



Town of Happy Valley-Goose Bay
Policy Statement

Index: Public Works		Policy Number: PW0013	
Approved Date: October 30, 2000	Effective Date: January 1, 2021	Revision Date: December 15, 2020	
Authority: 12th Council of the Town of Happy Valley-Goose Bay		Page 1 of 2	

Topic: PROCEDURE FOR ACQUIRING BUILDING PERMITS

Policy Statement:

1. A building permit must be obtained from this office prior to the construction of, or renovation to, any building within the municipality.
2. In accordance with Section 109 of the Urban and Rural Planning Act the following employees have been appointed to approve or reject applications for approvals in principle, development permits, and building permits in accordance with the appropriate plan and regulations, and that employee may outline the conditions applicable to that development.

Municipal Technologist

3. Prior to a building permit being issued the following must be verified:
 - That the applicant either owns the property or has permission, in writing, from the owner.
 - That the application and associated documentation, such as site plans, be verified to conform to the Town's Municipal Plan and Development Regulations. All site plans must show parking and drainage.
 - That the application includes any approvals required from the Provincial or Federal Governments, such as Fire, Life, Safety.
 - Permit Requirements may include other items the Town deems pertinent.



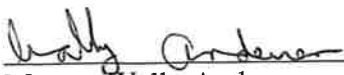
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Topic: PROCEDURE FOR ACQUIRING BUILDING PERMITS Continued

Policy Statement:

4. A building permit must also be obtained prior to paving or installation of a concrete driveway or parking lot. Town personnel must have advance notice of paving in order to locate any water valves, check for any potential drainage problems and to ensure that the driveway approach to the main road is acceptable for snow clearing purposes. Failure to obtain a permit will deem the owner liable for any drainage problem or damage to pavement in locating the water valve.
5. Any work performed on any site prior to obtaining a building permit is a contravention of Section 194 of the Municipalities Act and may be subject to action by the Town of Happy Valley-Goose Bay.



Mayor, Wally Andersen



Town Clerk, Nadine MacAulay