

**Town of Annapolis**  
**Royal Building By-law**  
**#108**

**1. DEFINITIONS**

- 1.1. All words used in this by-law have the same meaning as defined in the Building Code Act, R.S.N.S. 1989, C 46, as amended and the regulations prescribed pursuant to it.
- 1.2. "Material Alteration" and "Material Repair" means work that is done in the alteration or repair of a building which work is covered by the Building Code and which:
  - 1.2.1. is a non-structural repair or alteration which has a monetary value of more than \$10,000.00 or
  - 1.2.2. is a repair or alteration to the structure of the building
- 1.3. "Town" means Town of Annapolis Royal
- 1.4. Before a building permit, occupancy permit or demolition permit is issued, an applicant must complete an application in the form set out by the Town of Annapolis Royal. Applications are available from the Town web site.
- 1.5. Every application for a permit shall:
  - 1.5.1. identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
  - 1.5.2. describe the land on which the work is to be done by a description that will readily identify and locate the building lot including the Property Identifier (PID) for the land;
  - 1.5.3. include plans and specifications as required by the Building Code and show the occupancy of all parts of the building;
  - 1.5.4. state the valuation and square footage of the proposed work and be accompanied by the

- required fee; and
- 1.5.5. state the names, addresses, and telephone numbers of the owner, architect, professional engineer or other designer and constructor.
- 1.6. When an application for a permit has not been completed in conformance with the requirements of this bylaw within six months after it is filed, the application shall be deemed to have been abandoned.
- 1.7. A building permit is not required for:
- 1.7.1. Accessory building not greater than 20 square meters (215.2 square feet) in building area;
  - 1.7.2. Installation of storm windows;
  - 1.7.3. ground level patios and walkways;
  - 1.7.4. replacing an existing roofing surface;
  - 1.7.5. interior and exterior non-structural repairs which have a monetary value of \$10,000.00 or less.
- 1.8. A building permit is required for interior and exterior non-structural repairs which have a monetary value of more than \$10,000.00; except for matters outlined in Sections 5 (1.7.1) (1.7.2) (1.7.3) (1.7.4)
- 1.9. Per the Building Code Act and Regulations, the Building Inspector may place a value on the cost of work, based on an accepted costing standard, for the purpose of determining the applicable permit fee.
- 1.10. 1.10.1. A permit expires one (1) year from the date of issue
- 1.10.2. A permit that has expired may be renewed within 30 days of expiry provided all By-laws, regulations and Codes can be complied with, and an inspection discloses that the project may safely be continued.
- 1.11. Before issuing a building permit, the authority having jurisdiction shall be satisfied that a development permit has been issued pursuant to the Land Use By-law.
- 1.12. Where the building appears on the Registry of Heritage

Property pursuant to the Town's Heritage By-law, the authority having jurisdiction shall not issue a demolition permit unless the requirements of Section 17 and 18 of the Heritage Property Act have been satisfied.

1.13. A permit for a temporary building:

- 1.13.1. shall state the date after which the permit is no longer valid; and
  - 1.13.2. the conditions under which the permit may be extended in writing.
- 1.14. 1.14.1. Where, in order to expedite work, approval of a portion of a building is desired prior to issuance of a permit for the whole project, application shall be made for the complete project and plans and specifications covering the portion of the work for which immediate approval is desired shall be filed.
- 1.14.2. Should a permit be issued for part of a building, the holder of the permit may proceed, but without any assurance that the permit for the entire building will be granted.
- 1.14.3. Any permit issued for part only of a building shall be clearly marked as only, and shall also indicate that a permit for the entire building is not assured.
- 1.15 1.15.1. A permit may be issued at the risk of the owner, with conditions to ensure compliance with the Building Code, to excavate or to construct a portion of a building before all the plans of the project have been submitted or accepted.
- 1.15.2. The permit shall be clearly marked "At Owner's Risk".

- 1.16.
    - 1.16.1. A permit for a whole project may be issued conditional upon the submission of additional information prior to commencing work for which the information is pertinent, provided that the information is of such a nature that withholding the permit until the information was available would delay the work unreasonably.
    - 1.16.2. The condition shall be set out on the face of the permit.
  - 1.7. All fees associated with this By-law shall be subject to review and approval under the Fees and Fines Policy.
  - 1.8. The authority having jurisdiction shall be notified by telephone or mail, or email at least 24 hours in advance and given an opportunity to inspect at the stages of construction as set out in Part 2 of the Provincial Building Code Regulations. (Saturdays, Sundays, and statutory holidays shall not be included in the calculation of the 24-hour notice period.)
2. A By-law known as the Building By-law #108 adopted by Town Council on January 15, 200 is hereby repealed.
  3. This bylaw is effective date of publishing.

This is to certify that the foregoing is a true copy of a by-law passed at a duly convened meeting of the Council of the Town of Annapolis Royal, held the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Annapolis Royal this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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CAO

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Mayor

FIRST READING:	January 21, 2026
"NOTICE OF INTENT" PUBLICATION:	
SECOND READING:	
MINISTERIAL APPROVAL: Minister of Environment and Labour	
DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER	
FORWARDED TO WEBSITE	

