



BUILDING AND/OR DEVELOPMENT PERMIT APPLICATION - RESIDENTIAL

*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:	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 Residential 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	☐	Single Detached Dwelling	☐	Widening/Adding Driveway Access to Property
☐	New Construction	☐	Double Dwelling	☐	Variance
☐	New Use	☐	Accessory Building	Backfilling/Excavating (*Please complete Town’s Backfilling & Excavating Checklist available at the Town Office or www.torbay.ca)	
☐	Relocate	☐	Deck/Patio	Replacing On-Site Services: Well ☐ Septic ☐	
☐	Renovate	☐	Fence	Connect to Town Services: Water ☐ Sewer ☐	
☐	Repair	☐	Attached Garage	Other:	
☐	Demolition	☐	Subsidiary Apartment		
☐	Subdivide Land	☐	Basement Development		
☐	Consolidate Land	☐	In-Law Suite		
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: ☐					
Will you be adding bedrooms? (for existing properties with private septic only): Yes ☐ No ☐					
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: _____



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ADDITIONAL COMMENTS: