

Requirements for New Home Construction



Why do I need a permit?

1

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

What information will I need to submit to the Development Inspection Division?

You will need to submit the following information before a permit will be issued:

- ✓ Building Permit Application must be completed and submitted to the building inspection department.
- ✓ 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.
- ✓ Plumbing layout/riser diagram.

- ✓ Roof design detail.
- ✓ Plans for apartment buildings with more than three dwelling units shall include complete architectural, structural, electrical and mechanical plans stamped by an engineer or architect licensed to practice in Newfoundland and Labrador.
- ✓ Lot grading plans.
- ✓ All applicable fees and deposits.

2

How does the process work?

New home construction 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 ensure compliance with all regulations.

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

3

The City of Corner Brook requires that 5 inspections be conducted throughout the construction of a new home.

Site Inspection - conducted after all information has been submitted and reviewed by a development inspector.

Water and Sewer Inspection - conducted after the water and sewer connections have been made. These connections must be exposed until the inspection has been completed.

Foundation Inspection - conducted prior to backfilling; when the foundation has been placed, and a real property report has been received by the City of Corner Brook.

Framing Inspection - conducted when the following (but not limited to) are completed: framing, vapor barrier, electrical and plumbing.

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 home.

Development Inspectors shall be given 48 hrs notice in order to schedule all inspections.





4

What are some of the building permit fees?

- ▶ Regular Rate = 1/2 of 1% of estimated construction value.
- ▶ Subsidiary apartment = \$50 (minimum fee)
- ▶ Alterations, extensions, repairs = \$25 (minimum fee)
- ▶ Accessory Building = \$25 (minimum fee)
- ▶ Patio/deck/pool = \$25 (flat fee)
- ▶ Retaining Wall/Driveway = \$25 (flat fee)
- ▶ Residential Landscaping deposit = \$500

What does a Permit cost?

The minimum estimated construction cost for new residential buildings will be based on the following:

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

Estimated Construction Value (ECV) = ECV x 1/2 of 1%

Example:

Estimated Construction Value = \$120,000
 Permit Fee = Construction Value x 0.005
 Permit Fee = \$120,000 x 0.005
 Permit Fee = \$600



5

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.

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

- ▶ It is the responsibility of the owner or contractor to install water, sanitary and storm sewer services from the main to the building.
- ▶ The City of Corner Brook's Development Inspection Division must be contacted to observe the connections before backfilling.

6

- ▶ All homes must be constructed to conform with all City of Corner Brook regulations, policies and by-laws as well as the National Building Code of Canada.
- ▶ It is the responsibility of the owner/contractor to determine the elevation of services prior to the excavation of the foundation.
- ▶ Electrical permit must be obtained from the Government Service Centre. Inspections to be carried out as outlined by the Government Service Centre. Proof of final electrical inspection required on site during the occupancy inspection. The Government Service Centre will require proof of building permit, i.e. your permit number prior to issuance of an Electrical Permit.
- ▶ All new home construction must conform to the City of Corner Brook zoning regulations.
- ▶ All inspections must be completed before an Occupancy Permit will be granted to the owner/contractor.

7

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.

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