



Town of Flatrock
663 Windgap Road
Flatrock, NL A1K 1C7

ACCESSORY BUILDING PERMIT INFORMATION AND CONDITIONS

The following list of policies and permit conditions have been prepared to assist you as a property owner or developer to ensure that the building process runs smoothly to avoid delays.

1. Applications must be submitted to the office the Thursday prior to a scheduled Council meeting. This **MUST** include:
 - a. Completed Application Form
 - b. Processing Fee of \$10
 - c. legal Land Survey
 - d. Plot Plan with building measurements, including measurements from boundary lines (on survey)
 - e. Area Clearly Marked on Property
2. Most accessory building applications will be approved a council meeting. The following are the exceptions:
 - a. Greenhouses under 100 sq ft.
 - b. Chickencoops under 60 sq ft.

Please note that Council has the right to table any application that deems a closer look.

3. Accessory Buildings must be:
 - a. 1.5 Metres from any boundary line
 - b. In line or behind the house
 - c. Have a residence in place before accessory building can be built.
 - d. Be no more than 1200 sq ft total for all accessory buildings on property.
 - e. Have no more than two accessory buildings on property.
4. Once approved, you'll receive your permit. Your permit will expire one year from the date of Council Approval. You may request to have your permit extended by up to one year if the request is made prior to permit expiry. If your permit has expired, you must submit a new application and fee.
5. ALL CONSTRUCTION MUST COMPLY WITH THE NATIONAL BUILDING CODE. PLEASE NOTE the Town of Flatrock will not provide building inspectors to ensure compliance to the National Building Code. A copy of the National Building Code, can be viewed at the Town Office or obtained electronically through the following link: <https://shop-magasin.nrc-cnrc.gc.ca/>
12. Activities shall comply with all other terms contained in the Town of Flatrock Development Regulations and the Occupancy and Maintenance Regulations under the Urban and Rural Planning Act. This permit does not relieve the applicant from obtaining the necessary permits or approvals under any other regulation or statute prior to commencing the development. Failure to comply with any conditions of this permit may result in its revocation and/or a STOP WORK ORDER to ongoing construction activity.
13. You have the right to appeal a permit or any conditions thereto. The appeal and a fee of \$200 plus HST (\$230.00 total) must be submitted to the Secretary of the Appeal Board at the Department of Municipal Affairs and Environment (4th floor, Confederation Building - West Block, P.O. Box 8700, St. John's, NL A1C 4J6) within 14 days of the day that you receive an order or decision. If the appeal and fee is not submitted within this time limit, your right to appeal is considered to be forfeited. If you have any questions, comments, or concerns, please contact the town office. All fees are based on the current year's tax structure and, should there be a discrepancy, those listed in the tax structure shall govern.