

Municipality of the District of Shelburne
BUILDING / DEMOLITION PERMIT
APPLICATION FORM



This form must be fully completed. Forms that are not fully completed may cause delay in issuing a Permit.

Development Permit Approved:

☐ Yes ☐ No ☐ N/A

LAND OWNER INFORMATION:

Owner Name: _____

Address: _____ Postal Code: _____

Phone: _____ Email: _____

APPLICANT INFORMATION:

☐ Same as above **OR** Applicant Name: _____

Phone: _____ Email: _____

CONTRACTOR & SUB-TRADES INFORMATION (If applicable):

☐ Owner ☐ Applicant **OR** ☐ Contractor Name: _____

Phone: _____ Email: _____

Excavation: _____ Phone: _____

Foundation: _____ Phone: _____

Plumbing: _____ Phone: _____

Electrical: _____ Phone: _____

Heating: _____ Phone: _____

Other: _____ Phone: _____

JOB SITE LOCATION INFORMATION:

☐ Lot ☐ Civic #: _____ Street: _____

Assessment Acct #: _____ PID#: _____ Municipality: ☐ MDS ☐ TOS ☐ TOL

Present Use of Property: _____ Heritage Property: ☐ Yes ☐ No

New Use of Property: _____

BUILDING INFORMATION:Type of Work: ☐ New Construction Built on Site ☐ New Construction Installation of Prefab Building☐ Other _____

Expected Start Date: _____ Estimated Completion Date: _____

Size: Length _____ Height _____ Width _____ Total Sq. Footage: _____

of Floors above Grade: _____ # of Dwelling Units: Current _____ Future _____

Estimated Cost (including labour & materials): _____

Complete Building Plans Submitted: ☐ Yes ☐ No _____ # of copiesSewage Disposal: ☐ On Site ☐ Public Approval Date: _____ Attach copy of approval

I, the undersigned, confirm that all information provided on this page of the Building/Demolition Permit Application Form is correct to the best of my knowledge.

Signature of Applicant: _____ Date: _____

FEE CALCULATION:

_____ x _____ = _____ + _____ = _____

Square Footage Dollar Amount Sub-Total Permit Fee Total Amount Due

PERMIT FEES:

Residential	Up to four units	\$0.10/sq. ft + \$25.00
	Four units and over	\$0.14/sq. ft + \$50.00
Residential Repairs & Renovations		\$1.00 per \$1,000 + \$25.00
Additions to Residential		\$0.10/sq. ft + \$25.00
Residential Outbuildings		\$0.04/sq. ft + \$25.00
Patios, Decks, Steps, Carports, etc.		\$1.00 per \$1,000.00 + \$25.00
Assembly		\$0.14/sq. ft + \$50.00
Commercial		\$0.14/sq. ft + \$50.00
Industrial		\$0.14/sq. ft + \$50.00
Institutional		\$0.14/sq. ft + \$50.00
Addition to Commercial, Industrial, Institutional		\$0.14/sq. ft + \$50.00
Repairs & Renovations other than Residential		\$1.00 per \$1,000.00 + \$50.00
Outbuildings other than Residential		\$0.06/sq. ft + \$35.00
Relocation of an Existing Structure or Mobile Home		\$50.00
Demolition of a building	Up to 500 sq. ft	\$15.00
	500 sq. ft. and over	\$35.00
Location of New Mobile Homes		\$0.10/sq. ft + \$25.00
Replacement of a Single Family Dwelling		\$0.10/sq. ft + \$25.00
Change of Use Permit		\$25.00
Temporary Permit		\$25.00