



## 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.

▪ **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.
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▪ **Real Property Report:**

- A real property report is required before any footing is poured.

**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, 34 Reid's Lane, 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.



34 Reid's Lane Deer Lake, NL A8A 2A2  
Phone: 635-2451 Fax: 635-5857

**Owner Information**

Owner			Location of Construction		
Current Mailing Address if different from location					
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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**Zoning**

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**DEVELOPMENT REGULATIONS**

**Please inquire with the Town office for all development regulations to ensure compliance. Any questions please contact the Town Office at 635-2451 or email [deerlakeedo@nf.aibn.com](mailto:deerlakeedo@nf.aibn.com).**

**For Office Use Only:**

Finance: \_\_\_\_\_ date: \_\_\_\_\_ Measurements \_\_\_\_\_ date: \_\_\_\_\_  
(initial) (MM/DD/YY) (initial) (MM/DD/YY)

Council Meeting # \_\_\_\_\_



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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 shall 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



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**APPLICATION FOR WATER/SEWER CONNECTION  
(CONNECTION FEE MUST BE PAID BEFORE CONNECTION PROCEEDS)**

Applications to connect to the water or sewer services must be submitted at least one week prior to the date service is required. Deadline for any application for a given year as per 5.0 of the Water/Sewer Connection Policy.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

Address of new connection(s): \_\_\_\_\_  
\_\_\_\_\_

Diameter of water line (If >75mm): \_\_\_\_\_ Diameter of sewer line (If >100mm): \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Notes:

The applicant is advised to review and adhere to the Town of Deer Lake's "Water and Sewer Connection Policy" and provide the required fees stated within.

- Connection fees cover the cost of providing services to your property boundary - max.15.2m (50 ft.). The owner shall be responsible for all additional costs for connections exceeding 15.2m.
- Standard connection fees are:

Water (75mm diameter): \$500.00  
Sewer (100mm diameter): \$500.00

- All additional costs associated with asphalt removal and replacement.
- Applicant shall ensure a sewer back-up valve and/or pressure reducing valve has been installed prior to the "Date Requested".
- Owner must notify the Town 48 hours in advance of the "Requested Date" if additional time is required to prepare for the connection(s). Owner shall be held financially responsible for mobilization of equipment and personnel in the amount of \$500 if not completed prior to Public Works arrival.
- If water and sewer services are turned off for any reason, a \$50.00 service charge will be levied to have the services restored during regular working hours.
- Sump pumps, floor/roof drains, weeping tile, etc. shall not be connected to the sanitary sewer system.

\_\_\_\_\_  
Signature of Applicant

**FOR OFFICE USE ONLY:**

Date Completed: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Inspected by