site plan must show lot dimensions and the footprint of the proposed building or addition and any projections such as decks, roof overhang and doorsteps. It must also indicate the proposed building's exact distance from all property boundaries and the location of the driveway entrance.
Site Servicing Plan	A Site Servicing Plan will show existing and prosed servicing required for the property. Any changes to the infrastructure in the public right-of-way by the application will require approval from the Engineering. A detailed engineering plan showing the proposed replacement of all HRM infrastructure within the public right-of-way (e.g. existing and proposed grading for sidewalk, curb, travelled lanes, trees and associated structural infrastructure, sign posts, utilities, etc). Changes to power, telecom, or gas utilities must be approved by the utilities prior to the Site Servicing Plan being submitted to HRM for review.
Stormwater Service Connection	Piping that conveys stormwater from a property to stormwater main owned by Halifax Water.
Superstructure Plans	To ensure the structure complies with the appropriate building Nova Scotia Building Code (NSBC).

Underpinning/Shoring wall Plan	Detailed engineering plans showing the retaining systems for excavation work. Pinning/shoring proposed within the public right- of-way will require approvals from the Development Engineering section.
Wastewater Service Connection	Piping that conveys wastewater from a property to a wastewater main owned by Halifax Water.
Water Service Connection	Piping that conveys water from a water main owned by Halifax Water to a property.
Window and Door Schedule	Schedules provide size of openings in building faces, size of doors, fire rating and hardware required for exit, room and suite doors

Process Highlights

The following is a summary of the permit approval process included in this guide. The MICI process outlined in the following pages clarifies the lines of communication, as well as the accountability on both sides of the counter.

Case Management

HRM will assign an individual to manage the approval process throughout the life of the project. Similarly, the applicant will be expected to assign an individual to manage the approval process on their behalf. These two individuals will be the leads in coordinating the flow of information.

This will allow HRM to assign projects based on current workloads and skill sets creating a more even distribution of work, thereby providing all developers with a consistent level of service. Having a single point of contact for the developer will avoid the current misdirection and confusion as to who is holding up the permit and why it is taking so long. The applicant's representative will always know what information has been requested of any consultant, as well as who is asking for it and why.

Pre-Application Meeting

Holding a pre-application meeting before the applicant has invested considerable time and money in detailed design provides an opportunity for the applicant and/or applicant's representative to hear first-hand what information is required for review. In addition, it provides an opportunity for staff to identify any significant issues of concern at the early design stages.

HRM will not accept incomplete applications. To do so would provide a disservice to those developers who commit to the process as well as perpetuate the problems experienced when trying to get "additional information". There is a misconception that starting the process early, by making an incomplete application, will expedite the process, when the opposite is true. We will start the process early together, through the pre-application meeting.

Commitment to Time Frames

Since only complete applications can be submitted and accepted for review, HRM will make every effort to respond to the developer with review comments within 10-business days of the date submitted. In addition, revisions submitted for review by the developer within 10 business days of the request, will remain a priority and get a response within 3 business days. Any revisions received outside the 10-day window will be subject to the 10-day commitment as with new MICI applications.

These time frames provide the applicant with clear expectations as well as providing HRM staff the ability to prioritize and better manage caseloads.

If an unacceptable delay is experienced in receiving review comments from the HRM Project Manager the Project Lead should contact the HRM Supervisor, Major Projects at grbacs@halifax.ca

Team Based Approach

HRM will assign a review team consisting of representatives from building standards, engineering, land development and subdivisions, and heritage (where applicable) to see the project through from the beginning to the end. This team will be responsible for review under their respective disciplines as well as accountability to meet the time frame commitments.

Frequently Asked Questions

What is a Construction Permit?

A Construction Permit is an agreement between HRM and the applicant whereby the applicant agrees to follow all municipal regulations and the Municipality agrees to inspect the construction to ensure all codes and requirements are followed. A Construction Permit issued by Planning and Development serves as a formal and legal authorization to start construction work. All Construction Permits are issued in the name of the applicant.

When are Construction Permits required?

A Construction Permit is required to construct a new building, an addition or to renovate or alter an existing building. This Information Guide provides you with the information regarding required documents to be submitted for the processing of the Construction Permit application.

Where do I apply?

Permit Applications may be made in-person between the hours of 9:30 a.m. and 4:30 p.m., Monday through Friday (except holidays) at one of the Customer Service offices listed below (please contact 311 if you have questions about operating times):

Halifax	Dartmouth
Suite 2005	1st Floor

7071 Bayers Road 902-490-5650 or 311	40 Alderney Dr. 902-490-4490 or 311

What else do I need to know?

Your permit is valid for two years from the date of issue. If construction has not started or is not finished within this time-frame, you will have to obtain a renewal for the completion of the project prior to the original permit expiring.

- It is the property owner's responsibility to install Water, Wastewater and Stormwater Service Connections from the mains in the right-of-way to the building. Prior to any work in the public right-of-way, a Streets and Services Permit is required from our Development Engineering Division, which becomes part of the construction permit. For information about connecting to the Halifax Water's Water, Wastewater and Stormwater Systems, refer to Section 8 of the *Halifax Water Design Specification* found at https://www.halifax.ca/home-property/halifax-water/halifax-water-specifications.
- A Construction Management Plan (CMP) is required as part of the Construction Permit as per Administrative Order on Construction Site Management when construction activity, demolition, excavation, development process or renovation project work is expected to occur within 5 m of the street or is expected to create an obstruction within the street. A CMP is a combination of diagrams, documents, drawings, and specifications that clearly define the steps that will be taken to demonstrate how the impacts to the community will be minimized and how the impacts associated with any construction project will be managed. The scale and complexity of the site-specific CMP will be directly proportional to the scale and complexity of the project, the site and the surrounding conditions.
- An Encroachment Licence is required as per the Encroachment By-Law E200 before any construction, maintenance of an encroachment, or use of a street for construction or restoration purposes in the Municipality.
- In accordance with Halifax Water's Cross Connection Control Program, all institutional, commercial and industrial projects and all multi-unit residential projects greater than four units require the installation of a back-flow prevention devices on the water service connection. Application's for approval of backflow prevention devices are to be submitted in conjunction with the building permit application process. Refer to the *Water Meter & Backflow Prevention Device Design & Installation Manual* found at https://www.halifaxwater.ca/sites/default/files/2019-01/2018-Water-Meter-%26amp%3B-BFP-Manual.pdf
- All construction must conform to the standards of the National Building, Plumbing and Electrical Codes, HRM Municipal Design Guidelines, Halifax Water Specifications and applicable municipal By-Laws and federal/provincial statutes or regulations as well as requirements set out by the individual power, telecom and gas utilities. Since mistakes

can be costly and time consuming, ensure all contractors are familiar with the regulations and are able to guarantee compliance with these standards.

- An Occupancy Permit must be issued before the building may be occupied. The issuance of the Occupancy Permit completes the entire process and its importance cannot be overstated particularly when the property is to be sold.
- Where required, it is the property owner's responsibility to apply to Nova Scotia Environment (NSE) for approval of the design and installation of the on-site sewage disposal system. Verification of this submittal must be received prior to HRM issuing any approvals to construct.
- If your property fronts on a street, road or highway owned and maintained by the NS Department of Transportation and Infrastructure Renewal (NSTIR), you will need approval for your driveway location, and permission to build a structure within 100 meters of the centerline of a listed public highway. Your permit to construct will not be issued from HRM until this approval is received. It is recommended that you contact NSTIR at (902) 424-5328 prior to submitting your Construction Permit application to HRM. NSTIR driveway access information can be found at https://novascotia.ca/sns/paal/trans/paal605.asp.
- Special Places Act – The Province of Nova Scotia enforces this Act which is legislation designed to protect significant archaeological and historical remains. Sites containing potentially significant artifacts are primarily located in the downtown cores of both Dartmouth and Halifax but can also be found throughout HRM. Prior to the initial review of any application for new building construction or demolition, HRM staff will check existing records and determine if the activity is located on a property that includes a known archaeological site. If so, the applicant will be forwarded to the provincial Department of Tourism, Culture, Industry, and Innovation for their information and action. Municipal permits are not withheld pending any approval under the Special Places Act.
- Electrical permits are not required for an HRM development application. Electrical permits are applied for, reviewed, and issued by Nova Scotia Power. Applicants are required to contact them directly at 1-800-428-6230.
- The Nova Scotia Heritage Property Act allows the Province and municipalities to identify and protect structures of heritage significance, as well as Heritage Conservation Districts (HCDs) and Cultural Landscapes. Within Halifax Regional Municipality (HRM) By-Law H-200 permits the establishment of a Heritage Advisory Committee, a registry of heritage properties and a process to review any alteration to a registered building or site. Heritage Conservation Districts are administered though the Heritage Conservation District Plan. For further details please refer to the section entitled Heritage Properties.
- Halifax Water's *Schedule of Rates, Rules & Regulations for Water, Wastewater and Stormwater Services ("Regulations")* enables the utility to regulate the customer's quality of effluent to the Wastewater and Stormwater Systems. Refer to Parts X, XI and XII of

the Regulations. In areas outside of Halifax Water's wastewater and stormwater service areas, the requirements listed in By-Law W-101 will apply.

- Noise By-Law N-200 establishes limits regarding noise within develop communities. These limits are intended to strike a balance between HRM residents rights to peaceful enjoyment of their properties and the unavoidable noise created through various activities. Construction related noise falls within these "regulated noises" and must therefore be considered when projects of significant scope are being contemplated.
- Civil Works Certification - Under the Halifax Charter, the Municipality requires the owner of a building being constructed to retain the services of appropriate engineering professionals to undertake the design and field review of civil services. This includes completion of the Owner's and Engineer's Letter of Undertaking, and the Certificate of Compliance from a Professional Engineer certifying that all works have been inspected and are completed according to the approved engineering drawings and specifications.

How will I get my permit?

When all the necessary approvals have been received, the Construction Permit will be issued to you. If you don't want your permit mailed, you will need to make other arrangements when you fill out your application.

Unique construction phasing and design build projects may be accommodated within this process. Such circumstances will be discussed and agreed upon at the time of the pre-application meeting.

How long does it take to get a permit to construct?

Permit processing times vary based on the volume and complexity of current permit applications.

When do I need inspections?

During various stages of construction, building and plumbing inspections will be required. At the time the Construction permit is issued, HRM will identify the stages of construction which must be inspected by municipal staff.

Inspections requirements of Water, Wastewater and Stormwater Service Connections installations are identified in Section 8.2 of Halifax Water's *Design Specification* found at https://www.halifaxwater.ca/sites/default/files/2019-01/2018_design_specification.pdf

MICI Process Flow

Pre-Application Contact & Meeting

1. Developer contacts HRM Building Standards - Supervisor, Major Projects at grbacs@halifax.ca to request a MICI pre-application meeting
2. The developer provides the following information so that the project may be assigned to a Building Official as HRM Project Manager.
    - Project Location
    - Proposed Use
    - Proposed Project Schedule
    - Developer's 'Project Lead' (name and contact information)
    - The 5-digit case number if the project has been part of an HRM Planning Application
3. The Project Manager notifies internal stakeholders to assign employees to the Review Team
4. The Project Manager schedules pre-application meeting with Review Team and Project Lead/ Developer representatives. Every effort will be made to have the meeting within 10 business days but this may not be attainable if there are many stakeholders required in attendance.
5. Internal Review Team conducts research to prepare for application meeting
6. To prepare for the Pre-Application Meeting, the developer is responsible to assemble and submit or bring to the meeting the following information:
    - Site Plan
    - Number of Units, type of business, etc.
    - Building height and type of construction
    - Adjacent property uses
    - Basic floor plans and elevation drawings
7. The Pre-application Meeting is held to ensure the Developer/Project Lead understands what information is required assemble a complete application package. The Project Lead has an opportunity to make a short presentation to the Review Team; gather high level comments; identify any major issues; understand if there are any specific requirements unique to the project and identify internal and external agencies that will be required to review the application.
8. The meeting will conclude with a summary of the issues raised and an overview of the "***Complete Application List***" for this project, including all necessary permits, e.g., grade alteration, topsoil removal, etc.
9. The Project Manager will provide the project lead with contact information of all meeting attendees. All internal attendees will provide the developer's project lead with an outline of comments brought forward in the meeting. These comments will also be cc'd to the Project Manager for the Pre-application file.

Application

1. Project Lead prepares and submits application package to HRM identifying that they have undergone the MICI process
2. Stakeholders review package
3. Stakeholders prepare comments and, sends to Project Manager
4. Project Manager forwards comments to Developer within 10 days of initial application (this step in the process can potentially loop until all issues are addressed.)
5. Application deemed acceptable

Construction

1. Permit to construct is issued
2. Developer begins construction
3. Inspections are carried out
4. Occupancy permit is issued

Permit Requirements for MICI Projects

- Site plan as described in the Site Plan section
- Full building plans (must include the following, but limited to):
  - Fully dimensioned scaled floor plans using metric measurements for all levels (label rooms, or suites, label which floor (main, basement, parking, etc.) – [square footage, must be on each floor.]
  - Building elevations for all sides, with height indicated
  - Architectural plans, structural plans, electrical plans and mechanical plans (must be stamped by appropriate professional)
- Site Servicing and Site Plan(s)
- Street lighting design and plan prepared a by Professional Engineer if removing existing Municipal streetlighting fixtures to facilitate construction of the building. Street lighting requirements are outlined in the MDG.
- Construction Management Plan
- Professional Certifications:
  - Letters of Undertaking from property owner and/or consultant
  - Letters of Undertaking from professionals for all disciplines
- Halifax Water – complete package including all forms and requirements as identified in Section 8 of the *Halifax Water Design Specification* and all forms and requirements of the

Water Meter & Backflow Prevention Device Design & Installation Manual, both of which can be found at https://www.halifaxwater.ca/halifax-water-specifications-forms If the property is un-serviced an approval from NSE must be submitted with the application for the septic and well on site.

Note: Staff may request any additional plan details as per the requirements of all applicable By-Laws.

Requirements for Renovations to Commercial, Industrial or Institutional Buildings

1. Must have a full set of complete building plans (in metric):
    - including floor plans (fully labelled)
    - construction details with mechanical, ventilation, systems, etc
    - may sometimes require site plans, for parking, and bicycle parking
2. All fees must be paid at the time of the application. Updated fees here.

Requirements for Opening a New Business with no renovations

1. Must have floor plans (fully labelled)
2. Business Occupancy permit fee
3. Separate permits for all Services staff, for fees, and what type of plans that would be required for permits)

You may be required to obtain a Zoning letter for Liquor License, Motor Vehicles Dealer License, or Daycare facility, this Zoning letter is a separate application ($100 fee, please allow at least 7 to 10 business days for processing of zoning letter)

Tower Cranes

Tower crane swing radius shall be identified on the Site Plan. No loads shall be moved or suspended over the travelling public. The developer is responsible for obtaining permission from private land owners to swing over their property when necessary.

Site Servicing Plans

A Site Servicing Plan is required where the proposed construction work will affect the use of the site, site servicing, and site access. The Site Servicing Plan must be drawn in a metric scale, show the existing and proposed servicing information, and is prepared by a qualified Professional Engineer who has followed the requirements meet the requirements of Municipal Design Guidelines (MDG). Depending on the complexity of the design the Site Servicing information may be shown on two plans representing existing and proposed conditions including information for the reinstatement of all Municipal infrastructure impacted by construction activity related to the Building Permit.

The professionally prepared site servicing plan must include the entire site, as well as the street frontage(s) to at least the centerline and beyond to the furthest utility service to which a site connection is to be made. It is the applicant's responsibility to ensure proposed changes to

power, telecom or power utilities are approved by the respective agencies prior to submitting the Site Servicing Plan to HRM for review

Site servicing plans show all existing and proposed surface and underground infrastructure in metric units including, but not limited to:

- Boulevards
- Catch basins
- Curb
- Ditches
- Existing and proposed driveway locations and widths
- Easements and rights-of-ways
- Existing and proposed grading
- Foot print of the existing building
- Gas infrastructure
- Hydrants
- Loading, parking areas, etc.
- Municipal Trees
- Overhead/underground power/telecoms
- Sidewalks
- Sign posts
- Street lighting
- Transit locations
- Utility poles
- Water valve
- Water/Wastewater/Stormwater service connections and main
- Water courses

Halifax Water

All Halifax Water information, including the *Halifax Water Design Specification*, *Halifax Water Supplementary Standard Specification*, and *Water Meter & Backflow Prevention Device Deign & Installation Manual* are found on the Halifax Water website and updated annually. These items can be found on halifaxwater.ca searching for the document name, we encourage you to search these documents during the pre-application phase to ensure your design and other specifications meet the specified requirements.

If you have any specific questions related to these documents, or other Halifax Water requirements, please contact Halifax Water directly at:

General Inquiries

Phone: 902.420.9287
E-mail: customerservice@halifaxwater.ca
Mon - Fri (8:00 AM - 8:00 PM)

Halifax Water Head Office

450 Cowie Hill Road
Halifax, NS
(8:30 AM - 4:30 PM)
https://www.halifax.ca/home-property/halifax-water

Heritage Properties

This section includes the following design guidelines:

- Heritage Definitions
- Alteration Guidelines
- Submissions to the Heritage Advisory Committee
- Building Conservation Standards
- Signage on Heritage Properties

If you have any questions, please contact the Heritage Property Program Staff directly at:

Heritage Property Program
40 Alderney Dr., 2nd Floor
Phone: 311
Email: contact@halifax.ca

Heritage Definitions

Proposals to undertake renovations to registered heritage properties in HRM are evaluated using the *Standards and Guidelines for the Conservation of Historic Places in Canada*. Under this document the following definitions are used to describe treatments to heritage properties:

Preservation: Protecting, maintaining and stabilizing the existing form, material and integrity of an historic place or individual component, while protecting its heritage value.

Rehabilitation: The sensitive adaptation of an historic place or individual component for a continuing or compatible contemporary use, while protecting its heritage value.

Restoration: Accurately revealing, recovering or representing the state of an historic place or individual component as it appeared at a period in history, while protecting its heritage value.

Alteration Guidelines

The *Nova Scotia Heritage Property Act* allows the Province and Municipalities to identify and protect structures of heritage significance. Within the Halifax Regional Municipality, By-Law H-200 permits the establishment of a Heritage Advisory Committee, a registry of heritage properties and a process to review any alteration to a registered building or site. The process is administered by the Heritage Property Program under HRM's Planning & Development Business Unit.

All permit applications for registered heritage properties are circulated to Heritage Staff for review and approval. Staff determine if the proposed work represents a “non-substantial” or “substantial” alteration to the heritage property.

A substantial alteration is defined under the *Heritage Property Act* as “any action that affects or alters the character-defining elements of a property”. It usually applies to significant changes to the exterior appearance of the property such as modifications to character defining elements or changes to the form or volume of the building. Those alterations which are considered substantial require review by the Heritage Advisory Committee and approval by Regional Council. HRM follows the Heritage Property Act’s standard process for the evaluation and approval of substantial alteration applications.

It is recommended that property owners contact Heritage Staff prior to submitting permit applications to discuss potential alterations and determine if Substantial Alteration approval will be required.

Signage Reviews

Where a signage application is made for a heritage property, the application will be reviewed by Heritage staff based on Guidelines for Signs on Registered Heritage Buildings and Buildings in Heritage Conservation Districts in the Downtown Halifax Land Use By-Law Design Guidelines.

Submissions to the Heritage Advisory Committee

Where an application is reviewed by the Heritage Advisory Committee the following plans, drawings and photographs should be provided:

- Provide a site plan showing existing building and location of proposed building alterations. (suggested scale 1” = 20’)
- Provide one elevation drawing for each façade to be altered (suggested scale 1” = 4’), indicating size, type and quality of proposed materials and their colours.
- If requested, the applicant may also be asked to provide a perspective drawing.
- Provide current photographs of the building (preferably in colour) that show the area where the proposed alteration will take place.
- If available, please provide historical photographs of the building. These are often available at the Public Archives of Nova Scotia.
- Provide a Heritage Impact Statement including an identification of the heritage value and character defining elements of the property, a description of the proposed development, a measurement of the development’s impact, a consideration of alternatives, mitigation and conservation methods and a schedule for implementation and monitoring of mitigation measures.

Applicants are encouraged to consider the following questions prior to applying:

- Have you considered design alternatives for the project?
- Do you know of any other information that would assist the committee in making its decision?

Appendix A

Waste Resource Information for

Business Owners and Managers

It's the Law

Halifax has a waste resource management system that requires separation of blue bag recyclables, fibre recyclables and organic material (which are banned from landfill disposal).

A source separation program is required by law at all businesses in the Halifax region. Failure to comply with these regulations will result in issuance of a Summary Offense Ticket per By-Law S-600.

Bins and Containers

Set up separate bins at your building for blue bag recyclables, paper, cardboard, garbage and carts for organics with your commercial waste hauler. Bins are available from your hauler in various sizes depending on your needs.

Inside containers for customer and staff use for separation of recyclables, paper, organics and garbage may be purchased from many retailers. Containers must be clustered together and in locations that can be accessed easily.

Signage

Signage is required to be posted on all bins:

- Recyclables
- Organics or Compost
- Paper
- Corrugated Cardboard
- Garbage

Signs can be downloaded and printed from **www.halifax.ca/recycle/ici.php**

What Goes Where?

In Halifax, the following materials are considered recyclable or compostable, unacceptable for landfill and are targeted for diversion.

Blue Bag Recyclables:

- All plastic containers (no Styrofoam)
- Refundable beverage containers and tetra packs
- Milk and juice cartons
- All plastic bags, shrink wrap and bubble wrap
- Steele, tin and aluminum cans
- Glass bottles and jars

Organic Material

- Food waste
- Leaf and yard waste
- Soiled kitchen paper towel, napkins and paper plates
- Plant waste

Paper

- Mixed and shredded paper
- Newsprint, magazines, catalogues, flyers, receipts
- Telephone and other soft cover books
- Paper egg cartons and drink trays

Corrugated Cardboard

- Packing and moving boxes
- Pizza boxes (take out)
- Appliance boxes

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Appendix B

Waste Resource Information for
Construction, Demolition and Renovation Waste

C&D Materials are Targeted for Diversion

Construction, Demolition and Renovation materials (C&D) include items such as wood, asphalt shingles, metal, and insulation generated during the construction, renovation and demolition of buildings.

Annually in Halifax Regional Municipality (HRM), C&D accounts for ¼ of all solid waste. Disposal of reusable C&D material is a waste of valuable resources.

HRM has established licenced sites to receive C&D materials and requires the operators of those sites to meet recycling targets of 75% diversion.

C&D materials are unacceptable for disposal at the Otter Lake landfill.

C&D Processing Facilities

Halifax C&D Recycling Ltd has been licenced by HRM to accept C&D material.

Please call ahead to confirm hours of operation and applicable fees.

188 Ross Road, Westphal – 902 876-8644
16 Mills Drive, Goodwood – 902 876-8644

You can increase recycling potential by separating different C&D materials, such as wood and shingles. Mixed loads require sorting, which increases costs and reduces the quality of recoverable material.

Find out from a facility operator how C&D materials should be sorted on the job site.

What is Accepted

Materials accepted at licenced C&D facilities in HRM include:

- Wood
- Insulation
- Vinyl siding
- Asphalt shingles
- Drywall/Plaster
- Vapour barrier
- Metals
- Roofing materials
- Doors/Windows
- Rugs/Carpeting/Vinyl flooring
- Counter tops/Cupboards
- Tiles

Having dedicated containers on site for sorting material saves time and disposal fees.

Asphalt shingles delivered to a C&D facility for recycling.

Tips for Contractors

- C&D material must be kept separate from regular garbage and recyclables. Properly labelled bins help workers with sorting.
- Residents and neighbours in surrounding construction sites are concerned about litter. Do your part!
- Materials such as friable asbestos may require special handling. Consult with a hazardous materials handling company ahead of time.
- Consider offering de-construction or disassembly services that include maximizing recovery and re-use opportunities?
- Set up a central cutting area on site to keep waste material together. A two foot length left over from one task might be the perfect size for another.
- Quality used fixtures or materials sometimes perform as good as new, and save costs. Look for these at reuse centres.

Halifax Solid Waste

www.halifax.ca/recycle
wasteless@halifax.ca

Facebook.com/HalifaxRecycles

311

PO Box 1749
Halifax NS B3J 3A5

HALIFAX

Appendix C

200-238 Brownlow Avenue
Dartmouth, NS B3B 1Y2
Tel: (902) 466-2003
Fax: (902) 466-2140

www.heritagegas.com

Steps to Obtaining Natural Gas

- **Speak with a Heritage Gas Sales Representative**

  Simply call one of our Residential Sales Representatives at **1-902-466-2003** or visit our website at **www.heritagegas.com/availability-map** to confirm that natural gas is available in your area. Our Sales Representatives will be able to answer any of your questions prior to proceeding.

- **Sign an Expression of Interest (EOI) Form**

  Our EOI form is used to initiate the process of determining where our natural gas service line will be located and how much it will cost you (if applicable). You are under no obligation to use gas by signing an EOI. The form can be filled out online on our website at **www.heritagegas.com/sign-up**.

- **Required Information for a Gas Meter Placement**

  In order to get started on a meter placement, Heritage Gas will require (at a minimum) the following information:

  - Mechanical drawings or estimated BTU load of equipment that will be using natural gas
  - Site servicing plans
  - Elevation plans
  - Floor plans

- **Find a Contractor and Obtain Estimates**

  Heritage Gas can help you find a qualified heating contractor to install equipment and activate your service.

- **Signature of Documents**

  After our Sales Representative has made you aware of any cost requirements, you will be asked to sign all documents necessary to allow us to proceed with our natural gas service line installation.

- **Service Line Installation**

  After submission of signed documents to Heritage Gas, we will obtain all required permits and locates required to schedule your install. Service lines are typically installed six weeks after receipt of signed documents, provided the site is ready for gas installation.

- **Installation and activation of natural gas equipment**

  While we install our natural gas service line, the heating contractor you have chosen will: complete all natural gas piping required inside and outside your home, install your new natural gas equipment, and arrange for Heritage Gas to install and activate your natural gas meter.

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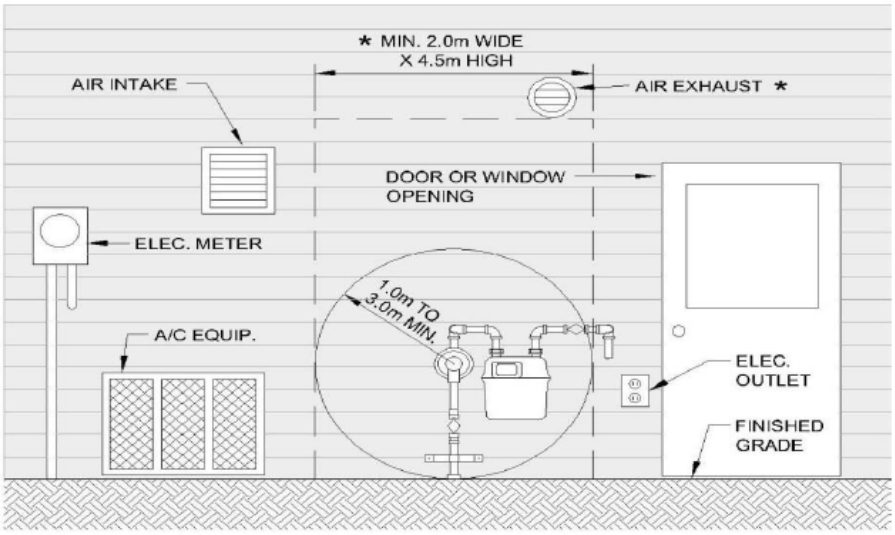
Other Helpful Information

General Gas Meter Clearances

Certain clearances are required for installation of a natural gas meter to ensure the installation meets all applicable technical standards. While the following drawing indicates clearance requirements from the Heritage Gas meter set to building openings, vent terminations, and other features on the wall of the building, final meter location will be determined on-site by qualified Heritage Gas personnel in conjunction with the customer. Sizing of the meter set will depend on load requirements. For site specific inquiries, please contact your Sales Representative.



FINAL METER LOCATION TO BE DETERMINED BY HERITAGE GAS LIMITED IN ACCORDANCE WITH CSA B149.1 CODE - DRAWING NOT TO SCALE

Other requirements include:

- Avoid locations directly below roof valleys, water downspouts, decks, stairs, or partial overhangs.
- Regulator and relief valve must be located where gas can escape freely away from any opening into the building.
- All exterior walls framed before the meter can be installed.
- Meter sets should be located away from potential damage from vehicles. Meters exposed to potential damage will require meter protection, which shall be specified and installed by Heritage Gas.
- Should there be a request to move the meter after the initial installation, or the customer does not adhere to the minimum clearance requirements, the customer will be responsible for all costs to relocate the meter.

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- **General Natural Gas Service Line Requirements**
  - Minimum 1 m from building structure, if gas line will be parallel to building.
  - Minimum 2 m from buried fuel tanks.
  - Minimum 3 m from wells and septic tanks.
  - Minimum 1.5 m from all buried utilities.
  - Installed in a straight line perpendicular to main where possible.
  - Minimum of 1 m from property line (unless easement and/or temporary workroom is issued from adjacent property).

- **Installation Site-Ready Checklist**
  - Site within 15 cm of final grade.
  - Basement / foundation in and backfilled.
  - Clear 2.5 m wide path from the gas main to the service entrance.
  - All exterior walls must be framed before the meter can be installed.
  - Removal of existing oil or propane tanks if necessary.

- **Locates**

  Prior to any ground disturbance, please obtain gas locates through **www.clickbeforeyoudig.com**. Locates are valid for 30 days.

- **Demolition**

  As a requirement of HRM's demolition permits, Heritage Gas staff issues a clearance letter for demotion of any structure / building within HRM. All clearance requests should be directed to **engineeringapproval@heritagegas.com**.

- **Blasting**

  If completing any blasting within 30 metres of a natural gas line, please contact Customer Care at **1-902-466-2003**.