



TOWN OF HARBOUR GRACE  
P.O. BOX 310  
HARBOUR GRACE, NL A0A 2M0  
PHONE: (709) 596-3631  
FAX: (709) 596-1991

APPLICATION FOR BUILDING & DEVELOPMENT PERMIT

1. Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

2. Proposed Development: House: ☐ Garage: ☐ Shed: ☐ Extension: ☐ Commercial: ☐

Other (Please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Street Name & Number: \_\_\_\_\_ OR Location: \_\_\_\_\_

Distance from Property Line: \_\_\_\_\_

3. Site has frontage to: Public Road Maintained by Council: ☐

No Public Access: ☐

If site has no direct frontage onto a public road, state how access will be obtained:  
\_\_\_\_\_  
\_\_\_\_\_

5. Width of Proposed Access: \_\_\_\_\_

6. Present Use of Adjacent Land: North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

7. Size of Building: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height from finished grade: \_\_\_\_\_

8. Water Supply: Town Water: ☐ Well: ☐

9. Sewerage: Town Sewerage: ☐ Septic Tank & Disposal Field: ☐ Septic Tank & Line to Sea: ☐

Other (Please Explain): \_\_\_\_\_

10. Describe proposed arrangements for supply of water, disposal of sewerage, and storm drainage:  
\_\_\_\_\_  
\_\_\_\_\_

11. Date of Commencement: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

12. Estimated Cost: \_\_\_\_\_ Square Footage: \_\_\_\_\_

13. Future use of excess land (ie., accessory building): \_\_\_\_\_

Note: No accessory building can be constructed in front of building line.

14. Plot plan enclosed: ☐

DECLARATION: I, \_\_\_\_\_ of \_\_\_\_\_, do declare that the above information is true and correct in every respect and I completely understand that:

1. I cannot begin development of land nor erection of the building until all permits have been issued and conditions complied with.
2. I realize that there may be at least a two-week waiting period before my application is brought before Council.
3. I am completely responsible for the cost of water and/or sewerage connections from the Town’s main line(s).
4. I agree to payment of hookup before occupancy.
5. I must pay a culvert fee at cost.
6. I agree to provide copies of easement for road, sewer, etc., if applicable.
7. If commencement of the building does not begin within two years from the date of Council’s approval, the permit will be null and void and a new application must be submitted to council.
8. A permit cannot be issued until the application is approved by Council.
9. A permit cannot be issued until recommendations are received from relevant government agencies, if applicable.
10. I agree to notify Council, in writing, of any changes in the above specifications before construction.
11. The land or building must not be occupied for commercial use without an occupancy permit.
12. Any permit issued does not authorize use of crown land or any land without a lease or grant from the Crown or permission from the owner.
13. I am completely responsible for attaining legal ownership of my land and right of way pertaining thereto and understand that Council has no jurisdiction over land ownership, and I herein agree to provide Council with a legal survey of my land (if available).
14. I am responsible for attaining all government approvals needed and herein undertake to comply with all such regulations.

I, \_\_\_\_\_, hereby apply for permission to carry out the development described herein. I declare that all information given by me in connection with this application is true and correct to the best of my knowledge and belief and that the development described n this application, if permitted, will be carried out in accordance with all applicable laws and regulations of the Province and the Municipality.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLOT PLAN

PLEASE INDICATE BY DRAWING IN THE SPACE ABOVE:

1. Dimensions of the land.

2. Location of dwelling or building on land.

3. Specific location of land.

4. Distance from corner.

5. Distance from side boundaries.

6. Size of land: Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Square Footage: \_\_\_\_\_

7. Location of existing or proposed well or municipal water line.

8. Location of sewer outlet.

9. Adjoining lots or roads.

10. Indicating markers on property (ie., corner posts).

11. Proposed location of walkway or driveway.

12. Height of land above road.

13. Nearest building is owned by \_\_\_\_\_ Distance: \_\_\_\_\_

<div><div>PUBLIC WORKS DEPARTMENT USE ONLY</div><div>Request for Municipal Water and/or Sewer Hookup: <input type="radio"/></div><div>Date of Hookup: Water: _____ Sewer: _____</div><div>(Return to general office with completed work order attached.)</div></div>	<div><div>OFFICE USE ONLY:</div><div>Date approved: _____</div><div>Comments:</div></div>
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