



HAMPTON PERMIT APPLICATION

PLANNING, ENGINEERING & DEVELOPMENT

RENOVATIONS/DEMOLITION/ESTABLISHING A USE



Please complete the following form to apply for a Development/Building Permit. No building or structure shall be erected or altered, including demolition, nor the use of any building structure or lot to be changed unless a Development/Building Permit has been issued and no Development permit shall be issued unless all provisions of Hampton's By-laws are satisfied.

Property Information

PID: _____ **PAN:** _____

Property Location/Address: _____

Existing Use Of Property: Vacant Residential Commercial Agricultural/Industrial

Other, please specify: _____

Contact Information

Landowner Name: _____ **Contractor Name:** _____

Contact # _____ **Contact #** _____

Email: _____ **Email:** _____

Mailing Address: _____ **Mailing Address:** _____

Project Information

Description of Project: _____

Proposed Use (please choose one or more of the following):

No Change Business/Commercial Use

Home Occupation Home Industry

Secondary Suite Garden Suite

If Home Occupation/Business, please list the business(es) that will occupy this space: _____

Other, please specify: _____

Demolition/Removal

Not Applicable

Type of Work: Complete Demolition Partial Demolition Removal of: _____

Type of Building: Commercial Building Dwelling Garage/Accessory

Method of Demolition/Removal: By Machine By Hand

Is a replacement building being processed along with a building or provincial permit? No Provincial Building

Additional Forms & Submissions

Renovations *(Page 2)*
Please complete the attached "Renovations" Form and submit: Windows/Doors | Floor Plan(s)

Establishing a Use *(Page 3)*
Please complete the attached "Establishing a Use" Form

New Sign *(Page 4)*
Please complete the attached "New Sign" Form

LANDOWNER SIGNATURE BELOW:

Date: _____

Project Cost: _____

The Development Officer has determined that Planning Advisory Committee approval is required, please confirm proceeding with request:

Variance Similar/Compatible Use Temporary Use Conditional Use Date: _____

For any questions/clarification or assistance with the application, please contact Planning, Engineering & Development Department at (506) 832-6050, via email planning@hampton.ca or visit the office at 17 Centennial Road, Hampton



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RENOVATIONS



Project Details

Foundation/Drainage Improvement (Please choose one or more of the following):

Foundation Coating: Membrane Sealant Drainage Tile/Stone

Structure & Layout Improvements - Adding/Removing/Relocating (Please choose one or more of the following):

Kitchen Bedroom Living Room Dining Room Office Bathroom

Other Components: Stairs Floor Wall(s) Ceiling

Energy Improvements:

Insulation/Poly R-Value: _____ Insulation Type: _____ Vapour Barrier: Yes No

Location of Walls (Interior/Exterior/Both): _____

Windows # of New: _____ Location(s): _____

Doors # of New: _____ Location(s): _____

Additional Notes for Building Inspector:

Please submit the following, as per the samples below:

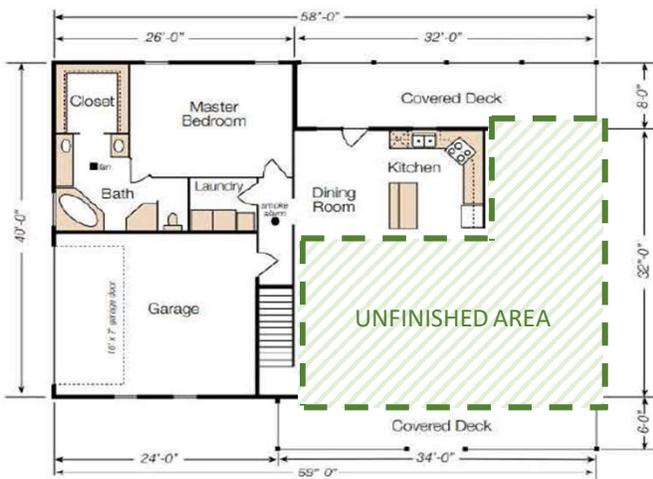
Sample – Window & Door Details

The following information is usually provided in a quote from the manufacturer of the door(s)/window(s):

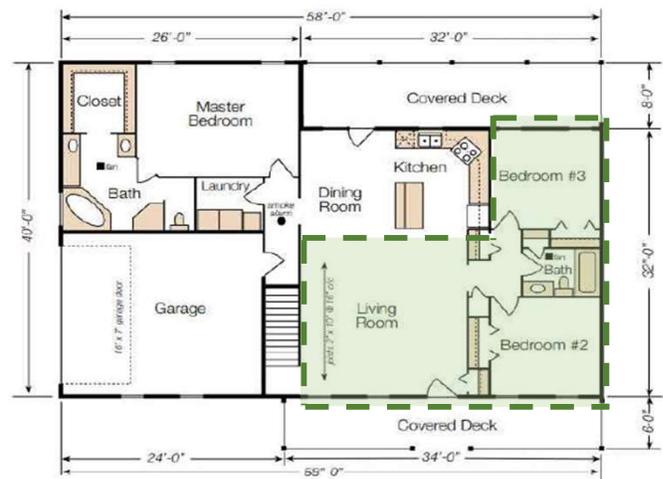
- Min Energy Rating (ER) = 25
- Max Thermal Transmittance (U) = 1.6;
- Meets Egress Requirement:
Minimum Area > 543 sq. in. & Minimum Dimension > 380 mm



Sample - Existing Floor Plan(s)



Sample - Proposed Floor Plan(s)



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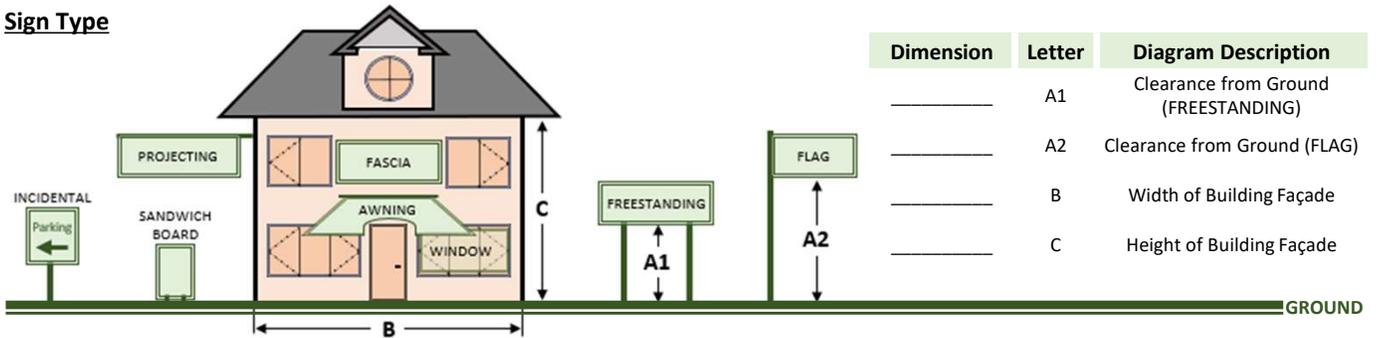
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NEW SIGN



Sign Type



Dimension	Letter	Diagram Description
_____	A1	Clearance from Ground (FREESTANDING)
_____	A2	Clearance from Ground (FLAG)
_____	B	Width of Building Façade
_____	C	Height of Building Façade

Sign Type	Height (D)	Width (E)	Number of Sides	Material	Illumination Type (None, Internal, External, Flood, Neon)
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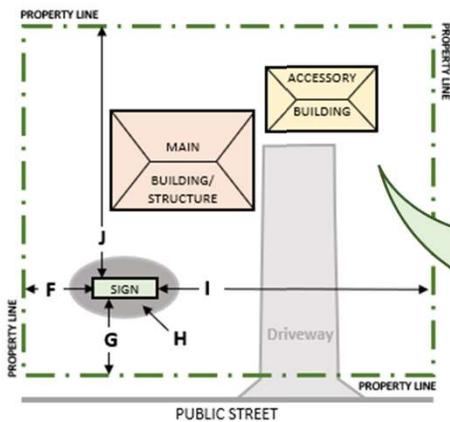
Sign Style



Fascia	_____	_____	_____	_____	_____
Freestanding	_____	_____	_____	_____	_____
Awning/Canopy	_____	_____	_____	_____	_____
Projecting	_____	_____	_____	_____	_____
Sandwich Board	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____

Are there any existing signs on the property? No Yes If yes, how many? _____

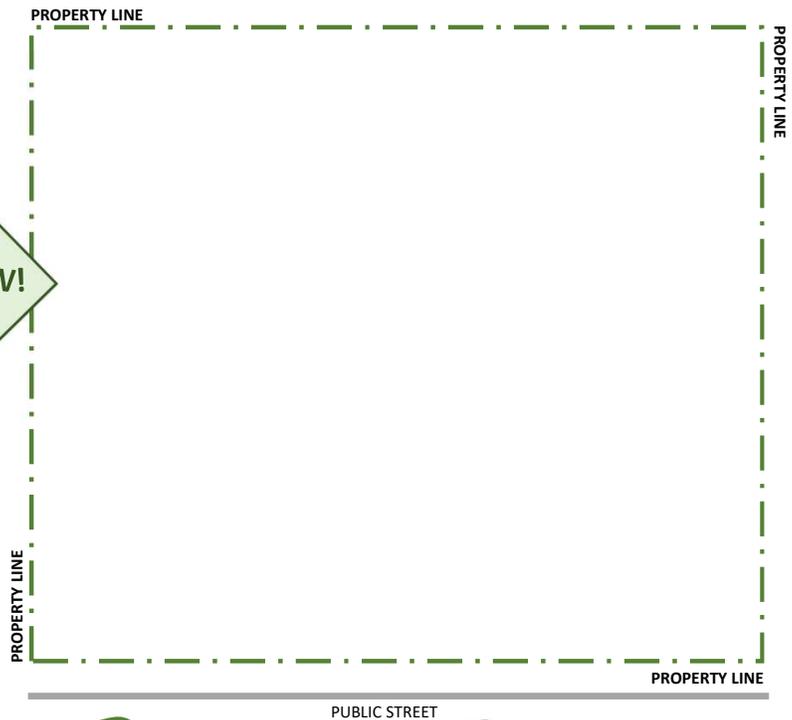
Sample – Site Plan



Dimension	Letter	Diagram Description
_____	F	Side Yard Setback (Left)
_____	G	Front Yard Setback
_____	H	Landscaped Area (Size)
_____	I	Side Yard Setback (Right)
_____	J	Rear Yard Setback

Applicant's Site Plan

Please draw new & existing buildings, structures, and new & existing signs



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