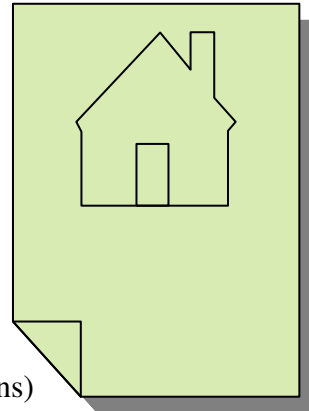


Building Permit Process

Time Frame – Varies

Fees – Residential New .20 per sq ft (Min \$40)
Residential Renovation \$3.00 per \$1,000 (Min \$40)
Decks, Pools, Accessory Buildings \$30
Industrial, Commercial, Institutional (new or renovations)
\$6.00 per \$1,000 (Min \$40)
Buildings designated as a “Heritage Resource” the regular fees apply for interior renovations



Residential Construction



A building permit application is required for any construction, except for normal maintenance (shingling, siding, roofing, insulation, painting, maintenance or rebuilding of a chimney, or replacing windows or doors).

Building permit application forms may be picked up at the Planning Department, 1st floor of City Hall, 199 Queen Street, or on the City website at www.city.charlottetown.pe.ca

New Residential Construction - the following drawings and information is required to be submitted with your application:

1. Building drawings (full set) which include the following:
 - Floor plan
 - Foundation plan
 - Building elevations
 - Site plan (showing building location with setbacks from property lines and driveway location)
 - Cross section
 - Roof truss shop drawings
 - Floor truss design shop drawings
2. Surface Drainage Plan prepared by a licensed Surveyor and Engineer.

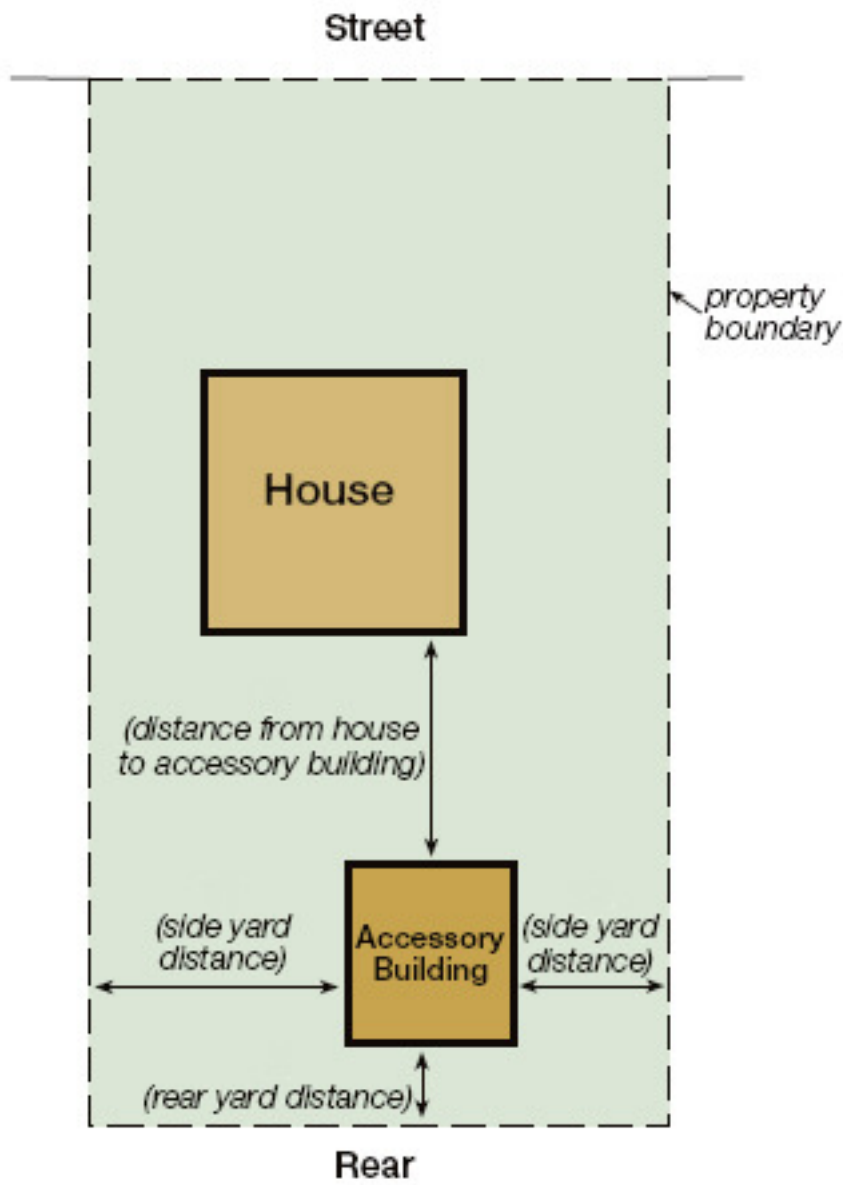
3. You must check with the Water & Sewer Utility Department for water and sewer connections and applications.
4. Once your permit application has been approved, it should be taken to the City Public Works Department, 1st Floor, City Hall, for a culvert application.

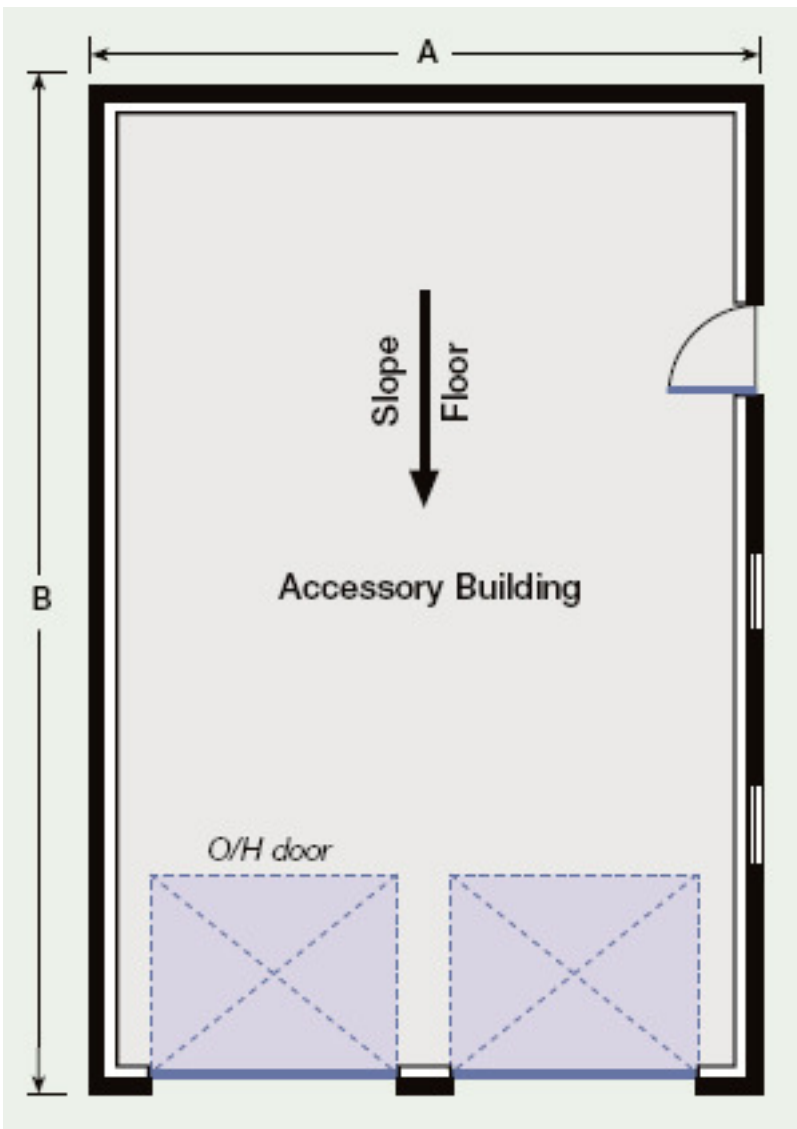
Each application is dealt with on an individual basis with regards to the complexity of the design and extent of the project, and additional information may be requested of the applicant.

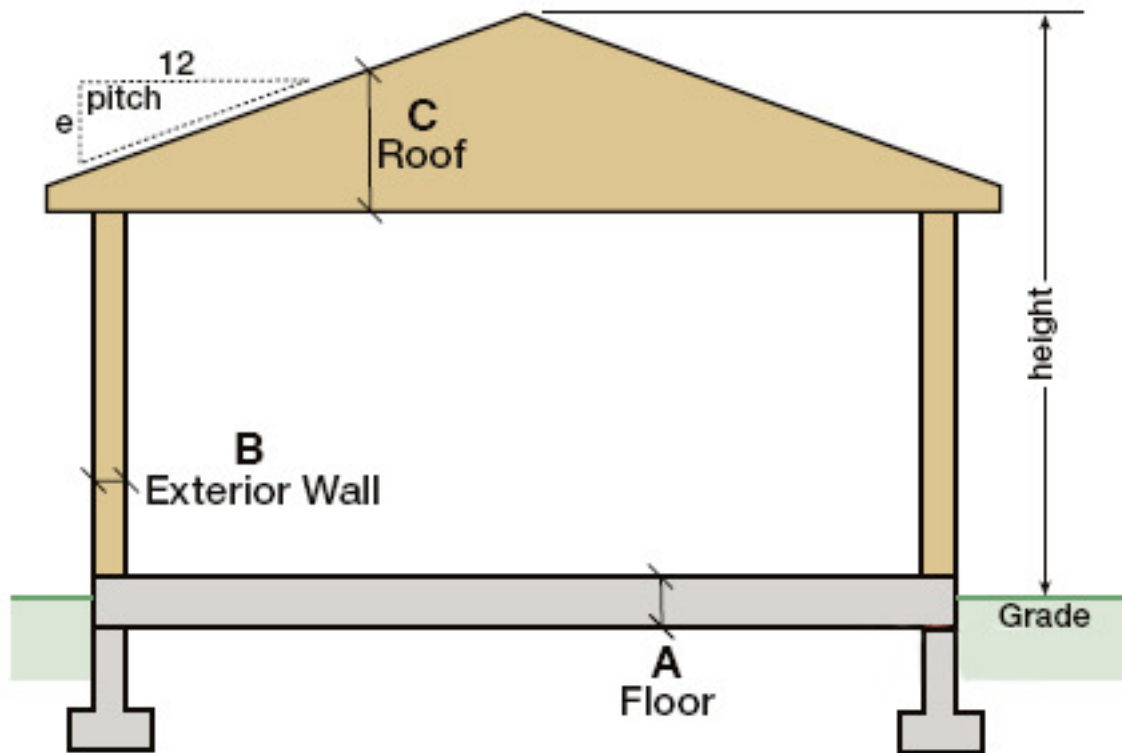
Accessory Buildings (Section 4.1 of the Zoning & Development Bylaw)

1. Buildings **less than 215.2 sq ft** in area require a site plan only and may be approved by the Development Officer.
2. The following information is required to be submitted for buildings **215.2 sq ft and over**:
 - Cross section
 - Truss drawings
 - Layout indicating door and window openings, including lintel sizes
 - Site plan
 - Lot drainage plan from a licensed surveyor and engineer
 - Approval may be granted by the Development Officer and Building Inspector
3. Accessory Buildings in residential zones must meet the following requirements:
 - No more than two (2) accessory buildings on a lot
 - Maximum aggregate area of 645.9 sq ft
 - Maximum height of 15.1 ft
 - Minimum distance to the side lot line 2.5 ft
 - Minimum distance to the rear lot line 2.5 ft
 - Minimum 4 ft distance from the main dwelling, including projections, eaves, decks, etc.
 - To be located in side or rear yards only, and are not permitted in the flankage yard on corners lots.









Decks (Section 4.3 of the Zoning & Development Bylaw)

1. Applications for decks require the following:
 - Site plan with setbacks
 - Dimensions of deck, including height above ground

Pools (Section 4.12 of the Zoning & Development Bylaw)

Applies to Permanent in-ground or above-ground pools surrounded by a deck.
Temporary inflatable swimming pools are exempt from these requirements.

Applications for pools require the following:

1. Site plan with setbacks including fence location
2. Pools must meet the following requirements:
 - No less than 6 ft from lot line
 - Must be in rear or side yard
 - Must be enclosed with a fence 6 ft in height with a gate that can be secured
 - Must meet with PEI Municipal Water and Sewage Utility General Rules & Regulations

Fences

Fences up to 6 ft are exempt from the permit process unless they are located in any sight triangle area of a corner lot.

Commercial, Industrial & Institutional Construction



The building permit application must be accompanied with stamped and certified plans by a licensed Architect and/or Engineer along with supporting documentation from trades as per the Building Code Bylaw (available on the City's website at: www.city.charlottetown.pe.ca)

The following applies to all permit applications:

Once the building permit application, and the required drawings and information are received by the Planning Department, the application will be reviewed by a Development Officer. When the Development Officer has completed their review, the application is next reviewed by the Building Inspector and/or the Fire Inspector.

When all reviews are complete, a staff member will call you to pick up your approved permit application and will advise you of the fees. Permit fees must be paid when you pick up your permit. Permit fees for late filing of a permit or starting construction without a permit will result in doubling of the fee charged.

Construction shall be commenced within a twelve-month period from the date of issue and be completed within the time specified on the building permit.

A building permit may be renewed upon application to the Planning Department and will be valid for the time period specified at the time of the renewal, but not longer than one (1) year.

For inquiries please contact the Planning Department at:

In person: 1st Floor, City Hall, 199 Queen Street

By phone: 902-629-4158

By email: planning@city.charlottetown.pe.ca