



1 Why do I need a permit?

All additions and renovations to homes built within the City of Corner Brook must conform to National Building Code of Canada standards as well as all applicable City of Corner Brook regulations, policies and by-laws.

What addition work requires a permit?

- ✓ All additions require a permit (i.e. decks, exterior stairs, porch, et cetera).

What addition or renovation work requires a permit?

- ✓ All repairs or alterations.
- ✓ Any interior/exterior alterations to residence and/or building lot.
- ✓ Any changes to plumbing system
- ✓ Any demolition.



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2 What renovation work does not require a permit?

- ✓ Interior/exterior painting.
- ✓ New finished flooring.
- ✓ Fence construction.
- ✓ Replacement of furnace, hot water tank, toilet, et cetera.

What information will I need to submit for an addition?

You will need to submit the following information to the Development Inspection Division of Community Services before a permit will be issued for an addition:

- ✓ Building Permit Application must be completed and submitted to the Development Inspection Division.
- ✓ Legal survey showing location of building with reference to adjoining street, lot lines and parking area.
- ✓ 2 sets of detailed plans drawn to 1/4"=1' or similar scale.
- ✓ Cross-section.
- ✓ Foundation plans.
- ✓ Floor plans.
- ✓ Front, rear, left, right elevations.

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- ✓ Plumbing layout/riser diagram.
- ✓ Roof design detail.
- ✓ All applicable fees and deposits.

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The following information shall be submitted to the City of Corner Brook Development Inspection Division of Community Services to ensure that no delays are encountered when making an application for an addition. Please note that for smaller additions the City of Corner Brook may not require all previously mentioned drawings. Please allow 2 weeks for plan review.

What information will I need to submit for a renovation?

All renovations will be reviewed by the Development Inspection Division to determine what information will need to be submitted. Depending on the amount of renovation work, the Development Inspection Division may require a detailed set of plans along with specific inspections assigned to the renovation. This may include a new occupancy permit.

How does the process work?

An addition or renovation to a residence consists of three stages:

Stage 1 - Plans Submission/Application

In this stage the City of Corner Brook will require the owner/contractor to submit all required documents and fill out a Building Permit Application. The information submitted will be reviewed by a development inspector to allow use and occupancy of home.

Stage 2 - The Building Permit

Once all information submitted to the Development Inspection Division has been reviewed, a Building Permit will be issued. At this stage all applicable fees and deposits shall be submitted to the City of Corner Brook.

Stage 3 - The Inspection Stage

The City of Corner Brook requires that 5 inspections be conducted for additions. Inspections may be assigned to a renovation by a development inspector.

Site Inspection - conducted once all information has been submitted and reviewed by the Development Inspection Division.

Water and Sewer Inspection - conducted once the water and sewer connections have been made. These connections must be exposed until a development inspector has approved the connection.

Foundation Inspection - conducted when the foundation has been placed and a real property report has been received by the Development Inspection Division.

Framing Inspection - conducted when all framing, vapor barrier, electrical and plumbing have been completed.

Occupancy Inspection - this inspection is the final inspection to be conducted on a new home. This inspection will be conducted to permit use and occupancy of the home.

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What does a Permit cost?

The minimum estimated construction cost for residential additions and renovations will be based on the following:

Example:

Estimated Construction Value = \$10,000
Permit Fee = (Construction Value x 0.005)
Permit Fee = (\$10,000 x 0.005) = \$50



The City of Corner Brook reserves the right to alter the Estimated Construction Value.


Who do I call for more information?

For more information please contact the City of Corner Brook **Development Inspection Division** of the **Community Services Department** at 637-1510 or fax at 637-1514.

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What else do I need to know?

! No construction shall be carried out until a Building Permit has been issued.

 Your Building Permit is valid for one year from the date of issue. If construction has not started or is not complete within this one year time frame another Building Permit must be obtained.

- All additions and renovations must conform with all City of Corner Brook regulations, policies and by-laws as well as the National Building Code of Canada.
- Electrical permit must be obtained and inspections carried out as outlined by the Government Service Centre. Proof of final electrical inspection required on site during the Occupancy inspection stage. The Government Service Centre will require your building permit number prior to the issuance of an Electrical Permit.
- All inspections must be completed before an Occupancy Permit will be granted to the owner/contractor.

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Where do I apply?

Application shall be submitted to:
The City of Corner Brook's **Development Inspection Division** of the **Community Services Department**.

Hours of Operation:

Monday to Friday, 9:00am and 4:30 p.m.

Location:

The Inspections Division is located on the second floor of City Hall.

Prepared by :

Development and Planning
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