CHARLOTTETOWN

PLANNING, DEVELOPMENT & HERITAGE DEPARTMENT

APPLICATION FOR CITY OF CHARLOTTETOWN BUILDING PERMIT

Please check where applicable:

☐ Erect Demolish: ☐ Bldg. ☐ Int.

☐ Locate /Relocate ☐ Renovate

☐ Add ☐ Change Use

Date: _____

Estimated Value of Work: _____

INSTRUCTIONS

1) Where possible, seek the assistance of your Contractor, architect or engineer in completing this form.

2) Complete all sections. Failure to provide all necessary information may cause delays.

3) Other approvals may be necessary before this permit can be issued. Check with the Building Inspector or Development Officer.

4) Applicants requiring water or sewer services or making alterations to existing services must contact the Charlottetown Water and Sewer Utility at 566-5548.

5) Applicants carrying out plumbing or electrical work must contact Community Services T 368-5582 F 368-5470

6) Foundation elevation to be set and the lot to be graded to avoid surface water runoff onto adjoining lots.

7) Construction must comply with the National Building Code.

Applicant _____ Mailing Address _____ Postal Code _____ Phone _____

Owner _____ Mailing Address _____ Postal Code _____ Phone _____

Contractor _____ Mailing Address _____ Postal Code _____ Phone _____

Architect/Engineer _____ Mailing Address _____ Postal Code _____ Phone _____

Project Location (include street number) _____

Project Description (present and proposed use, other) _____

TYPE OF OCCUPANCY	**TOTAL NUMBER OF UNITS**
☐ Single Family	Total Number of Rooms
☐ Commercial	
☐ Industrial	Number of Bedrooms
☐ nstitutional	
☐ Duplex	Number of Bathrooms
☐ Semi-detached	
☐ Apartment Building	Number of Exits
☐ Accessory Building	
☐ Other_____	Number of Floors
SIGNAGE	Length
☐ Ground	Width
☐ Facial	Height
☐ Projecting	Gross Bldg Area
☐ Other_____	

Sign Area _____

CONSTRUSTION TYPE
- ☐ Wood Frame
- ☐ Steel Frame
- ☐ Poured Concrete
- ☐ Concrete Block
- ☐ Other _____

EXTERIOR
- ☐ Brick
- ☐ Stone
- ☐ Aluminum
- ☐ Wood
- ☐ Vinyl
- ☐ Other _____

HEATING
- ☐ Gas
- ☐ Oil
- ☐ Electric
- ☐ Wood
- ☐ Other _____

I DO SOLEMNLY DECLARE:

1) That I am the Authorized Agent of the Owner/the Owner named in the application for a permit hereto attached.
2) That the statements herein contained in the said application are true and made with full knowledge of the circumstances connected with the same.
3) That the plans and specifications submitted are prepared for the construction or alteration for the building or buildings described.
4) That the plot plans submitted correctly set out the dimensions and the area of the lands described in the said application, and the relation of the location of the proposed building to the street and property line.
5) That I know of no reason why the permit should not be granted to me in pursuance of the said application, and making this declaration conscientiously believing it to be true.
6) I waive all rights or action against the City of Charlottetown and/or its officers, agents, or employees in respect of any damages which may be caused through the operation of any provision or provisions in any of the said Bylaws or for the revoking of a permit for any cause or irregularity or nonconformity with the Bylaws or regulations adopted by the City of Charlottetown.
7) I assume responsibility for damage to sidewalks, curbs, gutters, etc. and will bear the cost of repair or replacement of the same to the complete satisfaction of the City.

_____

SIGNATURE OF APPLICANT DATE

Is there any other building on the lot? ☐ Yes ☐ No

If yes, give use of the building _____

Corner lot? ☐ Yes ☐ No

SUPPLIED	**YES**	**NO**
Building Plans	☐	☐
Specs.	☐	☐
Survey Plan	☐	☐
Site Plan	☐	☐
Drainage Plan	☐	☐
Compliance Certificate	☐	☐

FOR OFFICE USE ONLY

Permit # _____ Permit Fee

Zone _____ File # _____

Assessment # _____

Requirements _____

_____

Signature of Owner/Applicant

Date _____

Variance to _____

Date Variance ☐ Granted _____ ☐ Refused _____

Council Resolution Date _____

APPROVED BY

Development Officer _____

Fire Inspector _____

Building Inspector _____

Date Approved _____

Date Issued _____