



TOWN OF POUCH COVE

660 Main Road
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Pouch Cove, NL
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DEVELOPMENT INFORMATION BULLETIN

The following list of policies have been prepared to assist property owners and developers to ensure that the building process run smoothly to avoid delays.

1. Applications must be submitted to the office on the Monday prior to a scheduled Council meeting. This includes the following:
 - a. Completed Application Form
 - b. Processing Fee \$100
 - c. Proposed Building Plans
 - d. Legal Land Survey
 - e. Plot Plan with Measurements
 - f. Area Clearly Marked on Property
2. Permit Cost includes the following:
 - a. Permit Fee \$2 per square meter (Based on house plan submitted)
 - b. Occupancy Fee \$500 (\$400 Refundable)
 - c. Culvert Deposit \$1500 (If Applicable) (Fully Refundable)
 - d. Water Hook Up Fee \$1250 (If Applicable)
 - e. Sewer Hook Up Fee \$1250 (If Applicable)
 - f. Cross Cut Fee \$2000 (If Applicable)
3. Your permit will expire two years from the date of issue.
4. Footings must be inspected before concrete is poured. You must contact the Town Office to schedule this inspection. Failure to do so will result in a **STOP WORK ORDER**.
5. **All construction must comply with the National Building Code – September 24, 1999. SUPPLEMENT TO NATIONAL BUILDING CODE** – Effective immediately, all buildings, residential or commercial, shall be constructed in such a manner so as to ensure the foundation wall extends a minimum of one (1) foot above the finished grade of the road. This requirement forms part of the approval of the permit to build.
PLEASE NOTE the Town of Pouch Cove will not provide building inspectors to ensure compliance to the National Building Codes.
6. Town services will be determined by the town.
7. All town services i.e. culverts, water lines and sewer lines, shall be inspected by the Town Foreman before being back-filled. If the inspection is not performed it will be excavated and if any damage occurs due to the excavation it will be at the cost of the developer or homeowner.
8. If a culvert is required, deposit must be paid. Once the culvert is inspected and approved by the Town Foreman, the deposit will be refunded.
9. Occupancy Permit and refund will be issued once the following documents have been received at the office:
 - a. Real Property Report
 - b. Final Electrical Inspection Certificate from Service NL
 - c. Final Approval Certificate Well/Septic from Service NL (If Applicable)
 - d. Photo of Civic Number posted on dwelling.
 - e. Mailing address on file with the office.

If you have any questions, comments or concerns, please contact the town office. All fees are based on the current year's tax structure.