

## What information will I need to submit for a New Building, Extension or Renovations?

The following items should be submitted to the **Engineering Department** for processing and review:

- Completed **Application for Permit** (Incomplete applications will cause delays)

An application can be picked up at the Town Hall, 5 High Street or on line at <http://grandfallswindsor.com/inside-town-hall/regulations-permits-and-applications>

Submit to:

**The Engineering Department**  
5 High Street  
P.O. Box 439  
Grand Falls-Windsor, NL.  
A2A 2J8  
Phone# 489-0427  
Fax# 489-0465

- **2 Plot Plan** from a licensed Surveyor (for new buildings or extensions)
- **2 Scale drawings** consisting of four (4) elevations, foundation plan, floor plan, wall sections and any associated details.

The following two items must be submitted to the **Government Service Centre** for approvals along with three (3) sets of plans: These forms can be picked up at the Government Service Centre.

1. Office of the Fire Commissioner  
A FC/NBC form, request for Approval of Building Plans.
2. Department of Labor  
An application For Building Accessibility Registration

**For items 3, 4, 5 & 6 it is the owners' responsibility to obtain all necessary approvals.**

3. Department of Health  
Construction or operation of food service outlets.
4. Department of Environment and Lands  
Installation of underground storage tanks and piping systems.
5. Department of Municipal and Provincial Affairs – Development Control Unit  
Any construction to take place along or accessed by a Provincial Government owned highway or road.
6. Department of Development & Tourism  
Any construction related to hotels, motels, hospitality homes, trailer parks, campgrounds, cabin units, etc.

## How does the Process Work?

Obtaining a Building Permit to build a new building, extension or renovations consists of 3 stages:

### Stage 1 – Application / Plans Submission

Submitted application for permit, along with Government Service Center approvals (which are forwarded to the Engineering Department) will be forwarded to the Town Planner for review in conjunction with the Authority's Development Regulations and/or applicable policies and by-laws.

### Stage 2 – Plan Review

The Building Inspector will review the plans in conjunction with the National Building Code of Canada which has been adopted by the authority.

Sufficient time should be allotted for processing of Building Permit application and review of submitted drawings, extra time must be allocated for Government Department approvals, normally 3 –4 weeks.

### Stage 3 – The Building Permit

When all information is in compliance with the National Building Code and other applicable Authority regulations a Building Permit will be issued. At this stage the applicant will be notified that a permit is granted at which time all applicable fees and deposits shall be submitted to the Authority.

**! No construction shall be carried out until a Building Permit has been issued.**

Your Building Permit is valid for six months from the date of issue. If construction has not started or is not complete within this six month time frame a permit renewal must be obtained.

## What does a Permit Cost?

### **New building, Extension**

- up to \$100,000	- \$500
over \$100,000	-\$500 plus \$5 / \$1,000 over \$100,000

### **Renovations, General Repairs**

- up to \$10,000	- \$100
- >\$10,000 to \$50,000	- \$150
- over \$50,000	- \$ 200 + \$ 5 / \$ 1,000 value over \$50,000

<b>Demolition</b>	<b>-\$10/100sq.m.</b> (min. of \$25)
<b>Change of Occupancy</b>	<b>-\$100</b>
<b>Occupancy Permit Deposit - \$300</b> (refundable upon receipt of Occupancy Permit less occupancy inspection fees of \$50.00 for main level and \$15.00 for subsidiary apartment)	
<b>Driveways / Paved Parking Lots /Landscaping</b> (Security Deposit) <b>- \$2500</b> (refundable if completed within 1 year less \$100)	
<b>Accessory buildings &amp; or extensions to</b> (Mobile Shelters, Tractor Trailer Containers are not permitted to be used as Accessory Buildings) <b>- \$100</b>	
<b>Patio / Decks / Fences</b>	<b>-\$25</b>
<b>Permit Renewal</b>	<b>-\$50</b>
<b>Variance</b>	<b>-\$150</b>
<b>Discretionary Use</b>	<b>-\$150</b>
<b>Compliance Letter</b>	<b>-\$150</b>
<b>Tax Certificate</b>	<b>-\$100</b>
<b>Signs</b> (must be placed in approved locations) <b>Illuminated / Non-Illuminated - \$ 50</b> <b>Temporary Mobile - \$50 / year</b>	




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## BUILDING PERMIT PROCESS GUIDE

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### Commercial, Industrial, Institutional, etc.

- **New buildings**
- **Renovations**
- **Extensions**
- **Change Occupancy**

**UNDER NO CIRCUMSTANCE SHALL A PERMIT BE ISSUED OR CONSTRUCTION PERMITTED TO COMMENCE UNTIL ALL APPROVALS HAVE BEEN RECEIVED FROM THE APPLICABLE AGENCIES.**

**IF CONSTRUCTION DOES START WITHOUT SUCH APPROVALS, A STOP WORK ORDER WILL BE ISSUED.**

Permit fee structure subject to change.

These pamphlets have no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. **THIS IS A GUIDE ONLY!** Users are advised to contact the Town Engineer for assistance as the Town of Grand Falls-Windsor accepts no responsibility to persons relying solely on this information.