



BUILDING AND/OR DEVELOPMENT PERMIT APPLICATION - COMMERCIAL

*It is recommended that prior to submitting an application that you discuss your application with the Town’s Planning & Development staff.

OFFICE USE ONLY

Date Received:

Application Fee:
\$100.00

Staff Initials:

Application No.:

Parcel ID:

SECTION 1 - PROPERTY INFORMATION

Civic #:

Street Name:

Lot No.:

Suite/Floor:

Subdivision/Development:

Property Owner(s):

Existing Buildings(s):

No. of Units:

Are there any easements on the property? (Example: drainage/power lines): Yes ☐ No ☐

Servicing: Private Well ☐ Private Septic ☐ Municipal Water ☐ Municipal Sewer ☐ Municipal Road ☐ Provincial Road ☐

SECTION 2 – APPLICANT INFORMATION

Applicant:

Mailing Address:

Home Phone:

Work Phone:

Cell Phone:

Fax:

Email Address:

SECTION 3 - PROJECT INFORMATION

Contractor Information:

Work Type:

Work Description (check all that apply):

Addition

New Construction

New Use

Relocate

Renovate

Repair

Demolition

Subdivide Land

Consolidate Land

Commercial/Industrial

Institutional/Government

Industrial

Apartments (3 units or more)

Accessory Building

Deck/Patio

Variance

Widening/Adding Access to Property

Backfilling/Excavating (*Please complete Town’s Backfilling & Excavating Checklist available at the Town Office or www.torbay.ca)

Replacing On-Site Services: Well ☐ Septic ☐

Connect to Town Services: Water ☐ Sewer ☐

Other:

Description of the proposed project (additional information may be included on the back of this form):

New Construction/Addition:

Dimensions:

Area:

Height:

Estimated Cost (including land): \$

Accessory Building:

Dimensions:

Area:

Height:

Estimated Cost: \$

Other:

Dimensions:

Area:

Height:

Estimated Cost: \$

Does this project include electrical work? Yes ☐ No ☐

Does this project include plumbing work? Yes ☐ No ☐

Does this project include any of the following? Please select all that apply.
Ventilation Equipment: ☐ Propane Appliances/Fireplaces: ☐ Heat Pump: ☐ Mini Split(s): ☐ Oil Fire Burners: ☐ Woodstove/Chimney: ☐

Demolition:

Reason:

Method:

Disposal Area:

Contractor:

Important: If serviced with water & sewer, any water & sewer lines are to be capped properly prior to demolition. All material must be deposited at an approved landfill site. If property has onsite services (well &/or septic), the site shall be remediated as per Service NL’s guidelines.

IMPORTANT - This application must be accompanied with the following :

☐ Processing fee (non-refundable)☐ A legal land survey and description of the property
☐ For existing buildings, a Surveyor’s Real Property Report (SRPR) with sketch of proposed improvements. Proposed size of building(s)/addition(s) and distances from property lines and easements must be clearly shown. Any additional driveway accesses must also be clearly shown on the SRPR.

TO BE CHECKED BY OFFICE

*IMPORTANT- Any cost(s) incurred by the Town will be billed back to the owner (example: Discretionary Use or Variance Advertisement).

APPLICANT SIGNATURE OF AGREEMENT:

I hereby submit this application and confirm that the information supplied is to the best of my knowledge correct. I agree to comply with all Municipal Regulations and agree to develop in accordance with the plans approved by the municipality, and not to commence development without applicable written approval and permits from the Town of Torbay. Any approval from the Town shall not relieve the applicant from complying with any further regulations of the Town or other regulatory agency. Note: Where the applicant and property owner are not the same, the signature of the property owner will be required before the application can be accepted for processing.

Applicant Signature:

Date:

Property Owner’s Signature:

Date:

ADDITIONAL COMMENTS: