

# Municipal Planning & Development

Municipality of Inverness County



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*This guide provides essential information for developers looking to invest in and grow within Inverness County, offering insights into municipal processes, land use regulations, and development opportunities.*

ARE YOU THINKING ABOUT DEVELOPING IN INVERNESS COUNTY?

FOLLOW THESE STEPS:

## Step 1: Understand the Requirements

### a) Determine Permit Type

Before beginning any demolition or construction, determine whether you need a building permit, a development permit, or both.

- Building Permits are required for construction, alterations, or demolitions.
- Development Permits ensure your plans comply with local zoning and land-use regulations.

### b) Review Zoning and By-laws

Check your property’s zoning and applicable municipal by-laws through the Eastern District Planning Commission (EDPC).

Website: <https://edpc.ca/plan-documents-and-maps/>

### c) Get Advice Early

If you're uncertain about requirements or how to proceed, EDPC staff can help.

Website: [www.edpc.ca/contacts/](http://www.edpc.ca/contacts/)

### Contact your region’s:

Building Officers – for building code and permit questions.

Luke Ross, Building Official

[lross@edpc.ca](mailto:lross@edpc.ca)

902-631-3200

## Step 2: Contact the right office

### A. Eastern District Planning Commission

EDPC supports residents through various stages of the building and development process, including the following services:

#### Land Use Planning:

Developing and implementing Municipal Planning Strategies and Land Use Bylaws to guide community development.

Website: <https://edpc.ca/land-use-planning/>

**Subdivision Approval:**

Ensuring legal compliance for land subdivision, including lot creation and consolidation.

Website: <https://edpc.ca/sd2/>

**Building and Fire Inspection:**

Conducting inspections to ensure safety and compliance with building codes.

Website: <https://edpc.ca/building-fire-inspection/>

**Civic Addressing:**

Assigning and managing civic addresses for properties. A civic address is issued as a part of the building permit process.

Website: <https://edpc.ca/civic-addressing/>

***NOTE: Building permit fees are calculated based on the value of construction. Once your application has been reviewed, you will receive a cost notification.***

**Contact Eastern Planning District Commission**

Address: 606 Reeves Street, Port Hawkesbury, NS B9A 2R7

Phone: 1-902-625-5361

Toll Free: 1-888-625-5361

Website: [www.edpc.ca](http://www.edpc.ca)

**B. Water and Wastewater (Municipal Services):**

For municipal water or wastewater connections/disconnections or property servicing:

**Contact Public Works:**

Toll-Free: 1-866-258-0223 (Option #4)

Email: [water.sewer@invernesscounty.ca](mailto:water.sewer@invernesscounty.ca)

**C. Nova Scotia Power – Electrical Hookup**

To connect power to your property:

- Contact Nova Scotia Power to request a new service.
- You may need to provide your PID (Property Identification Number), site plan, and proof of ownership.
- A building permit or trenching plan may be required in some cases.
- Your licensed electrician may submit the application on your behalf.

***Note: A civic address is not required to bring power to the property.***

**Contact Nova Scotia Power:**

Phone: 1-800-428-6230

Email: [connect@nspower.ca](mailto:connect@nspower.ca)

Website: [www.nspower.ca](http://www.nspower.ca)

**D. Nova Scotia Department of Public Works – Driveway Access**

If your property borders a public road, you'll need approval for driveway installation.

- Submit a Driveway Access Permit with a site map showing the proposed location.
- The department ensures safety, visibility, and drainage standards are met.

**Contact Public Works – Eastern District:**

Phone: 902-625-4050

Email: [publicworksinfo@novascotia.ca](mailto:publicworksinfo@novascotia.ca)

**Website:** [Department of Public Works www.novascotia.ca/tran](http://www.novascotia.ca/tran)  
[Driveway Permit Info https://novascotia.ca/tran/hottopics/roadsidepermit.asp](https://novascotia.ca/tran/hottopics/roadsidepermit.asp)

## Step 3: Application & Timeline

In Nova Scotia, **permits are legally required** before:

- Constructing, altering, or demolishing any structure
- Changing the use of land, buildings, or structures

**Note:** *One application can cover multiple changes (e.g., renovation + addition).*

**Your application is reviewed for compliance with:**

- National Building Code of Canada (2020)
- Nova Scotia Building Code Regulations
- Municipal Land Use By-laws

### Building Permit Application Checklist

1.  Contact the Building Inspector assigned to your region. [Contact EDPC Staff](#)
2.  Review and prepare your application. [Application form](#)
3.  Construction plans
4.  Site plan (showing the location and setbacks from property lines)
5.  Municipal Servicing Approval or Department of Environment Notification Receipt
6.  Letters of Undertaking (If the project is engineered)

### Typical Timelines:

- Permit as of Right (zoning compliant): 1 month or less
- Planning Variance (if not zoning compliant): 4-6 weeks
- Planning Application (rezoning/development agreements): 8–10 months

**Submit Applications To:**

Eastern District Planning Commission  
606 Reeves Street, Port Hawkesbury, Nova Scotia B9A 2R7

## Step 4: Additional Documents

- [Zoning & Planning Documents](#)
- [Permit Application Form](#)
- [Municipal Planning Documents & Guides – Province of NS](#)
- [nova-scotia-building-code-regulations-users-version-en](#)

## For More Information

For more information on municipal planning processes or economic development in the Municipality of Inverness County, please reach out:

**Municipality of Inverness County**

Katherine MacInnis,  
Senior Administrative Assistant, Capital Projects & Public Works  
[Katherine.MacInnis@invernesscounty.ca](mailto:Katherine.MacInnis@invernesscounty.ca)  
902-323-0406  
[www.invernesscounty.ca](http://www.invernesscounty.ca)

**Eastern District Planning Commission**

Luke Ross,  
Building Official  
[lross@edpc.ca](mailto:lross@edpc.ca)  
902-631-3200  
[www.edpc.ca](http://www.edpc.ca)

**Cape Breton Partnership****Cape Breton Regional Enterprise Network**

Lynne MacLennan,  
Economic Development Officer  
[lynne@capebretonpartnership.com](mailto:lynne@capebretonpartnership.com)  
902-500-0729  
[www.capebretonpartnership.com](http://www.capebretonpartnership.com)