



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

DEVELOPMENT PERMIT INFORMATION AND CONDITIONS

This 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. If your application falls under discretionary use, please review the discretionary use guidelines before submitting.

1. Applications must be submitted to the office the Thursday prior to a scheduled Council meeting, and include:
 - a. Completed Application Form
 - b. Processing Fee of \$50
 - c. Proposed Building Plans
 - d. legal Land Survey
 - e. Plot Plan with Measurements and measurements to boundaries
 - f. Area Clearly Marked on Property
1. If your application is approved at the council meeting, you will receive an Approval Letter. This will be needed to receive septic approval from ServiceNL. At this time, a \$500 Occupancy Fee is due (\$400 refundable)
2. A Footings permit will be issued once the Town has received the following:
 - a. Septic approval from ServiceNL
 - b. Septic Design
 - c. Permit fee of \$.30 per square metre (Based on house plan submitted).
 - d. Access Permit from the Department of Transportation and Infrastructure (if applicable)
3. Once we have received a real property report or a footings certificate, a building permit will be issued.
4. 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, National Plumbing Code, and National Fire Code can be viewed at the Town Office or obtained electronically through the following link: <https://shop-magasin.nrc-cnrc.gc.ca>
6. If a roadway extension is required, the road shall be upgraded, a turnaround shall be constructed, and the required road right-of-way shall be conveyed to the Town in accordance with the Town of Flatrock Road Regulations.
7. Occupancy Permit and refund will be issued once the following documents have been received at the office:
 - a. Real Property Report
 - b. Final Approval Certificate Well/Septic from Service NL
 - c. Photo of Civic Number posted on dwelling.
 - d. Mailing address on file with the office.
 - e. Picture of Culvert installed
 - f. Confirmation of size of culvert.
 - g. Final Electrical Inspection Certificate from Service NL
8. 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.
9. You have the right to appeal this 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 this order. 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.