

**BUILDING PERMIT & DEVELOPMENT APPLICATION FORM**
**RESERVED FOR OFFICE USE**

PERMIT NO: \_\_\_\_\_ ZONING: \_\_\_\_\_  
 VARIANCE: \_\_\_\_\_ DISCRETIONARY USE: \_\_\_\_\_

IS THIS APPLICATION FOR AN 'APPROVAL IN PRINCIPLE' ONLY? YES OR NO

**APPLICANT / PROPERTY INFORMATION**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_  
 POSTAL CODE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_ CONTRACT NUMBER: \_\_\_\_\_  
 PROPERTY LOCATION: \_\_\_\_\_  
 PROPERTY OWNER: (If Different from Applicant) \_\_\_\_\_

**PURPOSE OF APPLICATION**

ERECT (NEW): ☐ EXTEND (NEW): ☐ PATIO / DECK: ☐  
 REPAIR: ☐ REPAIR: ☐ SUB-DIVIDE LOT (S): ☐  
 RESIDENTIAL: ☐ ACCESSORY BUILDING: ☐ OTHER: ☐

**TYPE OF DEVELOPMENT**

RESIDENTIAL: ☐ COMMERCIAL: ☐ SUBDIVISION: ☐ INDUSTRIAL: ☐ OTHER: \_\_\_\_\_

**SUB-DIVIDE LOT (S)**

NUMBER OF LOTS: \_\_\_\_\_ FRONTAGE PER LOT: \_\_\_\_\_ AREA PER LOT: \_\_\_\_\_

**SIZE OF LAND TO BE DEVELOPED**

FRONTAGE: \_\_\_\_\_ DEPTH: \_\_\_\_\_ AREA: \_\_\_\_\_

**DESCRIPTION OF DEVELOPMENT (BUILDING, EXTENSION, ALTERATION)**

SIZE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ FLOOR AREA: \_\_\_\_\_

**PROPOSED MEANS OF SERVICING**

MUNICIPAL WATER: ☐ OR ON-SITE WELL: ☐  
 MUNICIPAL SEWER: ☐ OR ON-SITE SEPTIC TANK: ☐

**PROPOSED MEANS OF PROPERTY ACCESS**

EXISTING DRIVEWAY: ☐ NEW ACCESS: (Please specify) \_\_\_\_\_  
 NUMBER OF ACCESSES: \_\_\_\_\_

**DESCRIPTION OF WORK TO BE PERFORMED**

ESTIMATED CONSTRUCTION VALUE (MATERIALS AND LABOUR) \$ \_\_\_\_\_

**\*\*IF VALUE IS ESTIMATED, ADJUSTMENT WILL BE MADE UPON RECEIPT OF MUNICIPAL ASSESSMENT\*\***

PLOT PLAN: Please fill in distance below.

		FOR OFFICE USE ONLY		
		N/A	Yes	No
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Side Lot Line ( )</div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Rear Lot Line ( )</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Rear Yard ( )</div> <div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Side Yard ( )</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Side Lot Line ( )</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Side Yard ( )</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Front Yard ( )</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Front Lot Line ( )</div> </div> </div> </div> </div>	1. Location Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Site Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Survey Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Building Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Application Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STREET (name of street) _____		Receipt No. _____		

I, \_\_\_\_\_ of Lewisporte, declare that the application is made with full knowledge of the circumstances and that the location and plot plan submitted is correct.

Note: Where the Applicant and the Property Owner are **not the same**, the signature of the Property Owner is required **before** the application can be accepted for processing.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: (If Different from Applicant) \_\_\_\_\_ Date: \_\_\_\_\_

### SKETCH OF PROPERTY SITE

In the space below, include a sketch showing the proposed development, outline of existing property and buildings within the property boundaries.

### PROCESSING PROCEDURE

STEP	ITEM	DETAILS
1	Application	Land Developer is required to fill out an application (Application available at the Town Office) and provide the following information:  a) Copy of Land Survey for the proposed property  b) Plot Plan showing: <ul style="list-style-type: none"> <li>Location of proposed development in relation to all boundaries</li> <li>Length, Width &amp; Height of proposed development</li> </ul> c) Building and/or Development Plans/Scheme where applicable.
2	General Processing	As per Town Policy #FN 04, 'A permit shall not be approved if there are outstanding taxes on the property in question for the previous calendar year.'  If there are no outstanding balances, the application process will be as follows: For minor repairs (i.e. siding, shingles, new windows, etc) the Permit is issued immediately upon receipt of the applicable Permit fee. For all other types of development, the completed application is forwarded for review by the Superintendent of Works and/or the Lands Committee.
3	Committee Processing	The application is reviewed for compliance with the Town's "Municipal Plan and Development Regulations." A site visit is undertaken, if required. The application will either be:  a) <b>Approved</b> (applicant notified to pick up their Permit);  b) <b>Conditionally Approved</b> - variance and/or discretionary use authorization required (applicant notified of the associated advertising requirements upon completion of which the permit will be issued; or  c) <b>Rejected</b> (Application forwarded to Council along with recommendation for rejection).
4	Council Processing	Processing will take place during a regular Meeting of Council. Council meetings are normally held every second week.  The application will be reviewed and a Motion made by Council to either:  a) <b>Approve the Application</b> (applicant notified to pick up their Permit) b) <b>Reject the Application</b> (applicant notified in writing of decision)
5	Rejection of Application	Applicant's Proposed Development is turned down by Council  Applicants can appeal Council's decision within 14 days, of the rejection notification, from Council  The Appeal can be registered with the Central Regional Appeal Board, Newfoundland and Labrador  Appeal Application available at the Town Office

### FEE STRUCTURE

ITEM	DETAILS	FEE
Residential Building Permit	Repairs/renovations up to \$20,000	\$30.00
	Fence, shed, patio, etc., requiring on-site inspection	\$40.00
	Construction exceeding \$20,000	\$1.50 per \$1,000 value
Commercial Building Permit		\$2.00 per \$1,000 value (Minimum \$50.00)
Demolition Permit	Residential	\$35.00
	Commercial	\$75.00