

# Building Permit Application



## A Building Permit is required for:

- All dwellings including tiny homes and cottages
- Accessory buildings greater than 20m<sup>2</sup> (~215sqft)
- Decks greater than 50m<sup>2</sup> (~538sqft) OR 600mm (~24") above ground OR supporting any structure above
- All buildings not exempt as per the **PEI Building Codes Act, Building Codes Regulations, Section 4**

| Office Use Only - V2 2023 |                          |
|---------------------------|--------------------------|
| Building Permit #:        |                          |
| Dev. Permit #             |                          |
| PID#:                     |                          |
| Permit Fee:               |                          |
| Date Fee Paid:            |                          |
| BPC Reviewed:             | <input type="checkbox"/> |

## A Development Permit is required for a Building Permit Application

- Do you live within a Municipal Area with planning authority?  
Attach your approved Development Permit from your Municipal Office.
- If not, please provide the date you paid for your Development Permit Application to the Province of PEI \_\_\_\_\_

## The following plans are required to be submitted with this Building Permit Application:

- |                                    |                   |                                       |
|------------------------------------|-------------------|---------------------------------------|
| 1) Foundation                      | 3) Floor Plans    | 5) Site Plan                          |
| 2) Front, side and rear elevations | 4) Cross-Sections | 6) Truss / Structural Framing*        |
|                                    |                   | (*required before Framing Inspection) |

### Property Information:

|                       |              |             |
|-----------------------|--------------|-------------|
| Property Tax Number:  | Community:   | Lot Number: |
| Civic Address Number: | Street Name: |             |

### Applicant Information:

|                  |           |              |
|------------------|-----------|--------------|
| Full Legal Name: |           |              |
| Company Name:    |           |              |
| Street Address:  |           |              |
| Community:       | Province: | Postal Code: |
| Email:           |           | Phone:       |

### Property Owner Information if different from Applicant:

|                  |           |              |
|------------------|-----------|--------------|
| Full Legal Name: |           |              |
| Company Name:    |           |              |
| Street Address:  |           |              |
| Community:       | Province: | Postal Code: |
| Email:           |           | Phone:       |

**What is the property currently used for?**

- Single-unit Residential       Commercial       Agriculture  
 Multi-unit Residential       Industrial       Forestry  
 Institutional       Vacant       Other: \_\_\_\_\_

**What type of work are you looking to complete? Please check all that apply:**

- Addition to existing structure     Relocation of existing structure     Demolition of an existing structure  
 New detached structure     Deck     Renovation of existing structure     Change use of existing structure

**What will the structure be used for? Please check all that apply:**

- Single-unit residential       Multi-unit residential       Commercial       Industrial  
 Institutional       Agriculture       Aquaculture/Fisheries       Forestry

**Please indicate the number of bedrooms in the proposed structure: \_\_\_\_\_**

- Are you looking to build multiple dwelling units in the residential development?  
 Yes – indicate # of units \_\_\_\_\_       No

**What are the dimensions of the structure that you are proposing?**

|                    |  |   |  |
|--------------------|--|---|--|
| <b>Width (ft):</b> |  | <b>Number of Storeys:</b>                 |  |
| <b>Depth (ft):</b> |  | <b>Main Floor Area (ft<sup>2</sup>):</b>  |  |
|                    |  | <b>Total Floor Area (ft<sup>2</sup>):</b> |  |

**What type of foundation are you proposing for the structure?**

- Standard Concrete     Insulated Concrete Form (ICF)     Wood Posts     Other: \_\_\_\_\_

**What type of basement are you proposing for the structure?**

- Full Basement     Frost Wall & Slab     Engineered Slab     Crawlspace

**What type of heating source will this building use?  Electric     Oil     Propane     Solar Other: \_\_\_\_\_**

**What type of electrical service are you proposing?  100 Amp     200 Amp     Other: \_\_\_\_\_**

**What siding material are you proposing for the structure? \_\_\_\_\_**

**What roofing material are you proposing for the structure? \_\_\_\_\_**

**What is the estimated value of construction? \_\_\_\_\_**

**Please provide the name, email and phone number for the various individuals that may be involved in your proposed development:**

|                            | Name | Email Address | Phone Number |
|----------------------------|------|---------------|--------------|
| <b>Engineer:</b>           |      |               |              |
| <b>Architect/Designer:</b> |      |               |              |
| <b>General Contractor:</b> |      |               |              |
| <b>Heating Contractor:</b> |      |               |              |
| <b>Electrician:</b>        |      |               |              |
| <b>Plumber:</b>            |      |               |              |

**Please Note:** Your application will be considered incomplete and will be returned if any of the information outlined above is missing, unclear, illegible, or if fees have not been paid.

**Declaration**

I, \_\_\_\_\_ hereby certify that I am (select one)

- the registered owner of the land proposed for development       authorized to act on behalf of the registered owner of the land proposed for development

and hereby declare that all statements contained within this application are complete and true.

**Signatures**

Registered Owner(s)

or  
Written confirmation from the current property owner(s) allowing this Building Permit Application to proceed. This documented proof must be supplied at time of application.

|  |
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|  |
|  |
|  |

|      |
|------|
| Date |
| Date |
| Date |
|      |
| Date |

Applicant:

**Submit applications and required documentation to:**

- Elmer J. Blanchard Building – 31 Gordon Drive, Charlottetown, PE
- Access PEI O’Leary – 45 East Dr, O’Leary, PE
- Access PEI Summerside – 120 Heather Moyse Dr, Summerside, PE
- Access PEI Montague – 41 Wood Islands Rd, Montague, PE

Building Permit and Inspection Booking Hotline: 1-800-370-3977  
www.PrinceEdwardIsland.ca/Building

| Office Use Only   |         |
|---|---------|
| <b>RESIDENTIAL BUILDING PERMIT FEES*</b>  | = _____ |
| New Dwelling - Building Area** up to 139 m <sup>2</sup> (\$960).....  |         |
| (Additional \$160/each additional 50 m <sup>2</sup> )   |         |
| Conversion of ft <sup>2</sup> to m <sup>2</sup> (m <sup>2</sup> = ft <sup>2</sup> ÷ 10.76)  |         |
| Occupancy Permit (\$25) .....   | = _____ |
| <b>BUILDING PERMIT FEES FOR ALL OTHER PROJECTS*</b>   |         |
| Value of Construction (VOC) greater than \$200,000.....   | = _____ |
| (Permit fee equal to \$4.50 per \$1000 of the VOC)  |         |
| Value of Construction (VOC) less than or equal to \$200,000.....  | = _____ |
| Occupancy Permit (\$25).....  | = _____ |
| Other Applicable Fees _____   | = _____ |
| <b>REVIEW FEE (\$160) - For review of any project not otherwise listed</b>  | = _____ |
| <b>Total:</b> _____   | = _____ |
| *Refer to Schedule C of the Building Codes Act Regulations.   |         |
| ** "Building Area" means the greatest horizontal area of a building above grade within the outside surface of the exterior walls or within the outside surface of exterior walls and the centre line of firewalls |         |
| <b>OTHER RESIDENTIAL BUILDING PERMIT FEES</b>   |         |
| Addition of Living Quarters (\$640)   |         |
| Attached Garage (insulated) (\$480)   |         |
| Attached Garage (not insulated) (\$320)   |         |
| Detached Garage (insulated) (\$320)   |         |
| Detached Garage (not insulated) (\$160)   |         |
| Basement Development/Secondary Suite (\$320)  |         |
| Deck (\$160)  |         |
| Foundation Replacement (\$480)  |         |
| Modular/Manufactured Home (\$480)   |         |
| <b>IF VOC IS LESS THAN OR EQUAL TO \$200,000</b>  |         |
| Principal Building (Building Area over 20m/215ft <sup>2</sup> (\$900)   |         |
| Addition (\$720)  |         |
| Renovation (\$540)  |         |
| Leasehold Improvements (\$540)  |         |
| Addition (\$720)  |         |
| Accessory Building (insulated) (\$540)  |         |
| Accessory Building (not insulated) (\$360)  |         |
| Barrier-Free Ramp (\$360)   |         |

Personal Information on this form is collected under section 10 of the Building Codes Act. If you have any questions about the collection of personal information, you may contact [landdivision@gov.pe.ca](mailto:landdivision@gov.pe.ca) for more information.