



# The Town of Flatrock

663 Wind Gap Road  
Flatrock, NL  
A1K 1C7

PHONE (709) 437-6312  
FAX: (709) 437-6311

## BUILDING APPLICATION

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Address of property: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

### Type of Permit/Permission

Build Residential: \_\_\_\_\_ Build Shed: \_\_\_\_\_ Commercial Building: \_\_\_\_\_  
Build Extension: \_\_\_\_\_ Build Garage: \_\_\_\_\_ Industrial Building: \_\_\_\_\_  
Residential Subdivision: \_\_\_\_\_ Specify number of proposed lots: \_\_\_\_\_ Demolition: \_\_\_\_\_  
Development Location: \_\_\_\_\_ Construction Value: \_\_\_\_\_  
(Estimated)

### Description of Land to Be Developed

Frontage: \_\_\_\_\_ (m/ft) Depth: \_\_\_\_\_ (m/ft) Area: \_\_\_\_\_ (m/ha or ft/acre) \_\_\_\_\_ As per Survey: \_\_\_\_\_

### Existing land uses (check appropriate one & Specify):

Residential: \_\_\_\_\_ Crown Land: \_\_\_\_\_ Unknown: \_\_\_\_\_  
Commercial: \_\_\_\_\_ Vacant: \_\_\_\_\_ Other: \_\_\_\_\_

### Describe Intended Use

#### If Residential:

Single Family Dwelling: \_\_\_\_\_ Single Family Dwelling c/w Apartment: \_\_\_\_\_  
Extension to Dwelling: \_\_\_\_\_ Accessory Building (shed/garages): \_\_\_\_\_ Other: \_\_\_\_\_  
(specify)

#### If Commercial:

Retail: \_\_\_\_\_ Industrial: \_\_\_\_\_ Extension to Building: \_\_\_\_\_ Other: \_\_\_\_\_  
Office: \_\_\_\_\_ Restaurant: \_\_\_\_\_ New Tenant Up Fit: \_\_\_\_\_ (specify)

### Describe Building (if applicable)

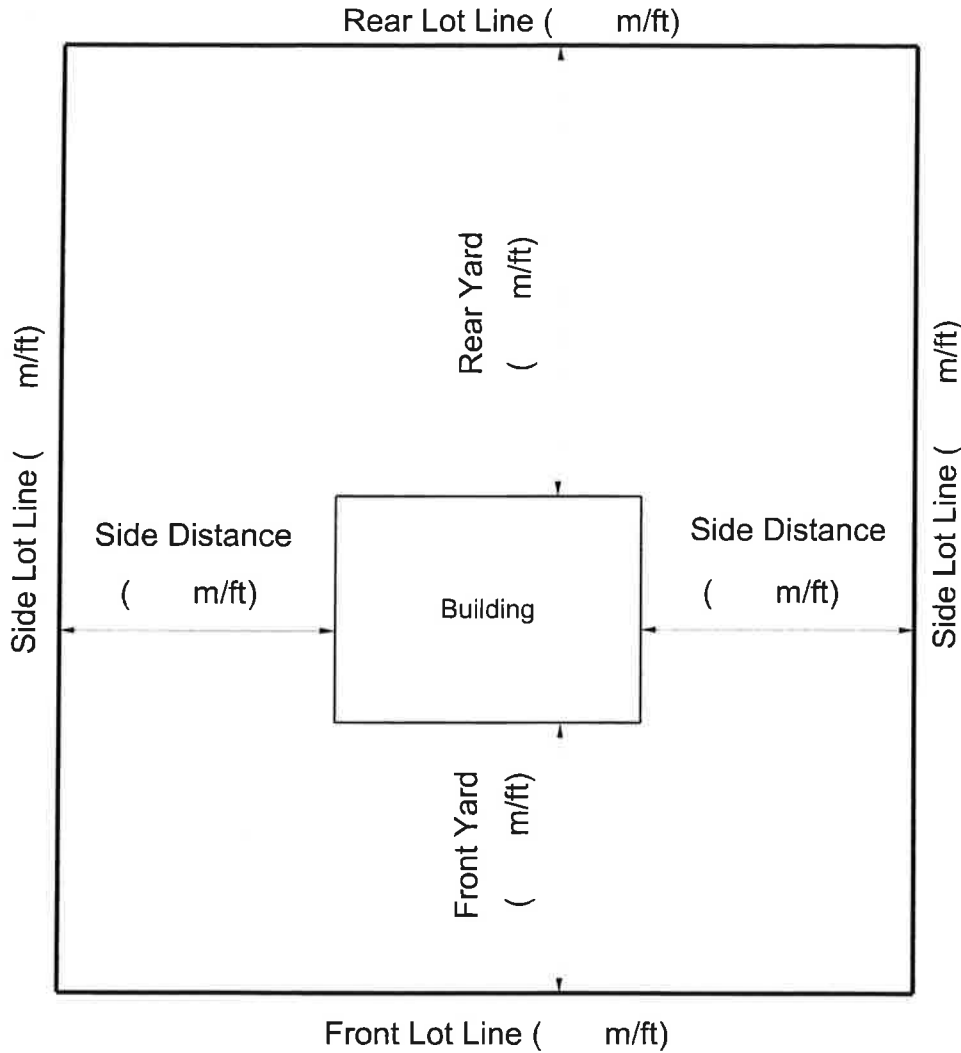
Dimension: \_\_\_\_\_ (m/ft) Area: \_\_\_\_\_ (m/ft) Height: \_\_\_\_\_ (m/ft) Setback: \_\_\_\_\_ (m/ft)  
Heating Type: \_\_\_\_\_ # Washrooms: \_\_\_\_\_ Attached garage: Y / N  
Propane/Oil Appliances: \_\_\_\_\_

### Proposed Means of Access:

Existing Access: \_\_\_\_\_ New Access (culvert): \_\_\_\_\_ New Access (subdivision) \_\_\_\_\_

I (We), \_\_\_\_\_, the Applicant(s) named herein, do solemnly declare the statements herein contained in this application are true and made with a full knowledge of the circumstances development described in the said application. I (We) make this solemn declaration, conscientiously believing it to be true and with the full knowledge of the property owner, and knowing that it is of the same force and effect as if made under oath

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



Describe Renovation, Repair, Extension, Etc. (additional information)

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This form must be accompanied by one copy of a certified survey plan, one copy of building plans for proposed construction and application processing fee of \$50.00 (residential) and processing fee of \$75.00 (commercial construction). If you are applying for a use that is discretionary in any zone a fee of \$75.00 plus cost recovery must be enclosed to cover required advertising.

The following are needed in order to receive a permit:

Application and application fee submitted including:

1. Survey of land shows sufficient land required in zone.
2. A copy of House Plans.
3. A Plot Plan (included on application).

The application will then go to the next council meeting, which are held every second Monday Night. Applications are required to be passed into the town hall the Thursday before the Council Meeting. Once the application is approved an approval letter is issued. To receive a building permit the following must be sent into the Town Hall. **No construction is allowed before receiving your permit.**

4. Approval by Government Services Centre of a septic system design.
5. A copy of Septic Design for the Town of Flatrock.
6. A Real Property deposit of \$500 is required to be paid to the Town. Upon receipt of "Real Property Report" \$400 will be refunded (within 5 business days) or applied to property taxes.

A permit to build will then be issued at a cost of \$.30 cents per square foot. Once a Real Property Report is completed and submitted to the Town Hall, \$400.00 of the Real Property Deposit will be refunded. The residence must be built within Town of Flatrock Development Regulations and National Building Code of Canada including:

7. 24 inch in diameter culvert installed in driveway as required by Town of Flatrock.
8. That front of residence be set back 20 - 32m (65 - 100 ft) from the boundary line of your property off the road.
9. That lot fronts paved section of the road
10. Residences must be at least 5 metres away from side and rear boundaries
11. Also note that accessory buildings must be in line or behind your house. Please take this into consideration when placing your home on the lot.

Please note:

- We have up to 5 business days in which to process the permit.
- If your application has a Lot number, it is **NOT** your mailing address or civic number, the Town of Flatrock will issue your civic number for you.