



BUILDING AND OCCUPANCY/CHANGE OF USE PERMITS - INFORMATION

INTRODUCTION

The Town of Happy Valley-Goose Bay is required, in accordance with provincial legislation, to consider and issue both building permits and occupancy/change of use permits. A copy of the Building and Occupancy Regulations, 2013 of the Town of Happy Valley-Goose Bay can be found on the Town's website www.happyvalley-goosebay.com (click on "Municipal Directory" and then "Town Regulations"). Application forms for building permits and occupancy/change of use permits are available on-line or at the town office.

BUILDING PERMITS

A building permit is required for:

- All new construction
- Extensions, additions, repair, relocation and demolition of existing buildings; and,
- Construction, relocation and repair of a fence

Certain minor repairs for maintenance and improvement do not require a building permit. Check with the municipal technologist to determine if a building permit is necessary for any repairs you are considering.

Residential building permit applications typically require; a completed application form, plans showing the location and dimension of the lot, and sets of construction plans. There may also be requirements to review utility locations, obtain a permit to access a provincially protected road, or, additional information about property development.

Commercial, industrial and some other more complex buildings will require a Fire and Life Safety Review under the National Building Code, and, an accessibility review under the provincial Accessibilities Act. The Town will consider a building permit application and will then let the applicant know if they require additional permits and approvals. Fire and Life Safety Reviews (National Building Code) are conducted by the province and more information can be obtained by contacting Service NL at 709 896 5441.

Building permits are issued with a set of conditions. All conditions of the building permit and all regulations of the Town including the Town's Development Regulations and the Building and Occupancy Regulations, 2013 must be adhered to.

OCCUPANCY/CHANGE OF USE/BUSINESS PERMITS

Permits are required under three circumstances; either, where there is a change of the use of the building or the property, or, where a building permit has been issued by the Town and construction is completed, or, a new business is established. Staff requires some time to review applications so it is important to apply for an occupancy permit several weeks prior to occupancy. A single application covers all three types of requests; occupancy, change of use, new business.

At the completion of the work associated with a building permit, the applicant will need to provide information showing that the necessary reviews and permits (that are listed as conditions of a building permit) have been completed such as; final electrical permits, approved accessibility review, or, final fire and life safety review.

Permits are also required where there is a change of use. In many cases this is a record of the change of business. A significant change of use may trigger the review of the building under Fire and Life Safety (National Building Code), Accessibility, or other regulations in order to ensure public safety.