



BUILDING AND/OR DEVELOPMENT PERMIT APPLICATION – COMMERCIAL

**It is recommended that prior to submitting an application that you discuss your application with the Town’s Planning & Development staff.*

OFFICE USE ONLY				
Date Received:	Application Fee: \$100.00	Staff Initials:	Application No.:	Parcel ID:
SECTION 1 - PROPERTY INFORMATION				
Civic #:	Street Name:	Lot No.:	Suite/Floor:	Subdivision/Development:
Property Owner(s):				
Existing Buildings(s):		No. of Units:		
Are there any easements on the property? (Example: drainage/power lines): Yes <input type="checkbox"/> No <input type="checkbox"/>				
Servicing: Private Well <input type="checkbox"/> Private Septic <input type="checkbox"/> Municipal Water <input type="checkbox"/> Municipal Sewer <input type="checkbox"/> Municipal Road <input type="checkbox"/> Provincial Road <input type="checkbox"/>				
SECTION 2 – APPLICANT INFORMATION				
Applicant:				
Mailing Address:				Postal Code
Home Phone:	Work Phone:	Cell Phone:	Fax:	Email Address:
SECTION 3 - PROJECT INFORMATION				
Contractor Information:				
Work Type:	Work Description (PLEASE CHECK ALL THAT APPLY):			
Addition	Commercial/Industrial	Replacing On-Site Services: Well <input type="checkbox"/> Septic <input type="checkbox"/>		
New Construction	Institutional/Government	Connecting to Town Services: Water <input type="checkbox"/> Sewer <input type="checkbox"/>		
New Use	Industrial	Excavating		
Relocate	Apartments (3 units or more)	Backfilling <i>*Source & Type of Material (Required):</i> _____		
Renovate	Accessory Building	<i>*Backfilling/excavation is subject to the Town’s Backfilling & Excavation Regulations available at www.torbay.ca. Additional information, fees, & deposits may be required.</i>		
Repair	Deck/Patio			
Demolition	Variance			
Subdivide Land	Widening/Adding Access to Property			
Consolidate Land	Other:			
Description of the proposed project (additional information may be included on the back of this form):				
New Construction/Addition:	Dimensions:	Area:	Height:	Value of Construction: \$
Accessory Building:	Dimensions:	Area:	Height:	Value of Construction: \$
Other:	Dimensions:	Area:	Height:	Value of Construction: \$
Does this project include electrical work? Yes <input type="checkbox"/> No <input type="checkbox"/>		Does this project include plumbing work? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does this project include any of the following? <i>*PLEASE SELECT ALL THAT APPLY</i>				
Ventilation Equipment: <input type="checkbox"/> Propane Appliances/Fireplaces: <input type="checkbox"/> Heat Pump: <input type="checkbox"/> Mini Split(s): <input type="checkbox"/> Oil Fire Burners: <input type="checkbox"/> Woodstove/Chimney: <input type="checkbox"/>				
Demolition:	Reason:	Method:	Disposal Area:	Contractor:
<i>*If serviced with water & sewer, any water & sewer lines are to be capped properly prior to demolition. All material must be deposited at an approved landfill site. If property has onsite services (well &/or septic), the site shall be remediated as per Service NL’s guidelines.</i>				

THIS APPLICATION MUST BE ACCOMPANIED WITH THE FOLLOWING:

- Processing fee (non-refundable) A legal land survey and description of the property
 - Proposal clearly sketched on a legal survey or Surveyor’s Real Property Report with distances from the dwelling, property lines, and easements.
- *Any cost(s) incurred by the Town will be billed back to the applicant/property owner (example: Discretionary Use or Variance advertisement).**

APPLICANT SIGNATURE OF AGREEMENT:

I hereby submit this application and confirm that the information supplied is to the best of my knowledge correct. I agree to comply with all Municipal Regulations and agree to develop in accordance with the plans approved by the municipality, and not to commence development without applicable written approval and permits from the Town of Torbay. Any approval from the Town shall not relieve the applicant from complying with any further regulations of the Town or other regulatory agency. Note: Where the applicant and property owner are not the same, the signature of the property owner will be required before the application can be accepted for processing.

Applicant Signature: _____ Date: _____

Property Owner’s Signature: _____ Date: _____



PLANNING & DEVELOPMENT DEPARTMENT

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ADDITIONAL COMMENTS: