



Your Construction Checklist

Before a Permit will be issued, please ensure you meet all of the following requirements:

▪ **The steps to follow:**

- Applications must be submitted at least 7 days prior to Council Meetings, generally held every two weeks (once a month in summer). Permits are subject to a 14-day appeal by any member of the public.
- When footings have been framed, but before pouring, contact the Town Office at 635-2451 so the site can be inspected to confirm that the building complies with Town regulations.

For Office Use:

- complete set of **house plans**
- lot **survey**
- proof of **ownership** (deed)
- arrears** paid in full
- permit fees** paid
- water & sewer **connection fees** paid
- check with town, is **culvert** required

▪ **Other Things to Remember:**

- All new dwellings must have an approved battery-operated smoke detector in every bedroom as well as one in the hallway of each floor. For further information contact Fire and Emergency Services.
- The building finish grade must be 300 mm above road grade to avoid drainage from the road to the home.
- You must check to see if the town requires a culvert for the driveway. If so, the property owner will be responsible for purchasing it, but the Town of Deer Lake will install the culvert.

▪ **Water and Sewer Connections:**

- The attached application for Water/Sewer Connection must be completed and associated fees paid with the permit.
- Applicants are also reminded that they are responsible for the cost of replacing asphalt that may have to be cut to provide water and sewer services to their property. This cost will be assessed at the rate for asphalt on the day the asphalt is to be replaced.
- It is the responsibility of the property owner to have a backup valve installed on sewer line.
- The applicant or contractor shall confirm with the town Public Works department the location and grade of water/sewer services before construction.
- Sump pumps, floor drains, weeping tile, roof drains, etc. shall not be connected to the sewer system.

Notice For All Permit Applications

All new construction, renovations, extensions, etc. are subject to supplementary property assessments and taxation. These assessments are often not available until late in the year but are effective from the date of occupancy. The applicant should therefore be aware of and budget for the additional tax.

Relocation of a building will be treated the same as a new building.

Permit rates:

Rates vary depending on the square footage of the building. Please inquire when picking up the permit at the town office, 6 Crescent Street, or call 635-2451.

Expiry & renewal

This permit is valid for 1 year from the date it is issued. It can be renewed at no additional cost should construction not be completed within the year. Please inform the council office if the permit will not be used within the valid timeline. The permit will expire in 6 months if it is not picked up.



Application for New Residential Dwelling

Owner Information

Owner			Location of Construction		
Current Mailing Address					
City/Town	Province	Postal Code	Telephone No.	Fax No.	E-mail Address

(Please **check** applicable boxes)

Type of Building	Residential	Commercial	Industrial	Institutional
Date when home will be occupied:				Construction Value \$
Description of Proposed Work				

Dwelling Size

Length m/ft	Width m/ft	Height m/ft	Square/Meter sq m/sq ft	Exterior Finish
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Square Footage (Please check applicable boxes)

Full Basement	1 Floor	2 Floors	Partial Basement
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Land size and location

Frontage m/ft	Rear m/ft	Right side m/ft	Left side m/ft	Location
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DEVELOPMENT REGULATIONS CHECKLIST

	Single Dwelling		Double Dwelling		Row Dwelling		Apt Building	
	Meters	Feet (aprox.)	Meters	Feet (aprox.)	Meters	Feet (aprox.)	Meters	Feet (aprox.)
Frontage Required	15	50	20	65.5	20*	65.5*	20 for 1*3	65.5 for 3.5*9.5
Building Line Setback	9	30	9	30	10	32.5	10	32.5
Sideyard	2 & 1	6.5 & 3.5	3	9.5	3	9.5	5	16.5
Sideyard Corner Lot	6 & 2	20 & 6	6	20	6	20	6	20
Rearyard	9	30	9	30	9	30	9	30
Maximum Height	8	26	8	26	10	32.5	10	32.5
Lot Coverage %	33 %		33 %		33 %		33 %	

*per dwelling unit



Application for New Residential Dwelling

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Plot Plan in the box below sketch a diagram showing the location of dwelling including the following:

-building size

-rear yard depth

-side yards width

-front yard depth

I do solemnly declare that the plans, specifications and statements herein contained in the said application are true and correct to the best of my knowledge.

I understand that the granting of a Permit, the approval of the drawings and specifications, or inspections made by the Municipality, shall not in any way relieve me of full responsibility for carrying out the work or having the work carried out in accordance with the Municipal Building Regulations and the National Building Code of Canada.

The issuance of this permit shall not imply responsibility by the Town of Deer Lake for non-compliance of the applicant to carry out work in accordance with the Municipal Building Regulations and the National Building Code of Canada.

Print Name

Signature

Date

Disclaimer: Information in this document is collected under jurisdiction of the Department of Municipal Affairs. The name and the civic address as well as the development requested will appear on the Town's Website and will be a part of the public record once tabled at a public meeting of council as authorized in Section 215 (k) of the Municipalities Act, 1999. The Town of Deer Lake and its employees will not be liable for any loss or damages of any nature, direct or indirect, arising from use of the information provided in this document.



Application for New Residential Dwelling

Contractor Information

Builder/Contractor			Mailing Address	City/Town	
Province	Postal Code	Telephone	E-mail Address (optional)	Fax No.	Business Permit (<input type="checkbox"/>)Yes (<input type="checkbox"/>)No

Electrical Contractor			Mailing Address	City/Town	
Province	Postal Code	Telephone	E-mail Address (optional)	Fax No.	Business Permit (<input type="checkbox"/>)Yes (<input type="checkbox"/>)No

Plumbing Contractor			Mailing Address	City/Town	
Province	Postal Code	Telephone	E-mail Address (optional)	Fax No.	Business Permit (<input type="checkbox"/>)Yes (<input type="checkbox"/>)No

Certified HRV Installer			Mailing Address	City/Town	
Province	Postal Code	Telephone	E-mail Address (optional)	Fax No.	Business Permit (<input type="checkbox"/>)Yes (<input type="checkbox"/>)No

Drywall Installer			Mailing Address	City/Town	
Province	Postal Code	Telephone	E-mail Address (optional)	Fax No.	Business Permit (<input type="checkbox"/>)Yes (<input type="checkbox"/>)No

Plaster/Painter			Mailing Address	City/Town	
Province	Postal Code	Telephone	E-mail Address (optional)	Fax No.	Business Permit (<input type="checkbox"/>)Yes (<input type="checkbox"/>)No



6 Crescent Street, Deer Lake, NL A8A 1E9
Phone: 635-2451 Fax: 635-5857

APPLICATION FOR WATER/SEWER CONNECTION

CONNECTION FEE MUST BE PAID BEFORE CONNECTION PROCEEDS

NAME: _____ TELEPHONE: _____

ADDRESS: _____

CONNECTION TO BE MADE AT: _____

DATE OF APPLICATION: _____ DATE REQ'D _____

PLEASE NOTE:

- **The connection fees are: Water - \$500.00 and Sewer - \$500.00**
- **The applicant will also be responsible for the cost of replacing of pavement, if needs to be cut. Price will be the going rate for asphalt at the time request is made.**
- **Backup valve must be installed on sewer line.**

Residents are not permitted to tie into town services without the approval of the Town of Deer Lake. Violators will be prosecuted and fined for tampering with Town property.

If water and sewer services are turned off for any reason a \$50.00 charge will be levied to have the services restored during regular working hours.

Signature of Applicant

Note: Connection fees cover the cost of providing services to your property boundary or a maximum of fifty feet whichever is less. Any additional cost must be borne by the customer. Sump pumps, floor drains, weeping tile, roof drains, etc shall not be connected to the sanitary sewer system.

FOR OFFICE USE ONLY:

Date Completed: _____

Comments:

Inspected by