

Residential Construction Information Package



How do I apply for a building permit?

Applicants are required to complete a Building Permit & Development Application. This application is available on the town's website www.conceptionbaysouth.ca or by visiting the Town's Planning Department (located on the 2nd floor, 11 Remembrance Square). Applications may also be obtained by calling 834-6500 Ext. 401.

All applications must be accompanied by the following:

- Plot plan or survey showing the dimensions of the proposed building lot
- Written permission from the property owner (if different from applicant)
- Processing fee of \$50 (non-refundable)

What happens to my application?

Upon completion of the application, Planning Staff review the proposed development and complete a site inspection. Should the application meet all requirements, a development approval will be issued outlining any conditions for development.

You will then be required to submit a proposed house location and a complete set of building plans. The proposed house location must be stamped by a Newfoundland Land Surveyor and must meet all requirements of the approval letter. This information will then be reviewed by the Building Inspector.

What is the cost of a building permit?

Once all conditions of the development approval have been met, a building permit will be issued upon payment of applicable fees as follows:

Standard Fees:

- Building Permit Fee:** \$2/sqm of gross floor area
- Occupancy Deposit:** \$750 (refundable upon receipt of occupancy permit)
- Occupancy Fee:** \$100 (additional \$50.00 fee for basement apartment)
- Landscape Deposit:** \$500 (NON-TRANSFERABLE)

Water and Sewer Fees:

- Water and Sewer Permit - \$50** (if applicable)
- Water and Sewer Connection - \$5000** (if applicable)
- Water and Sewer Tap-In Security Deposit - \$2500** (if applicable)

Other Fees:

- Recreation Improvement Fee - \$400** per lot (if applicable)
- Development Fee - \$100** per lot (if applicable)

***Please note that based on the nature of your development, other fees (culverts, service levy's, etc.) may be required.**

What building inspections are required?

It is the permit holder's responsibility to book the required building inspections by calling the Planning Clerks at 834-6500 Ext. 401 or emailing inspections@conceptionbaysouth.ca Please allow two working days notice when booking inspections. Inspections are scheduled on a "first come, first served basis".

The Town of Conception Bay South inspects buildings for conformity with the requirements of the National Building Code and the Town's Building Regulations. The following inspections are mandatory:

- Backfill Inspection
- Weeping Tile Tie-In Inspection (if not completed as part of the backfill inspection)
- Underslab Plumbing Inspection
- Underslab Vapour/Soil Gas Barrier Inspection
- Framing Inspection
- Insulation and Vapour Barrier Inspection
- Final Occupancy Inspection
- Landscaping Inspection

If an inspection is missed, the Town may not be able to issue an occupancy permit and your inspection deposit will be forfeited. For further information on building inspections please contact the Planning Department at 834-6500 Ext. 401 or visit the Town's website at www.conceptionbaysouth.ca

How do I obtain my occupancy permit?

The Building Inspector will not carry out an occupancy inspection until all required inspections have been passed and final approvals including certificates from other agencies and provincial departments are submitted to the Planning Department. In addition, other certifications as required by the Building Inspector must be in the file.

All rough site grading must be completed prior to final inspection. A positive grade must be maintained on all sides of the foundation to ensure surface water flows away from the foundation. No ponding of water is permitted. Site grading must not negatively affect adjoining properties.

You must permanently install your dwelling's civic number on the front of the dwelling prior to the occupancy inspection.

Occupancy of any dwelling is **not permitted** until an occupancy permit has been issued. Occupancy permits may take up to two working days, from the date of the final inspection, for processing. Information about the status of an occupancy permit will only be provided to the applicant.

For further information contact the Planning Department at:

Phone: 834-6500 Ext. 401
Fax: 834-8337
Email: inspections@conceptionbaysouth.ca