

Single Detached Dwelling Guidelines for the Town of Torbay

If you are planning to build a single detached dwelling within the Town of Torbay, you are required to obtain a permit. This information is intended as a general guideline only, outlining the process 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.

APPLICATION

Applying for your Building Permit:

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

- \$50.00 non-refundable processing fee. Cash, debit, cheque or online banking payments only. 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.

**Please note that depending on the application Council approval may be required.*

Application forms are available at the Town Office or on our website at www.torbay.ca.

Obtaining your Building Permit:

Prior to receiving a building permit for a single detached dwelling, the following items are required:

- Council approval may be required depending on the application.
- Building plans.
- A plot plan must be submitted and approved by the Town's Planning Department. A Footing Permit from the Town and footing location plan may also be required.
- Municipal department approvals (Planning, Finance & Public Works).
- Road access approval from Provincial Department of Transportation & Works for public road access or the Town's Public Works Department for municipal road access.
- For serviced lots, road cut approval for water and sewer installation from the Provincial Department of Transportation & Works for public roads and the Town's Public Works Department for municipal roads.
- Approvals/permits from the Department of Environment (if applicable).
- Grading plan (if applicable).
- For unserviced lots, a Certificate of Approval from Service NL is required for lot layout and septic system.
- Payment in full of outstanding taxes/fees.
- The Approval in Principle must be signed by the Applicant (Approval in Principle is valid for two years).
- Proof of ownership/permission from property owner if you are not the current property owner.
- Payment of applicable fees and deposits as per the Town of Torbay's Fee Structure (available at www.torbay.ca).
- 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.



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BUILDING PERMIT

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.
- 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.
- There shall be no construction within any easement or right-of-way. It is the owner's responsibility to ensure compliance.
- There shall be no construction within Habitat Buffer areas.
- There shall be no construction 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.

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

Prior to receiving an Occupancy Permit for a single detached dwelling, the following items are required:

- The civic number for the property as determined by the Town of Torbay shall be displayed and visible from the street for emergency service purposes.
- If applicable, a proper size culvert shall be installed in accordance with the Provincial Department of Transportation and Works for public roads or the Town of Torbay's Public Works Department for municipal roads (minimum size required is 450 mm).
- Any plumbing work within the Town must be carried out by a Plumbing Contractor registered with the Town (Plumbing Registration Fee - \$100.00). On completion of plumbing work carried out under the original permit, the registered journeyman plumber responsible must sign the "Plumber Certification". The signed "Plumber Certification" must be returned to the Town of Torbay Office prior to the issuance of an occupancy permit.
- A copy of the Final Electrical Certificate(s) from Service NL shall be submitted to the Town.
- For unserviced lots, the septic system shall be inspected by the Service NL, Environmental Health Department prior to backfilling and the Final Approval Certificate shall be submitted to the Town. A drawing showing the location of tank and field shall be submitted to the Town (this can be indicated on your Surveyor's Real Property Report).
- A Surveyors Real Property Report from a certified Newfoundland and Labrador Land Surveyor.
- For serviced lots, inspection of the water and sewer connection must be completed by the Town prior to backfilling and the water and sewer inspection form must be returned to the Town showing the location of the curb stop and sewer clean out.
- If an engineered rock pad is required, a copy of the Engineering Certificate must be provided to the Town. It is the owner's responsibility to determine if required and ensure that all work meets the requirements of the National Building Code of Canada.
- For any new well construction in the Town, the Town now requires a copy of the Department of Environment and Conservation's Well Construction Record. This should be obtained from your well driller. For any well closures, the Town requires a copy of the Department of Environment and Conservation's Report for Sealing Drilled Groundwater Wells. Further information can be obtained from the Provincial Department of Environment and Conservation.

Once an Occupancy Permit has been issued, the following items must be completed prior to Security Deposit(s) being released:

- Culvert abutments shall be designed and constructed in accordance with the the Town of Torbay Public Work's Department and shall be installed within one year from the date of the Occupancy Permit.
- An inspection of the public street by the Planning & Development Department to ensure that no damage has occurred to the roadway.

When the above conditions and any additional conditions determined by the Town have been satisfied, you may contact the Town office to arrange a final inspection by the Planning & Development Department for the release of your security deposit(s).

PLEASE NOTE:

- Front yard landscaping and driveway paving shall be completed within one year of occupancy of the dwelling. Rear yard landscaping shall be completed within two years of occupancy of the dwelling.
- The Municipal Assessment Agency will be notified upon occupancy for assessment purposes. Property taxes on the dwelling will be calculated from the occupancy date. You may contact the Town's Accounting Department for further information.
- The garbage contractor will also be notified upon occupancy for garbage collection. Information on scheduling and regulations can be found on the Town's website at www.torbay.ca.

The granting of a Building Permit/Occupancy Permit shall not relieve the property owner and/or developer from completing all remaining work in accordance with the approved plans and specifications and any further regulations of the Town or other regulatory agency.

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