

# DEVELOPMENT APPROVAL PROCESS

**DEVELOPMENT APPLICATION PROCESSED AND APPROVED (Up to 7 Business Days)**

**STEP 1 DEVELOPMENT APPROVAL      STEP 2 CONDITIONAL APPROVAL      STEP 3 BUILDING PERMIT      STEP 4 OCCUPANCY PERMIT      STEP 5 SECURITY DEPOSIT REFUND**

**\*CONSTRUCTION CANNOT START AT THIS TIME\***

Submit complete set of building plans to meet the NBC 2020

Current legal land survey (if not already supplied)

Well and Septic Design by an approved designer as set out by Service NL

Well and Septic Approval letter from Service NL

Lot Grading Plan

Letter from the Department of TI approving access to the property  
*\*Only for properties fronting on Marine Drive or Marine Lab Road\**

Applicant must pay the permit fee (\$2.00 /SM) and a \$500 security deposit (refundable)

**ONCE ALL OF THE REQUIRED DOCUMENTATION AND FEES ARE RECEIVED, PROCESSED, AND APPROVED, YOU MAY THEN PROCEED TO STEP 2 (Up to 7 Business Days)**

Clear and/or grub the property

Excavate and install footings only

Once footings are installed, a real property report (RPR) must be submitted to confirm location meets regulations

**\*NO FURTHER CONSTRUCTION PERMITTED AT THIS TIME**

**ONCE THE RPR IS REVIEWED AND APPROVED, YOU MAY THEN PROCEED TO STEP 3 (Up to 7 Business Days)**

**Once you have obtained the building permit from the Town Hall, ALL remaining construction may commence**

OCCUPANCY PERMITS WILL BE PROCESSED ONCE ALL INFORMATION IS RECEIVED AND DEEMED ACCEPTABLE, AND MAY TAKE UP TO 7 BUSINESS DAYS FROM RECEIPT OF ALL REQUIRED DOCUMENTATION

Submit Service NL well and septic final approval (signed letter)

Permanent civic number must be installed and visible from the fronting road

Permanent culvert must be installed (as per the Town policy) and inspected by the Town

Lot grading plan certificate of completion  
*(signed letter from the individual/company that prepared the plan in the form of a signed letter)*

Occupancy permit fee of \$100 to be paid in full

Security Deposit returned in full to the applicant  
  
**OR**  
Security Deposit is retained and placed onto the property owner(s) account as a future credit

**OCCUPANCY GRANTED**