BAY ROBERTS
CARVED BY THE SEA

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BUILDING AND/OR DEVELOPMENT PERMIT APPLICATION – **RESIDENTIAL**

It is recommended that prior to submitting an application, discuss your application with appropriate Town staff.

1 – Property Information

Civic #:	Street Name:	Property Owner(s):
Existing Building(s):	No. Of Units:	Are there any easements on the property? (E.g., drainage, power lines): ☐ Yes ☐ No

Servicing: ☐ Private Well ☐ Private Septic ☐ Municipal Water ☐ Municipal Sewer ☐ Municipal Road ☐ Provincial Road

2 – Applicant Information

Applicant Type: ☐ Tenant ☐ Contractor ☐ Property Owner

Applicant Name:	Mailing Address:			
Home Phone:	Work Phone:	Cell Phone:	Fax:	Email:

3 – Project Information

Contractor Information:

Work Type:	Work Description *(check all that apply)*:	
☐ Extension	☐ Single Detached Dwelling	Replacing On-Site Services: ☐ Well ☐ Septic
☐ New Construction	☐ Double Dwelling	Connecting to Town Services: ☐ Water ☐ Septic ☐ PW Signature required
☐ Relocate	☐ Accessory Building	
☐ Demolition	☐ Deck/Patio	*If able to be connected to property, applicant will have to pay.*
☐ Subdivision of land	☐ Fence	
Qty of lots: _____	☐ Attached Garage	
Size of each lot:	☐ Subsidiary Apartment	
	☐ In-Law Suite	
	☐ Variance	
	☐ Other:	

Description of proposed project (*additional info can be attached on back of form*):

New Construction/Addition	Dimensions:	Area:	Height:	Value of Construction: $
Accessory Building	Dimensions:	Area:	Height:	Value of Construction: $
Other	Dimensions:	Area:	Height:	Value of Construction: $

Demolition:	Reason:	Method:	Disposal Area:	Contractor:

If serviced with water & sewer, any water & sewer lines are to be capped properly prior to demolition. All material must be deposited at an approved landfill site. If property has onsite services (well and/or septic), the site shall be remediated as per Service NL's guidelines.

This application must be accompanied with the following:
☐ Processing Fee ☐ Legal land survey & description of property
☐ Proposal clearly sketched with distances from building, property lines & easements
**Any cost(s) incurred by the Town will be billed back to the applicant/property owner (e.g., Discretionary Use or Variance advertisement)*

Declaration

I, _____ of _____ in the Province of Newfoundland and Labrador, do solemnly declare that the statements herein contained in this application, the location and plot plan submitted correctly sets out the location of the development described in the said application and all other information supplied is correct and complete to the best of my knowledge and is made with a full knowledge of the circumstances connected with same. I agree to comply with all Municipal Regulations, the National Building Code and ancillary codes including but not limited to the National Fire Code, Electrical code and Plumbing Code, and agree to build in accordance with the plans approved by the Town of Bay Roberts, and not to commence building without applicable written approval and permits from the Town of Bay Roberts. I make this solemn declaration, conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Dated at _____ this _____ day of _____, 20___.

Applicant Signature: _____

Property Owner Signature: _____

Note: If a well or septic tank is required, approvals from Service NL must be acquired. It is the responsibility of the applicant to ensure that all pertinent approvals are obtained from the appropriate government departments and agencies. The applicant is responsible for supplying their own water and sewer with back up valve on sewer line, and a pressure reducing valve on water line per the National Plumbing Code. Council does not take responsibility for any flooding of basement and property, nor does it take responsibility for service or ground water that exists on property. **Applicant must contact the office for an inspection prior to the pouring of footings for new construction and extensions to confirm that the location is as per application submitted and the Municipal Plan and Development Regulations. Failure to do so could result in removal of development. The Town will not take responsibility for any costs associated with non-compliance with regulations and policies.**

STAFF USE ONLY

Date Received:

Application #:

Attached Checklist Completed: ☐ Yes ☐ No

Account #:

Roll #:

Staff Initials:

☐ Permitted Use
☐ Discretionary Use
☐ Variance

Floor Plan: ☐ Yes ☐ No ☐ N/A

Plot Plan: ☐ Yes ☐ No ☐ N/A