

Step 1

• APPLICATION

- Contact Ann Covey, 902-634-4410 ext 225, permits@townoflunenburg.ca for information and application forms. Complete and return the form(s) with accompanying documents to permits@townoflunenburg.ca and make your payment, if applicable, online. Alternatively, you can drop off your completed forms with a cheque in the Town Hall drop box, next to the front door at 119 Cumberland Street. Drop off and payment can also be done in person at the Town Hall Finance Counter. Once the complete application, accompanying documents and payment have been received the permit process will begin.

• Please note that a project may require only one or any combination of the following permits and that no permits will be forwarded to the applicant or property owner until all required permits relating to the application have been issued. This process can take up to six (6) weeks from the time a COMPLETE permit application, including all required plans, drawings and payment are received.

Step 2

• HERITAGE

- If a Certificate of Appropriateness and/or Heritage Permit is required, the complete application is forwarded to the Heritage Manager for consideration and issuance of these permits. You may at this time be contacted for further information. There is no fee for Heritage Permits or Certificates of Appropriateness.
- A Certificate of Appropriateness is required when the project involves exterior work, including signage on a property within the Town of Lunenburg Heritage District. Heritage Permits apply only to Heritage Designated Properties and must be approved by Council, requiring additional processing time.

Step 3

• DEVELOPMENT

- If a Development Permit is required, the complete application, along with any previously issued permits relating to this application are forwarded to the Development Officer for consideration and issuance of a Development Permit. You may at this time be contacted for further information. There is no fee for a Development Permit.
- A Development Permit is required when there is a change in use, change in the footprint of a structure or structures, including fences, on the property and/or signage.

Step 4

• BUILDING

- If a Building Permit is required, the completed Building Permit Application is forwarded to the Town of Lunenburg's contracted Building Inspection Department at the Municipality of the District of Lunenburg for review prior to their issuing a Building Permit. The Building Inspector may request further information at this stage to ensure the project meets Canadian National Building Code requirements. Once this has been satisfied, and all other required permits have been issued, the Building Permit will be forwarded to the applicant, as will the Certificate of Appropriateness, Heritage and Development Permits if applicable to your project. The Building Inspector can be reached through the MODL Building Inspection Office at 902-541-1325 to answer any Building Code or process questions you may have relating to your project. There is a fee for the Building Permit, which is calculated on the Building Permit Application Form.
- A Building Permit is required when the project involves any structural changes or when the value of construction and materials is in excess of \$5,000.

Step 5

• PERMIT ISSUE

- All permits relating to the application have been forwarded to the applicant. At this point the project is fully approved and construction can begin. If the project involves a Building Permit there will be a list of required inspection stages for which you will be required to contact MODL Building Inspection (902-541-1325) to arrange the inspections. Once the project is complete and all required inspections have been carried out, an Occupancy Permit will be issued by MODL Building Inspection and forwarded to the applicant.