

## Frequently Asked Questions

### Where can I apply for a permit?

#### Town Hall:

98 Victoria Street East

#### Online:

[www.amherst.ca/building-permits.html](http://www.amherst.ca/building-permits.html)

### What documents do I need to provide?

#### Typical Required Documents

1. Complete application
2. Name of contractors, licensed professionals
3. Value of construction
4. Site Plan showing property and building dimensions
5. Complete set of building plans/ construction drawings.
6. Permit fee (paid after permits are issued)

### I need a civic number, what do I do?

For all civic number related questions, please contact Torben Laux, [tlaux@amherst.ca](mailto:tlaux@amherst.ca).

### I have questions that are not covered here, who do I contact?

You can contact [info@amherst.ca](mailto:info@amherst.ca) or by calling (902) 667-3352.

### Where can I find the Zoning Map?

You can find the Zoning Map at [amherst.ca/planning-economic-development](http://amherst.ca/planning-economic-development) or by visiting Town Hall.

## Planning & Economic Development

- Municipal Planning Strategy
- Land Use Bylaw
- Rezoning and Development Agreements
- Subdivision Applications
- Building & Development Permits
- Registered Heritage Properties
- Economic Development
- Dangerous & Unightly – Complaints

## Department Contacts

### Planning

Andrew Fisher - Director

Email: [afisher@amherst.ca](mailto:afisher@amherst.ca)

Torben Laux - Planner, Development Officer

Email: [tlaux@amherst.ca](mailto:tlaux@amherst.ca)

### Building

Marc Buske - Building Official 2, Development Officer

Email: [mbuske@amherst.ca](mailto:mbuske@amherst.ca)

### Dangerous & Unightly

Emily Wainwright - Dangerous & Unightly Premises Administrator

Email: [ewainwright@amherst.ca](mailto:ewainwright@amherst.ca)

### Economic Development

Jeffery Bacon - Economic Development Officer

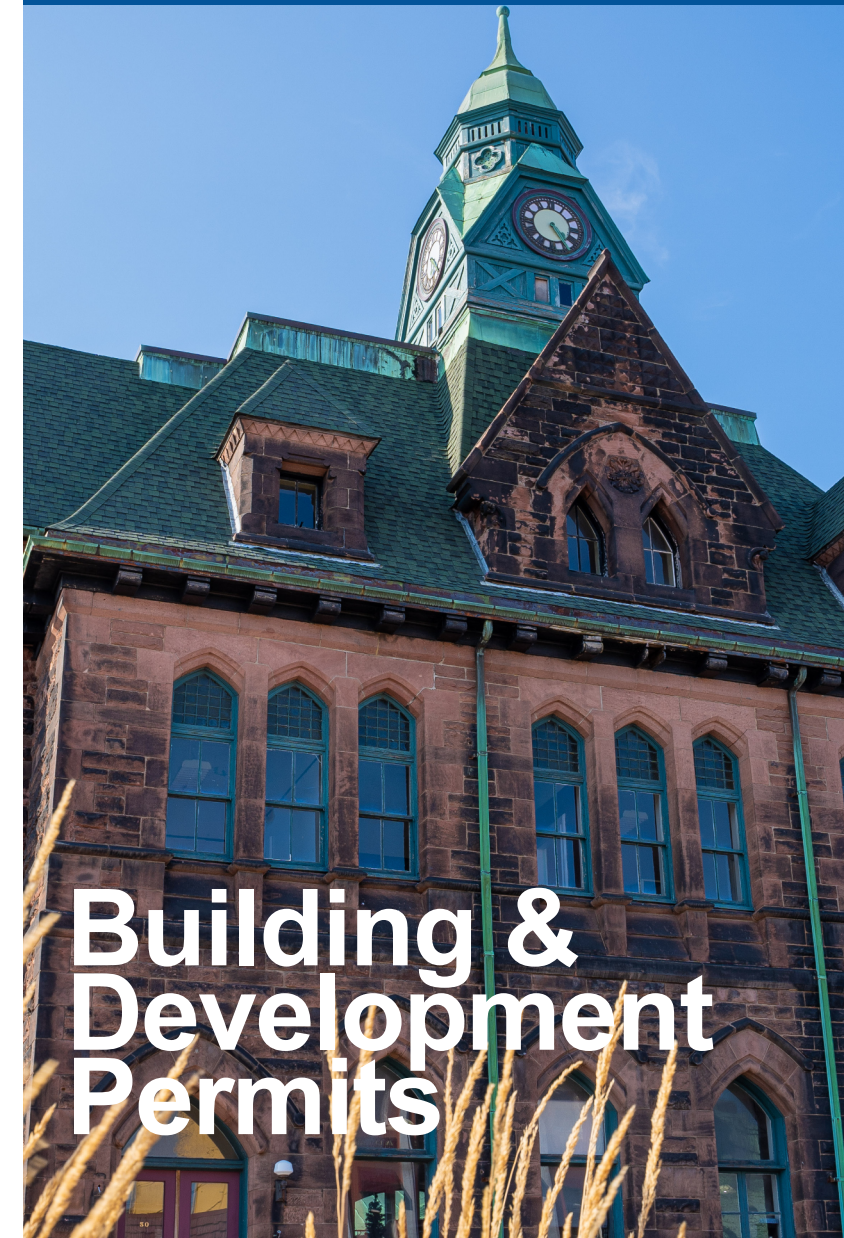
Email: [jbacon@amherst.ca](mailto:jbacon@amherst.ca)



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Amherst, Nova Scotia, B4H 4A1  
Phone: (902) 667-3352

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## Planning & Economic Development



# Building & Development Permits



# Getting Started

## Permits Are Required For:

- New building construction
- Signs
- Structural changes
- Fences over 2.1m in height
- Building demolition
- Building relocation
- Change of use (residential to commercial)
- Swimming pools (deeper than 0.5m)
- Sheds, garages & accessory structures
- Decks & stairs
- Renovations

## Permits Are NOT Required For:

- Fences less than 2.1m in height
- Cosmetic repairs (painting)
- Changing windows & doors in existing openings
- Replacing siding or roofing
- Non-structural changes

## Inspections Are Required at These Stages:

- Water / Sewer connections before infill
- Footings before pouring foundation walls
- Before back-filling foundation
- Under-slab plumbing, heating & insulation
- Framing & Roofing
- Insulation / vapor barrier before covering walls
- Prior to any occupancy

## Schedule an Inspection

Marc Buske - Building Official  
Email: [mbuske@amherst.ca](mailto:mbuske@amherst.ca)  
Phone:

## Demolitions

Demolitions of buildings must be in compliance with the Nova Scotia Building Code and National Fire Code.

- A demolition permit can be obtained by contacting the Building Official, listed in the Contacts section of this brochure.

## Permit Fees

### Building Permit Fees

- Development Permit - \$50
- New Construction – Residential - \$50 + \$0.12/ ft<sup>2</sup>
- New Construction – Industrial - \$50 + \$0.17/ ft<sup>2</sup>
- Renovation Permit - \$50 + 0.25% of value
- Development Permit - \$50
- Demolition Permit - \$20
- Permit Renewal - \$50

### Planning and Development Fees

- Zoning Confirmation Letter - \$50
- Copy of Planning Documents - \$20
- Development Agreement - \$200
- Site Plan Approval Application- \$200
- Variance Application - \$75
- Municipal Planning Strategy and Land Use Bylaw Amendments - \$200

## Large Developments

Interested in large development opportunities within the town? The Planning & Economic Development Department can assist you in getting started. To set up a meeting, please contact Torben Laux - Planner, Development Officer at [tlaux@amherst.ca](mailto:tlaux@amherst.ca).

You can see current and past developments here:  
[www.amherst.ca/development-applications](http://www.amherst.ca/development-applications)

## Dangerous & Unsightly

Dangerous and Unsightly Complaints under Part XV of the Municipal Government Act shall be in a written format, either via letter, email, or online. Each complaint must include the complainant's name and contact information.

## Minimum Standards for Residential Occupancies

Along with the complaint form, proof must be submitted by the tenant that the property owner has not adequately addressed their concerns. This can be via hand written letters, text messages, or emails.

**Please note, anonymous complaints will NOT be investigated.**

### **Please Note.**

*This pamphlet has been produced as a guide only. The Town of Amherst has no responsibility in ensuing that all Provincial and Federal regulations have been followed. Please contact the Planning & Economic Development Department for any questions.*