



TOWN OF POUCH COVE

660 Main Road (709) 335-2848 (ph)
PO Box 59 (709) 335-2840 (fa)
Pouch Cove, NL info@pouchcove.ca
A0A 3L0 www.pouchcove.ca

DEVELOPMENT 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 **10 Calendar Days** prior to a scheduled Council meeting. This includes the following:
 - a. Completed Application Form
 - b. Processing Fee of \$100
 - c. Proposed Building Plans
 - d. Legal Land Survey
 - e. Plot Plan with Measurements
 - f. Area Clearly Marked on Property

2. Permit Cost includes the following:
 - a. Permit Fee \$2 per square meter (Based on house plan submitted)
 - b. Occupancy Fee \$500 (\$400 Refundable)
 - c. Culvert Deposit \$1500 (If Applicable) (Fully Refundable)
 - d. Water Hook Up Fee \$1250 (If Applicable)
 - e. Sewer Hook Up Fee \$1250 (If Applicable)
 - f. Cross Cut Fee \$2000 (If Applicable) (Fully Refundable)

3. 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 the permit expiry. If your permit has expired, you must submit a new application and application fee.**

4. **The finished floor elevation of the main floor of the building shall be a minimum of 0.5 metres above the centre line elevation of the road. Exceptions may be considered at the discretion of the Town if an alternate site drainage strategy can be shown. Alternate drainage strategies will not be considered by the Town without an official grading plan prepared by a land surveyor.**

5. Footings must be inspected before concrete is poured. You must contact the Town Office to schedule this inspection. Failure to do so will result in a **STOP WORK ORDER**.

6. **ALL CONSTRUCTION MUST COMPLY WITH THE NATIONAL BUILDING CODE.**
PLEASE NOTE the Town of Pouch Cove 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/>



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7. Town services and reinstatement work must be completed in accordance with the **Town of Pouch Cove 2019 Road/Cross Cut Policy.**
8. All town services i.e. culverts, water lines and sewer lines, shall be inspected by the **Lead Hand of Public Works or designate** before being back-filled. If the inspection is not performed it will be excavated and if any damage occurs due to the excavation it will be at the cost of the developer or homeowner.
9. If a culvert is required, deposit must be paid. Once the culvert is inspected and approved by the **Lead Hand of Public Works or designate**, the deposit will be refunded.
10. Occupancy Permit and refund will be issued once the following documents have been received at the office:
 - a. Real Property Report
 - b. Final Electrical Inspection Certificate from Service NL
 - c. Final Approval Certificate Well/Septic from Service NL (If Applicable)
 - d. Photo of Civic Number posted on dwelling.
 - e. Mailing address on file with the office.
11. **Front yard landscaping and driveway paving (for houses on paved roads) shall be completed within one year of occupancy of the dwelling. Rear yard landscaping shall be complete within two years of occupancy of the dwelling**

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.

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

If you have any questions, comments or concerns, please contact the town office. All fees are based on the current year's tax structure.