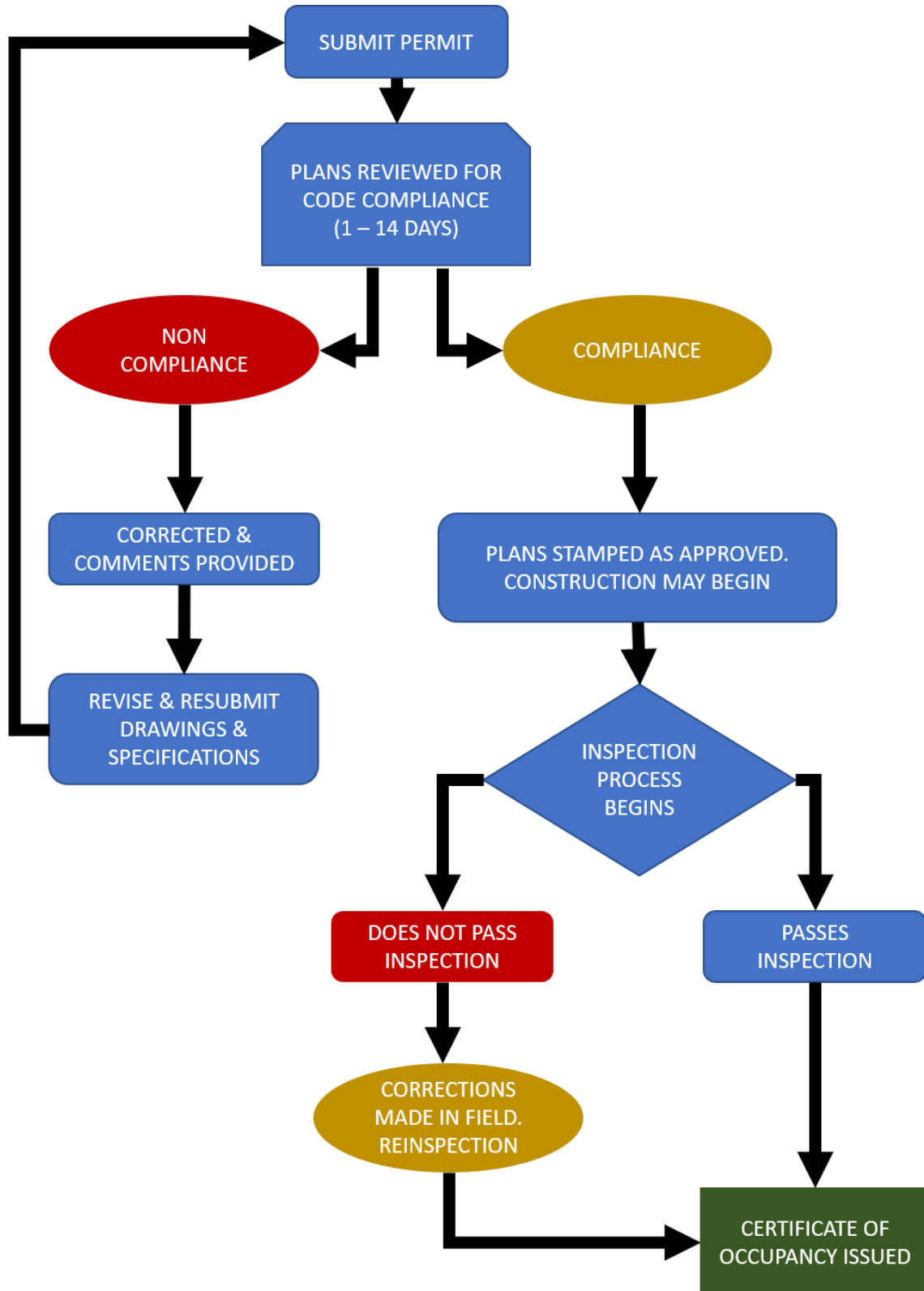




HAMPTON
It's our nature!

**EXTERIOR RENOVATION
PACKAGE APPLICATION**

**FOR YOUR INFORMATION
APPLICATION PROCESS**



FOR YOUR INFORMATION FREQUENTLY ASKED QUESTIONS

Where can the building be placed on the property?

A building must be placed in accordance with Zone specific setbacks laid out in Zoning By-Law 190-10.

What is the minimum size building I can place on my property?

- a) No single-unit dwelling may be placed, erected or altered so that it has an overall width and ground floor area of less than:
 - i) In the case of a single storey dwelling, 7.3 meters (24 ft) in width and 89.2 square meters (960 square feet) in area; and
 - ii) In the case of a one and one-half storey or a two storey dwelling, 7.3 meters or 24' wide and 71 square meters or 764 square feet in area.
- b) No two-unit dwelling may be placed, erected or altered so that it contains a dwelling unit with a ground floor area less than:
 - i) If one unit is above the other, 7.3 meters or 24 ft in width and 89.2 square meters or 960 square feet in area or
 - ii) If semi-detached:
 - 1) 960 square feet in the case of a one-story dwelling; and
 - 2) 485 square feet, in the case of a two-storey dwelling.

Is there a limit to the number of Buildings permitted on my property?

A maximum of one dwelling unit per lot is permitted.

How much will my permit cost?

The permit fee to construct a building is based on \$5.00 per \$1,000.00 of the estimated value* of your project.

*Estimated Value of project will be calculated in office if contractors estimate is not provided with application.

Is there anything else I need to be concerned with when planning a building project?

It is advised that landowners check their properties for restrictive covenants before beginning a project. While the Town does not enforce these covenants, it is in the landowner's best interest to be aware of them.

FOR YOUR INFORMATION: RESIDENTIAL INSPECTIONS

1st – Pre-pour Footings

2nd – Footings and Foundation Walls

3rd – Drainage Tile Backfill

4th – Sewer Connection

5th – Pre-pour Floor

6th – Structural

7th – Insulation and Poly

8th - Pre-Cladding

9th – Final

NOTE:

It is the responsibility of the Homeowner / Contractor to call for All Inspections with a minimum notice of 72 hours.

FOR YOUR INFORMATION MUST BE INCLUDED IN THE APPLICATION

- ✓ Designers Name and Contact info
- ✓ Text and dimensions must be legible
- ✓ No mirrored plans
- ✓ Modifications to plans must be clear and legible (no sketching of changes. Hand drafting is acceptable)
- ✓ Minimum scale 3/16" =1'-0" for single and two-family dwellings
- ✓ Cross sectionals for Foundation walls and Exterior Walls
- ✓ Energy cross-sections include R values
- ✓ Flashing Details for window. Doors, ledgers.
- ✓ Strip Footing, Foundation Wall Dimensions and Anchoring
- ✓ Diagonal Bracing for the roof system
- ✓ Radon rough-in
- ✓ Location of smoke and carbon monoxide alarms must be shown on the plans
- ✓ Self-closing for doors for garage
- ✓ Header and Lintel information
- ✓ All pads for load-bearing walls etc.
- ✓ Column Loading
- ✓ A North Arrow or indicate on street frontage
- ✓ Not for Construction Drawings, drawings will be rejected
- ✓ Designer to identify all tall walls (These will need to be Engineered.)
- ✓ Decks must be detailed on plans
- ✓ Elevations must match anticipated site conditions within reason
- ✓ Plans cannot contain any obvious code violations
- ✓ The insulation location and details must match site installation
- ✓ Drawing must show what is being constructed.



TO BE SUBMITTED

EXTERIOR RENOVATIONS APPLICATION

Do not write in shaded areas

Date of Application:	Permit Fee:	
Fee:	Paid:	Inv. No.:

Permit application must be completed in FULL before being processed

GENERAL INFORMATION

Property Owner's Name: _____

Email: _____

Home Phone #: _____ Cell: _____

Mailing Address: _____

Contractor _____ Contact Name: _____

Contractor Phone #: _____

PROPERTY INFORMATION

P.I.D. #:	P.A.N. #:			
Location of Project:				
Variance:	N/A	Granted	Pending	Denied
Reason:				
Zoning:				

DEVELOPMENT APPROVAL

Intended Use:			
Permitted Use:	Yes	No	Development Officer:

Work to be completed:

Drain Tile: _____	Re-Pour: _____
Cracks: _____	Window Well: _____

DOOR & WINDOW RENOVATIONS:

** The Quote sheet and or test report must be submitted with your application:*

Number of windows to be replaced: _____	Number of new windows: _____
Number of doors to be replaced: _____	# of new doors: _____
Skylights: _____	

SIDING / CLADDING:

Exterior Finish/Cladding:

Metal:	Wood Shingles/Shakes:
Pre-Cast Concrete: Vinyl:	Stucco:
Face Brick	

Barrier:

Tyveck:	Tar Paper:
---------	------------

Exterior Wall Sheathing:

Plywood:	Boards:
Other:	Fiber Board:

ROOFING

Roof Type:

Metal:	Pre-Engineered:	
Shingle:	Stone:	Tar and Stone:

RETAINING WALL OR MASON WORK/REPAIRS:

** A professional design for the retaining wall must be submitted with your application*

??? *also submitted with application*

Material:	Wood:	Steel:	Rock:
Brick:			
Wall:	Chimney:	Other:	

I have read and accepted the terms above:

Property Owner signature: _____

Date: _____

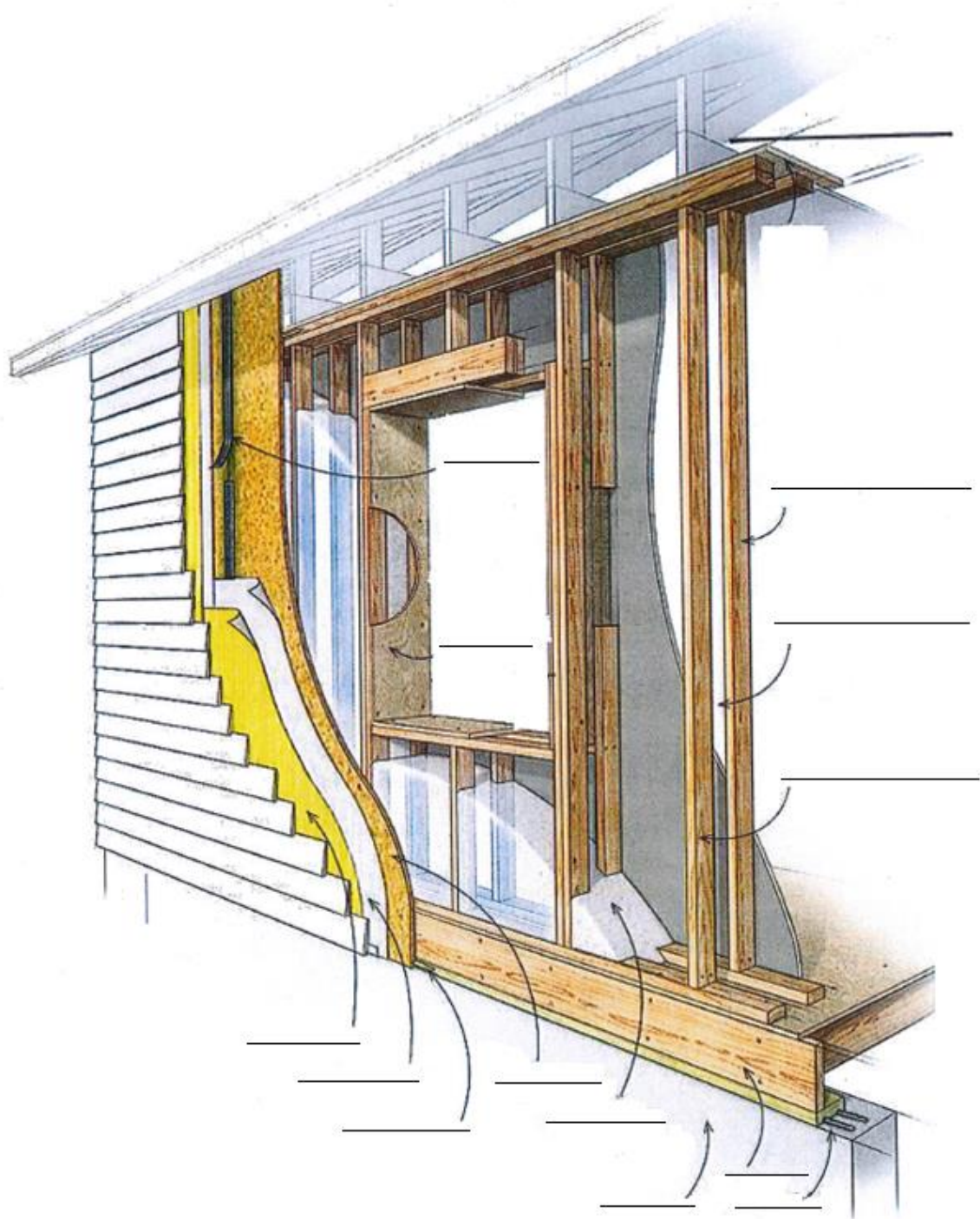
Building Inspector (or designate) signature: _____

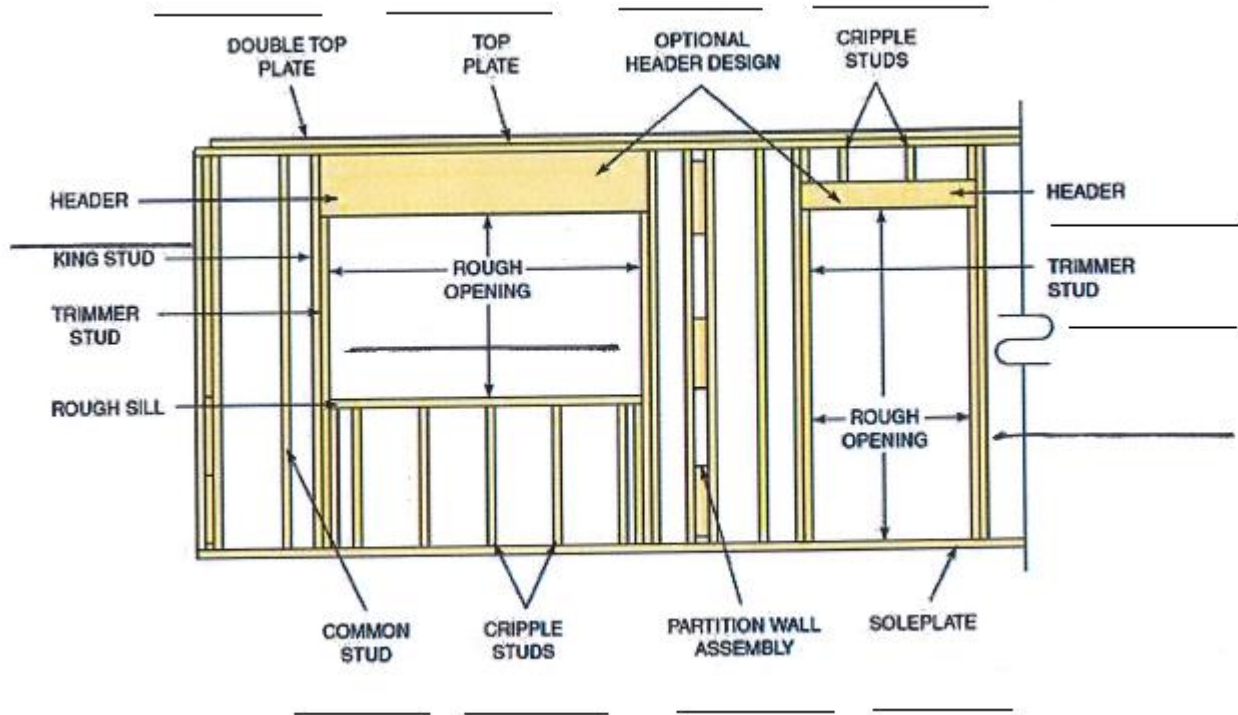
Date: _____

DISCLOSURE

The Town of Hampton will not accept responsibility for any damage caused by structures erected in areas subject to flooding, solution collapse, or damages resulting in an act of nature. The information is being collected in order for the Town of Hampton to accept plans and specifications, issue a permit, perform inspections, etc. For such work described in the Zoning By-Law 190-10. Information contained herein will be used to communicate with the relevant Project Contracts, i.e. contractors, engineers, electricians, plumbers, provincial departments. It may be also circulated to other Municipal Departments to be used for internal purposes.

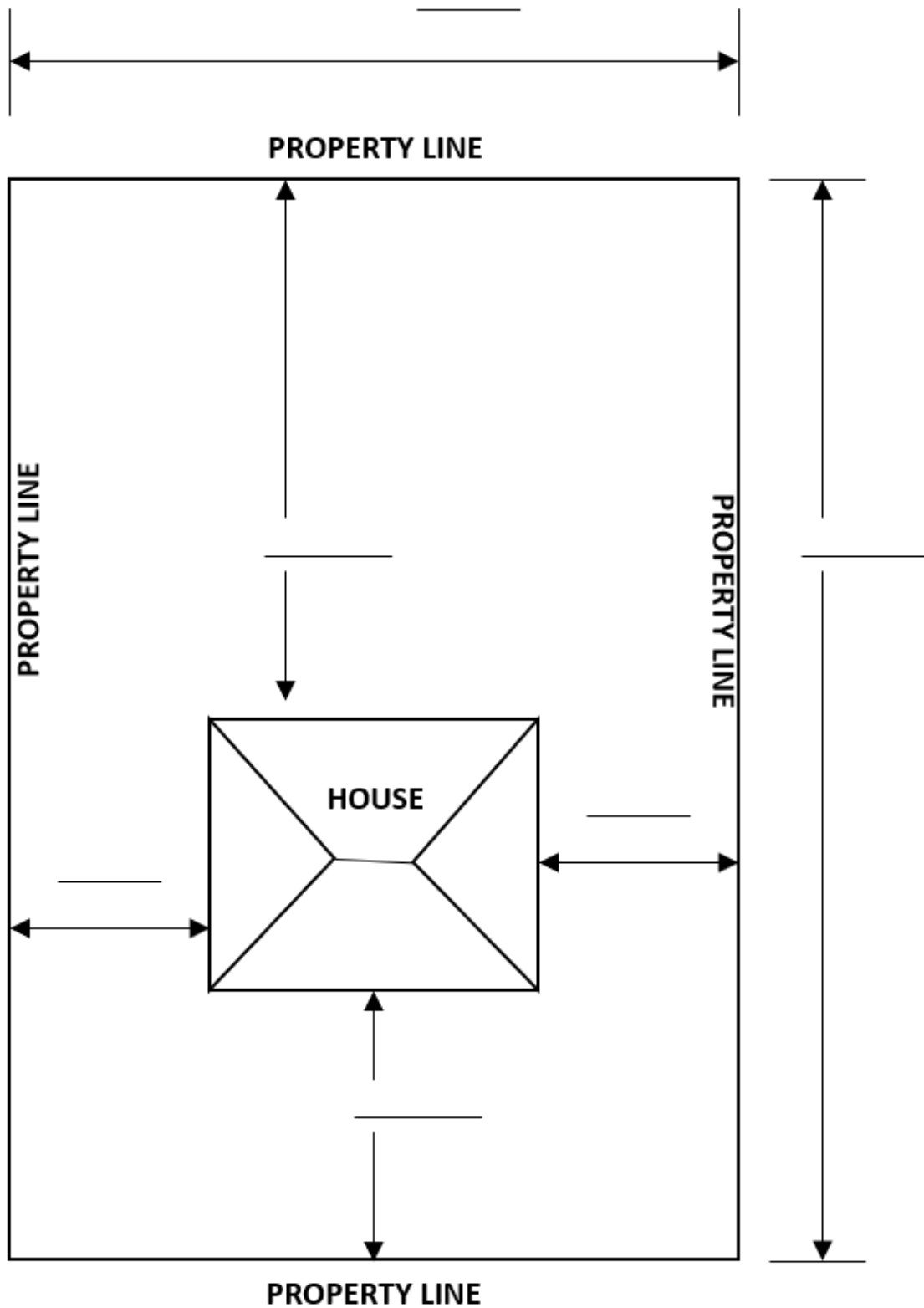
For further information or questions regarding the collection of information, please contact Planning and Development for the Town of Hampton at (506) 832-6065 or electronic mail planninganddevelopment@townofhampton.ca





TYPICAL SITE PLAN

(add Accessory Buildings and/or Decks as needed)



Street Name: _____ *Drawings are not to scale*
Number of Units: _____

TO BE FILLED OUT DURING CONSTRUCTION AND RETURNED

TOWN OF HAMPTON

Application for Occupancy Certificate

REQUIRED FOR ALL NEW RESIDENTIAL DWELLINGS, COMMERCIAL AND ADDITIONS OR RENOVATIONS.

A Certificate of Occupancy is required prior to occupancy or use of a structure. All the following must be inspected and approved before an Occupancy Certificate will be granted.

Building Permit# _____ Location of Property: _____

Conditions require signature of a licensed installer and a license number attesting that the building meets all provincial codes.

1. Wiring	Signature		License #	Yes	No	N/A	
2. Plumbing	Signature		License #	Yes	No	N/A	
3. WETT	Signature		License #	Yes	No	N/A	
4. Spray Foam Installation	Signature			Yes	No	N/A	
5. Mechanical Ventilation Record	Company		Manufacturer	Model	Yes	No	N/A
6. Heat Pump	Make	Model	Installer	Yes	No	N/A	
7. Hot Water Heater	Make		Model	Yes	No	N/A	