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For Office Use Only	
File #:	Zone:
Permit #:	Permit Fee:
PID #:	Received:

## BUILDING & DEVELOPMENT PERMIT APPLICATION

### 1. TYPE OF WORK

New Building    Renovate Existing    Addition    Change Use    Other: \_\_\_\_\_

### 2. CONTACT INFORMATION

APPLICANT   Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

OWNER   Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

CONTRACTOR,  
ARCHITECT,  
OR ENGINEER   Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3. PROJECT INFORMATION

Project Location: \_\_\_\_\_

Proposed Occupancy: \_\_\_\_\_

Current Occupancy: \_\_\_\_\_  
(if Existing Building on Lot)

Estimated Value of Construction: \$ \_\_\_\_\_

Corner Lot: Yes:  No:    Other Buildings on Lot? Yes:  No:  If yes, identify use: \_\_\_\_\_

If Building/Addition is under 20m<sup>2</sup>, will the Grades be changing? Yes:  No:  Not Applicable:

### 4. DETAILED PROJECT DESCRIPTION

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## 5. DECLARATION & SIGNATURE

### I DO SOLEMNLY DECLARE & CERTIFY:

- 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 contained in this Application are true and complete and are made with full knowledge of the circumstances connected with this Application.
- 3) That the plans and specifications submitted with this Application are prepared for the construction or alteration for the building or buildings described, and the building or development will be constructed or carried out in accordance with the plans and specifications as submitted.
- 4) That to the best of my knowledge, information and belief, the plot plans submitted correctly set out the dimensions and the area of the lands described in the Application, and the relation of the location of the proposed building to the street and property line.
- 5) That I know of no reason the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
- 6) Provided that the City, its officers, agents and/or employees are acting in good faith in the administration of the City's Bylaws, 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(s) in any of the Bylaws or for the refusal of a permit or 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 any City property including: sidewalks, curbs, gutters, etc. and I irrevocably agree to bear the cost of remediation repair or replacement of any City property damaged by myself or by any contractors, agents or employees working on the property which is the subject of this Application to the complete satisfaction of the City of Charlottetown.
- 8) I acknowledge that I am responsible for hiring a qualified engineer or landscape architect to create a surface drainage plan, ensuring that surface water on the lot does not cause damage or water runoff onto adjoining lots. Further, I acknowledge that I am responsible for maintaining drainage on the lot during construction, so as not to cause damage or water runoff onto adjoining lots.
- 9) I acknowledge that I am aware of any relevant incentive programs offered by the City and that Applications for such programs are to accompany a Building Permit Application.
- 10) The City of Charlottetown reserves the right to determine the applicable estimated construction cost of all types of building or development. See Section 6 below.
- 11) I agree to comply with all laws and bylaws of Canada, Province of Prince Edward Island, and City of Charlottetown pertaining to the construction/and use of the development applied for herein.

Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

**I acknowledge, that failure to provide sufficient information and documentation as requested by the Planning & Heritage Department, will result in this Building & Development Permit application being considered "Null and Void" and the file will be closed after six (6) months from the date of this application.**

SIGNATURE OF

APPLICANT/OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

*Please indicate how you would like to receive the approved permit:*  Post  Email  Pick-Up at Planning Dept.

## 6. DETERMINING BUILDING PERMIT FEE BASED UPON ESTIMATED COST OF CONSTRUCTION

- 1) Permit Fees are based upon project valuation on the determined valuation of a project.
- 2) Valuation means the estimated total cost of building construction, including all electric, mechanical, plumbing and permanently fixed equipment. It is not meant to determine the market value of the structure.
- 3) Values provided by the applicant that appear to be significantly lower or higher than experience has shown with similar projects will be determined by researching recent similar permits or commercial valuation tools to determine an approximate average square foot value of the work.
- 4) Total valuation includes design fees but does not include land price.

**THIS IS AN APPLICATION ONLY**

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