



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 with the following information:
 - 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	(\$100 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 permit expiry. If your permit has expired, you must submit a new application and 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/>
7. Town services and reinstatement work must be completed in accordance with the Town of Pouch Cove 2019 Road/Cross Cut Policy or future amendment.
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.



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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. 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 Pouch Cove Road Standards Regulations.
11. If your property can be made serviceable by an extension of 50m of the water and/or sewer system, an extension of the water and/or sewer main will be required. A main extension will require stamped engineering drawings and a *Water & Sewerage Works* permit from the Department of Municipal Affairs and Environment.
12. 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 Fire Services and Fire Department Inspection (Commercial Buildings Only)
 - d. Final Approval Certificate Well/Septic from Service NL (If Applicable)
 - e. Photo of Civic Number posted on dwelling.
 - f. Mailing address on file with the office.
13. Property owners may request to activate their permanent water service upon receipt of their occupancy permit. Property owners may also request a temporary activation of their water service during construction provided that a valid building permit is maintained. A temporary water service would be deactivated in the event a building permit expires or construction is halted by a stop work order issued by the Town.
14. Activities shall comply with all other terms contained in the Town of Pouch Cove 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.

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 and Provincial Affairs (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.