

## Residential Permits

All construction including but not limited to: new dwellings, extensions, exterior renovations, accessory buildings, fences, decks, etc. in the Town of Clareville require a permit from the Town Office. A Development Permit is your formal permission from the Town to begin construction. Permits regulate various types of construction that are allowed in the community and ensure that they meet all development standards. The permit process protects both the owner's interests and those in the community at large.

Before making an application for a permit, there are a number of things you should know and prepare for as the requirements vary depending on the type of permit you want. Detailed information is provided for the various permit types separately below.

A permit is not required for interior renovations to a dwelling provided the renovations do not include the addition of a subsidiary apartment.

### **Where to submit your application:**

Completed application forms can be dropped off in person to the Town Office at 99 Pleasant Street, faxed to 466-2276 or emailed to [publicworks@clareville.net](mailto:publicworks@clareville.net)

### **Building a New Home or Adding an Extension**

The application form must be accompanied by a scaled plot plan/survey, floor plans, and elevations, etc. The proposed dwelling/extension must be situated on the lot so that all setback requirements for the particular zone are met: front, rear, and sideyards. As well, any easements over the lot must be avoided. Please contact the Public Works Department to obtain information pertaining to your zone according to the Town's Zoning Maps and in accordance with the Town's Development Regulations.

Once the application is received, with all the necessary information, the application will be reviewed by the Public Works Committee to ensure compliance with the Town's Development Regulations and recommendations therein forwarded to Council for approval. For upcoming meeting dates, please contact the Town Office at 466-7937.

Upon Council approval, the Public Works Department will issue a development permit and letter outlining special instructions to the owner/builder along with regulations pertaining to water/sewer, etc. Please refer to the Permit Rates for more information on permit fees.

### **New Dwellings on Unserviced Lots:**

- For new residential water or sewer connections, Council will be responsible for bringing the laterals to the right of the way of the road and the property owners(s) will be billed a minimum flat rate fee of \$700 for the installation of water or sewer or a minimum of \$1,400 for water and sewer. All costs associated with the materials and restoration work shall remain the responsibility of the property owner(s). Note: depending on site conditions and/or unforeseen circumstances, additional costs may be charged to the property owner(s) at Council's discretion.
- If the lot is not serviced by the Town's water and/or sewer system, approval from Service NL is required for a private water supply and/or septic system. Drilled or Artesian wells are permitted. A Certificate of Approval for the private water supply and/or private septic system must be issued by Service NL before occupancy can be approved.

For more information on private systems, please refer to:

[http://www.servicenl.gov.nl.ca/licenses/env\\_health/water/](http://www.servicenl.gov.nl.ca/licenses/env_health/water/)

[http://www.servicenl.gov.nl.ca/licenses/env\\_health/septic/index.html](http://www.servicenl.gov.nl.ca/licenses/env_health/septic/index.html)

## Residential Occupancy:

All occupancies of dwellings within the Town require an Application for Permit to Occupy to be completed and returned to the Town Office and your civic number placed on your dwelling prior to the water being turned on to the property. Please note it is a criminal offence to turn on/off the water supply to a property without the Town's knowledge or consent.

The Town of Clarendville does not conduct building inspections, however, the National Building Code of Canada is the required standard for all construction across the country.

## Adding an Apartment

A subsidiary apartment is defined under the Town's Regulations as a separate dwelling unit constructed within and subsidiary to a self-contained dwelling. The application form must be accompanied by floor plans of the proposed apartment.

Once the application is received, the application will be reviewed by the Public Works Department to ensure compliance with the Town's Development Regulations. Upon approval, a permit will be issued along with a letter outlining special instructions with applicable regulations. Please refer to the Permit Rates for more information on permit fees.

## Subsidiary Apartment Inspections:

The Town has adopted a policy to inspect subsidiary apartments in self-contained dwellings from the perspective of fire, life and safety. The Town's Subsidiary Apartment Inspection Policy may be viewed online in its entirety. For more information on family members in subsidiary apartments, please contact the Town Office at 466-7937.

Prior to occupancy, please return your Permit to Occupy form to the Town Office and arrange for the apartment to be inspected by the Fire Chief. Please refer to our Tax Rates for more information pertaining to subsidiary apartments and water/sewer taxes.

## Exterior Renovations

All exterior renovations require a permit from the Town with the exception of painting and/or landscaping, provided that the landscape work does not include any sitework.

If you are repairing your fence, deck, accessory building, or replacing existing siding, windows, and/or doors, then you would only require an alterations permit. These permits can be issued right away by Staff at the Town Office.

### **Permit Fees & Application Processing Time:**

Please refer to the Permit Rates for more information on permit fees.

Permits for access ramps, accessory buildings, decks, fences, and/or sitework can sometimes be issued right away if they meet all of the regulations. However, additional processing time may be required if the application requires a site visit and/or if the application requires the Committees' review.

## Access Ramps, Decks, Fences and/or Sitework

If you are replacing, changing the size of, relocating or building a new access ramp, deck, fence and/or doing any sitework, an application to the Public Works Department is required. Sitework includes but is not limited to the following: placing fill on the property, erecting a retaining wall, adding a new driveway, weeping tile, etc.

In addition to a completed application, we require the following:

- A legal survey of the property so we can see where the proposed development is to be located on the lot. A copy of your legal survey may be on file at the Town Office for reference.
- A sketch of the proposed development on a copy of the survey. Any easements over the lot must be avoided and the minimum setback and side/rearyard distances met.
- An estimate of the cost of work for the Municipal Assessment Agency.

A copy of our Fence Regulations may be viewed online in their entirety and for more information on access ramps, decks, etc., please view our Town's Development Regulations.

Once the application is received, with all the necessary information, the application will be reviewed by the Public Works Department and a Permit will be issued if the proposed development complies with the regulations.

### Accessory Buildings

A residential accessory building is defined as a garage, carport, shed, swimming pool, greenhouse, cold frame, fuel shed, vegetable storage cellar, and/or shelter for domestic pets.

For the erection of a new accessory building, adding an extension and/or relocating an existing building, in addition to a completed application, we require the following:

- A legal survey of the property so we can see where the accessory building is to be located on the lot. A copy of your legal survey may be on file at the Town Office for reference.
- A sketch of the accessory building on a copy of the survey. Any easements over the lot must be avoided and the minimum setback and side/rearyard distances met.
- An estimate of the cost of work for the Municipal Assessment Agency.

A copy of our Accessory Building Regulations may be viewed online in their entirety under the Town's Development Regulations.

Once the application is received, with all the necessary information, the application will be reviewed by the Public Works Department and a Development Permit will be issued if the proposed development complies with the regulations.

## Commercial Permits

All interior and exterior renovations in the Town of Clarendville require a permit. The application form must be accompanied by a scaled plot plan/survey, floor plans, and elevations, site servicing plans, etc.

All applications received are reviewed by the Public Works Committee and recommendations therein forwarded to Council for approval. For upcoming meeting dates, please contact the Town Office at 466-7937. The Public Works Committee reviews applications to ensure compliance with the Town's Development Regulations. After Council, an approval in principle letter will be issued outlining the conditional approval of the development and conditions attached thereto. Applications are then referred to the Government Services Centre for Building Accessibility and Fire, Life, & Safety. Please contact the Government Services Centre at 466-4056 regarding application timeframes and requirements.

### Government Services Forms

- Building Accessibility <http://www.servicenl.gov.nl.ca/licenses/building/index.html>
- Fire, Life & Safety <http://www.servicenl.gov.nl.ca/licenses/building/flspr.html>

**Plan reviews completed by Government Services are referred back to the Town in order for a Development Permit to be issued.**

Please refer to the Permit Rates for information on permit costs. Permit fees are based on the cost of the work being carried out. You will be asked to provide an estimate to determine the permit fee.

## Electrical Permits

To ensure public safety, all electrical work within the Town of Clarendville requires an Electrical Permit from the Government Service Centre <http://www.servicenl.gov.nl.ca/licenses/electrical/index.html>

Please refer to the link above for a complete list of active electrical contractors in the Clarendville area.

## Demolition Permits

A Demolition Permit is required for the demolition of any residential or commercial building in the Town of Clarendville. All applications are received and permits issued by the Public Works Department at the Town Office.

A copy of the conditions of a permit for demolition may be viewed online in their entirety. Please refer to the Permit Rates for information on permit fees.