

Town of Grand Falls-Windsor



Building Permit Guidelines

All construction, additions, renovations, and repairs within the Town of Grand Falls-Windsor must comply with the National Building Code of Canada and the Town of Grand Falls-Windsor’s Development Regulations. All residents are required to apply for a building permit before any work begins. This document is prepared in a question-and-answer format to assist applicants with inquiries regarding Building Permits in Grand Falls-Windsor.

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Legal Disclaimer

This guide provides a general overview of the regulations, permits and procedures applicable to doing business in the Town of Grand Falls-Windsor. The Town of Grand Falls-Windsor does not guarantee, warrant, or make any representations that the information contained herein is the complete authority on regulations, permits, taxes and processes as they apply to business.

What requires a Building Permit?

A Building Permit is required for any repairs, renovations, additions, new construction, relocations and/or demolitions. This is for both residential and commercial construction.

What does not require a Building Permit?

The following does not require a Building Permit.

- Temporary/removable swimming pools (Permanent, inground swimming pools requires an Accessory Building Permit. It is recommended residents contact their insurance company and consider fencing in all pools.)
- Residential driveways
- Residential landscaping
- Gazebos
- Playhouses
- BBQ pits (It is recommended to contact the Fire Inspector at 489-0432)

How long is a permit good for?

The following is the time frame for all permits from the date the permit is issued.

General Repairs – 6 months

Fence/Patio – 6 Months

Accessory Building – 6 Months

New Residence – 12 Months

New Commercial/Others – 18 Months

How much does a permit cost?

The following is a cost breakdown of all Building Permits. (Estimated repair cost includes labour and materials)

General Repairs

- General Repairs under \$2,000 (Permit card is required but there is no cost)	\$0.00
- General Repairs over \$2,000 (Windows, Siding, Reshingling, Demolition)	\$55.00
- Fence, Patio/Deck	\$30.00
- Accessory Building	\$55.00
- Permit Renewal	\$30.00

New Residence, Extension or Renovations

- Main Floor	\$3.00/sq.m.
- Upper Level	\$1.75/sq.m.
- Finished Basement	\$1.20/sq.m.
- Attached Garage	\$1.75/sq.m.
- Extension	\$3.00/sq.m.
- Renovations/New Undeveloped	

Basement, Frost Walls & Building Relocation (up to \$10,000.00) (over \$10,000.00)	\$150.00 \$150.00 + \$2.25 per \$1000.00 of construction value over \$10,000.00. (Minimum \$100.00)
- Change of Occupancy	\$50.00
- Additional Visits	\$100.00
<u>Commercial, Industrial, Institutional</u>	
- New Building, Extension (up to \$100,000.00) (over \$100,000.00)	\$500.00 \$500.00 + \$5.00 per \$1000.00 of construction value over \$100,000.00
- Renovations, General Repairs (up to \$50,000.00) (over \$50,000.00)	\$175.00 \$200.00 + \$5.00 per \$1000.00 of construction value over \$50,000.00
- Accessory Building, and/or Extension to	\$150.00
- Signage (Location must be approved by Town) Illuminated/Non-Illuminated Temporary Mobile	\$75.00 \$75.00/year
- Demolition	\$10.00 per 100sq.m.(min. of \$25.00)
- Fence, Patio/Deck	\$30.00
- Occupancy Permit	\$300.00 Deposit (Refundable upon receipt of Occupancy Permit if obtained before occupied less inspection fee of \$50.00
- Change of Occupancy	\$150.00
- Building Permit Renewal	\$50.00
- Additional Site Visits	\$100.00
- Driveways/Paved Parking Lots/Landscaping	\$2500.00 (Security deposit) refundable if completed within 1 year less \$100.00

****Please note that all fees double if work is performed without obtaining a permit.**

How do I submit a Building Permit Application?

An application for Building Permit can be accessed on the Town's Website (www.grandfallswindsor.com) or at the front Cashier's office at the Town Hall. This application must be completed before a permit can be issued. Once completed, this application can be dropped off at the Front Cashier's desk at the Town Hall or emailed to permits@townofgfw.com.

How long does it take to process a permit application?

General Repair	1-3 Days
Fence, Patio/Deck	1-3 Days
Accessory Buildings	1-2 Weeks
Residential/Extensions/Renovations	2-3 Weeks
Commercial, Industrial, Institutional	up to 4 Weeks (depending on scope of building)

What are the height restrictions for a fence?

In a residential zone, a fence shall not exceed the height of 1.8m (6ft), and where a fence is erected within 6.0m (20ft) of the intersection of an exterior side lot line (side facing a road) and a front lot line of the property, the height of a fence shall not exceed 1.0m (3.28ft). For heights higher than 1.8m(6ft), a formal written request must be submitted to the Public Works and Development Department for approval.

How do I know the permitted size and location of a residential accessory building?

The maximum coverage of all buildings on your lot can be 40% and your accessory building cannot be bigger than your house. The following are the distance requirements for the location of your accessory building. All measurements are from eave of accessory building. Building plans are required if an accessory building is 83.6sq.m. or larger (900sq.ft.). **(Requirements may vary for RM zones)**

House	2.5m (8.2ft)
Rear Boundary	1.0m (3.28ft)
Side Boundary (adjacent to another property)	1.0m (3.28ft)
Side boundary (adjacent to a road/corner lot)	3.8m (12.5ft)
Front Boundary <i>(cannot be constructed beyond the front of your house)</i>	10.0m (32.8ft)
Easement	0.3m (1.0ft)
Maximum height (grade to roof peak/no higher than house)	6m(20.0ft)

What do I need to submit to construct a new house?

When constructing a new house, an application for a Building Permit is required with two plot plans and two sets of building plans. (Building plans can also be emailed to permits@townofgfw.com). This process is required for any construction over 46sq.m.(495sq.ft.).

What inspections are required when constructing a new house?

When building a new house, there are several inspections required by the Building Inspector to ensure it adheres to the National Building Code. The required inspections are:

- i) Inspection #1 Water & Sewer Inspection (*prior to backfilling*)
- ii) Inspection #2 Weeping Tile Inspection (*prior to backfilling and after*)
- iii) Inspection #3 Total Framing Inspection (prior to installing insulation & Vapour Barrier)
- iv) Inspection #4 Insulation and Vapour Barrier Inspection
- v) Inspection #5 Occupancy Inspection (prior to occupying residence)

****Please note that requesting an inspection must be done twenty-four (24) hours prior to required inspection. For inspections, please call our Building Inspector, Dave Gardner at 489-0475. A fine of \$1000 may be issued if home is occupied before Occupancy Permit is issued.***

What are the plumbing requirements?

For all new construction and renovations, plumbing must be inspected and signed off by a Journeyperson Plumber. This is to ensure the plumbing (materials and installation) complies with the National Plumbing Code of Canada and the Town of Grand Falls-Windsor Development Regulations.

How do I get a Commercial Building Permit?

A Commercial Building Permit requires submission of a permit application along with two plot plans and two sets of building plans. (Building plans can also be emailed to permits@townofgfw.com). Also, the Government Service Center must be contacted at 709-256-1420 or BarryPorter@gov.nl.ca . Commercial Building Permits will not be issued until Government Service's approval is received by the town.

What are my options if what I want to construct is not within the requirements?

If construction plans are outside the requirements outlined in the Town of Grand Falls-Windsor's Development Regulations, an application for a variance (to a maximum of 10%) can be submitted. Please contact the Planning Technician, Hilda Bennett, at hbennett@townofgfw.com or 489-0211 for more information.

What can happen if I do not get a Building Permit?

If an individual violates the Town of Grand Falls-Windsor's Development Regulations by not getting the required Building Permit, the Town's officials have the authority to issue a "Stop Work" order and a \$100 fine up to a maximum of once per day for the same violation.

Who can I contact if I have more questions?

If you have more questions or need more information, you can contact our Public Works and Development Department at 709-489-0427 or by emailing permits@townofgfw.com. You can also go to the Town of Grand Falls-Windsor's website to access the Town of Grand Falls-Windsor's Development <https://grandfallswindsor.com/inside-town-hall/regulations-permits-and-applications.html>.