

Building Permit Application



A Building Permit is required for:

- All dwellings including tiny homes and cottages
- Accessory buildings greater than 20m² (~215sqft)
- Decks greater than 50m² (~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	
Building Permit #:	
Dev. Permit #	
PID#:	
Permit Fee:	
Received:	
BPC Reviewed:	
Outcome:	A D E

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 submitted 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:	

Property Owner Information:

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

Applicant Information if different from Owner:

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?

Width (ft):		Number of Storeys:	
Depth (ft):		Main Floor Area (ft²):	
		Total Floor Area (ft²):	

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 will be involved in your proposed development:

	Name	Email Address	Phone Number
Engineer:			
Architect/Designer:			
General Contractor:			
Heating Contractor:			
Electrician:			
Plumber:			

Please Note: Your application will be considered incomplete and will be returned if any of the requirements outlined are 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)
(MANDATORY):

Date

Date

Applicant:

Date

Submit applications and required documentation to:

- Land Division – 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	
RESIDENTIAL BUILDING PERMIT FEES*	= _____
New Dwelling - Building Area** up to 139 m ² \$960).....	
(Additional \$160/each additional 50 m ²)	
Conversion of ft ² to m ² (m ² = ft ² ÷ 10.76)	
Occupancy Permit (\$25)	= _____
BUILDING PERMIT FEES FOR ALL OTHER PROJECTS*	
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 _____	= _____
REVIEW FEE (\$160) - For review of any project not otherwise listed	= _____
Total: _____	= _____
*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	
OTHER RESIDENTIAL BUILDING PERMIT FEES	
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)	
IF VOC IS LESS THAN OR EQUAL TO \$200,000	
Principal Building (Building Area over 20m/215ft ² (\$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 for more information.