

Residential Accessory Building Guidelines for the Town of Torbay

If you are planning to build an accessory building (shed, garage, greenhouse, gazebo, etc.) within the Town of Torbay, you are required to obtain a permit. This information is intended as a general guideline only, outlining the processes in place. All buildings must comply with the Town of Torbay's Development Regulations, which can be viewed at www.torbay.ca or at the Town Office. It is recommended that applicants discuss their proposal with Town staff prior to submitting an application. Please note that no construction may commence prior to obtaining a permit.

Items to Consider Before you Apply for your Accessory Building Permit:

- Accessory buildings shall have a lot coverage and height no greater than the maximums set out in the table below, depending on the land use zone and lot area of the lot.
- An accessory building shall be prohibited to project in front of a building line or in the flanking sideyard of a corner lot.
- Accessory buildings shall be located on the same lot as the residential dwelling and shall be clearly incidental and complementary to the main use of the residential dwelling in character, use, style and exterior finish, and shall be located so as to minimize any visual impacts on adjoining properties.
- An accessory building shall be a minimum of 1.5 m from any property line and 2.4 m from the nearest corner of a residential dwelling.
- Residential lots may have more than one accessory building provided that the maximum combined floor area of all buildings shall not be greater than the maximum area as set out in the Town's Development Regulations and the applicable Land Use Zone Table.
- There shall be no construction within any easement or right-of-way. It is the owner's responsibility to ensure compliance.
- If the accessory building is to be constructed on an unserviced site, the accessory building should be placed to avoid the septic system. It is the owner's responsibility to locate the septic system and ensure compliance.
- If the accessory building is to be constructed on a serviced site, the accessory building shall be placed to avoid water and sewer line easements. Please contact the Town's Public Works Department for further information. It is the owner's responsibility to ensure compliance.
- There shall be no construction within Habitat Management Units or within Watershed, Conservation, & Rural Land Use Zones without the appropriate approvals in place.
- There shall be no construction within 15 metres of a waterbody without the appropriate approvals in place.

Lot Area (m ²)	Accessory Building Max. Lot Coverage	Accessory Building Max. Height
Less than 555 m ²	40 m ²	4.0 m
Between 555 m ² and 1,860 m ²	48 m ²	4.0 m
1,860 m ² and over (except RI and RLL)	85 m ²	4.0 m
1,860 m ² and over (RI and RLL zones)	Same as Dwelling	Same as Dwelling



Location Requirements:

Diagram 1 - Interior lot

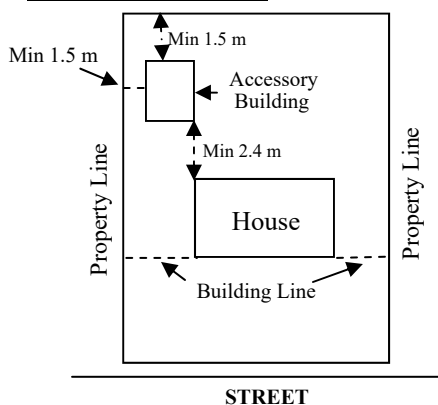
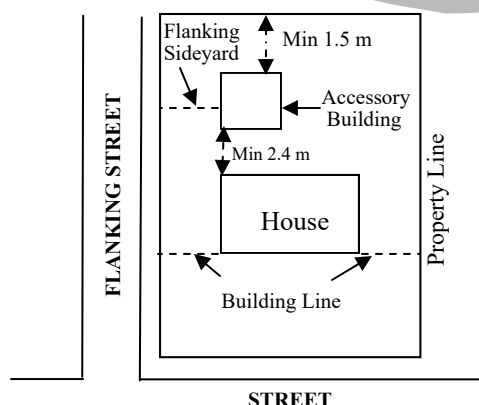


Diagram 2 - Corner lot



**DIAGRAMS ARE
NOT TO SCALE**

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If there is any discrepancy between these Guidelines and the Town of Torbay's Regulations, the Regulations override this information.



Residential Accessory Building Guidelines for the Town of Torbay *Continued.....*

APPLICATION

BUILDING PERMIT

An application form must be completed and submitted with the following:

- \$50.00 non-refundable processing fee (does not cover additional cost of permit if applicable). The Town accepts cash, debit, cheque or online banking payments. The Town does not accept credit card payments.
- Written authorization from the property owner if you are not the current owner.
- Current legal land survey/description and a Surveyor’s Real Property Report (SRPR) indicating any existing accessory building, along with the proposed location of the accessory building being applied for. If adding an additional driveway access, the location must be indicated as well.

Application forms are available on the Town’s website at www.torbay.ca

Prior to receiving a building permit for an accessory building, the following are required:

- Municipal department approvals (Planning, Finance & Public Works).
- Proof of ownership/permission from property owner if you are not the current owner.
- Permit fee (as noted below).
- Council approval may be required depending on the application.
- Additional approvals may be required. A Town of Torbay Building Permit does not relieve the owner from obtaining other necessary permits or approvals under any other regulation or statute prior to commencing construction.

****Various conditions must be met prior to the issuance of a permit. Please allow a minimum of seven days for the approval process. The Town is not responsible for any prearrangements with contractors prior to the issuance of a building permit.***

Permit Fees:

30 m ² and under:	No fee required
Over 30 m ² :	\$2.00/m ² (Minimum \$50.00)

Deposits:

Accessory Building Construction Deposit : \$500.00

*No deposit is required for accessory buildings 11 m² or less unless electrical is being installed.

Accessory Building Demolition Deposit: \$1000.00

*This is required when the accessory building permit is subject to the removal of an existing accessory building and the applicant is requesting to demolish the existing accessory building after the new accessory building has been constructed.

PLEASE NOTE:

- The National Building Code of Canada is the required standard for all construction within the Town of Torbay.
- The permit must be displayed on or near the permitted construction, so that it is visible to the general public.
- Any work completed under the authority of the building permit must be in compliance with the information supplied on the application and stated on the building permit.
- Any new electrical work being completed within the Town requires approval from Service NL. If completing new electrical work, please provide a copy of the Final Electrical Certificate signed by Service NL. Your permit will not be closed until the Final Inspection Certificate has been received.
- The Town of Torbay DOES NOT carry out building inspections. The permit holder is responsible to ensure that all work completed under this permit meets the requirements of all applicable codes, standards, and regulations enforced at the time of construction.

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