



**Town of Lewisporte**

P.O. Box 219

Lewisporte, NL

A0G 3A0

Phone: (709) 535-2737 Fax: (709) 535-2695

Email: info@lewisportecanada.com

**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): <input type="checkbox"/>	EXTEND (NEW): <input type="checkbox"/>	PATIO / DECK: <input type="checkbox"/>
REPAIR: <input type="checkbox"/>	REPAIR: <input type="checkbox"/>	SUB-DIVIDE LOT (S): <input type="checkbox"/>
RESIDENTIAL: <input type="checkbox"/>	ACCESSORY BUILDING: <input type="checkbox"/>	OTHER: <input type="checkbox"/>

**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) \$ \_\_\_\_\_

PLOT PLAN: Please fill in distance below.	FOR OFFICE USE ONLY		
	N/A	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt No. _____			
STREET (name of street) _____			

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	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: <b>a) 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 <b>c) 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: <b>a) Approve the Application</b> (applicant notified to pick up their Permit) <b>b) Reject the Application</b> (applicant notified in writing of decision)
5	<b>Rejection of Application</b>	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	\$20.00
	Fence, shed, patio, etc.	\$30.00
	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	\$25.00
	Commercial	\$50.00