

**TOWN OF STEPHENVILLE**

125 CAROLINA AVE
P.O. BOX 420
STEPHENVILLE, NL A2N 2Z5
PHONE: (709) 643-8360
EMAIL: permits@stephenville.ca
www.stephenville.ca

Permits can be paid for in person at the Town Office or by calling 709-643-8360.

DEVELOPMENT PERMIT APPLICATION

OFFICE USE ONLY

DATE: _____

APPROVED BY: _____

PERMIT #:

APPROVED BY: _____

RECEIVED BY:
(initials) _____PERMIT
FEE: \$ _____

☐ New Application ☐ Renewal (Permit #: _____) ☐ Changes to Existing (Permit #: _____)

CONTACT INFORMATION

Property Owner: _____ Applicant: _____

Phone #: _____

Email: _____

Mailing Address: _____

CONTRACTOR INFORMATION :

Contractor Name: _____

Contact: _____ Phone #: _____

Email : _____

PROJECT DETAILS

ADDRESS OF CONSTRUCTION (if different from above): _____

ZONING TYPE: ☐ RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRIAL ☐ OTHER _____

PERMIT TYPE: Check all that apply PROJECT VALUE ESTIMATE (MATERIALS & LABOUR): \$ _____

☐ FENCE Height: _____ Rear: _____ Front: _____ Left: _____ Right: _____☐ PATIO/DECK Size: _____ Rear: _____ Front: _____ Left: _____ Right: _____☐ RENOVATIONS ☐ SITE WORK/DRIVEWAY ☐ SIGNAGE ☐ HOME OFFICE ☐ LAND RESTRUCTURING ☐ DEMOLITION☐ NEW BUILD Construction Size _____ ft² ☐ EXTENSION/ADDITION Construction Size _____ ft²☐ OTHER _____☐ ACCESSORY BLDG Building Size: Length: _____ Width: _____ Height: _____Foundation Type: _____ Total ft²: _____**ADDITIONAL INFORMATION**

Description: Please include a description of the work to be carried out (Example: Pave driveway, replace windows, doors, and siding)

APPLICANT SIGNATURE OF AGREEMENT

I hereby submit this application and confirm that the information supplied is correct and complete to the best of my knowledge. I agree to comply with the National Building Code of Canada, all Municipal Regulations and to commence work in accordance with the plans approved by the Town of Stephenville. I agree not to commence development without applicable written approval and permits from the Town of Stephenville and Service NL.

NOTE: Where the applicant and property owner are NOT the same, a SIGNATURE from the property owner will be required before the application can be accepted for processing.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Applications for new buildings as well as additions/extensions to an existing building must be accompanied by a plot plan and a detailed drawing showing size, location, elevations, foundation, floor plan, wall sections, and associated details.

Plot Plan

In the space below, include a sketch showing the location of the proposed development, as well as an outline of the existing property and all buildings within its boundaries. Include measurements (length x width) of all structures, existing and proposed, and distance in relation to the boundary lines.

A large rectangular box for a plot plan sketch. A dashed horizontal line is positioned near the bottom, with the word "STREET" centered below it.