



PERMIT APPLICATION

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|--|--------------------------------------|--|---|
| Name: | | Phone: | |
| Address where permit is required: | | | |
| Email: | | | |
| Type of Permit: (check all that apply) | <input type="checkbox"/> Commercial | <input type="checkbox"/> Residential | <input type="checkbox"/> New Building |
| | <input type="checkbox"/> Demolition | <input type="checkbox"/> Renovate/Repair | <input type="checkbox"/> Addition |
| | | | <input type="checkbox"/> Backfill |
| Description of Work: | <input type="checkbox"/> Interior | <input type="checkbox"/> Exterior | <input type="checkbox"/> Fence |
| | <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Shed |
| | | | <input type="checkbox"/> Deck |
| | | | <input type="checkbox"/> Water Service required |

LOCATION OF BUILDING

Draw a diagram on the reverse side indicating distances from all property boundaries and location of the proposed structure in relation to adjacent buildings. Identify the names of the adjoining property owners, if available. Indicate your proposed arrangement for water, sewer and electricity, if applicable.

LAND DESCRIPTION

| | |
|---|---------------|
| Frontage: | Depth: |
| Are there currently buildings on the land at present? If yes, explain: | |
| Does land have frontage on a public road? If yes, name of road: | |
| Distance from property line to front of building: | |
| Name of contractor, if applicable: | |

1. I acknowledge that all work within the Town's Watershed requires a permit issued by the Water Resources Division of the Department of Environment and Conservation, Newfoundland and Labrador.
2. I hereby apply for permission to carry out the above-listed work and declare that the information provided is true and correct to the best of my knowledge, and that all applicable Municipal Regulations will be adhered to.

Name: _____ Signature: _____

Date: _____

Witness: _____



BUILDING PERMIT GUIDELINES

As of January 1, 2026

Requirements

A building permit shall be required for the following:

1. New Construction.
2. Additions to an existing structure and/or property. This includes, but is not limited to building extensions, sheds, garages, fences, permanent swimming pools.

*A minimum side clearance of **5 feet** shall be required from the boundary line or other structure, or it shall maintain the existing profile of current structures.*

3. Renovations or general repair to an existing structure (*A permit for renovations or general repair shall be required only when the value of the material is over \$2,000*).

Permit Conditions

- A building **permit fee of \$25.00** shall be charged.
- Any deviation from the original permit shall require an amended permit.
- Application for a building permit should be received by the town at least 30 days prior to the expected start date of construction.
- Under no circumstances will a permit be issued or construction permitted to commence until all approvals have been received from applicable government agencies.
- A building permit shall only be valid for a period of 12 months.

Any person and/or business found constructing without a valid permit may be subject to fines and/or legal action.

The permit does not include or authorize any electrical work. A separate permit, from a licensed electrician, is required and is recommended.