

**COMPLIANCE LETTER REQUEST FORM**

*Revised: March 2026*



**Town of Happy Valley-Goose Bay**  
212 Hamilton River Road  
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**OFFICE ONLY:**

PERMIT #CMP - \_\_\_\_\_

Zone: \_\_\_\_\_

Date Received: \_\_\_\_\_

Land Use: \_\_\_\_\_

Application Fee: \_\_\_\_\_

**Section 1: Property Owner and Property Location**

**Current Property Owner:**

**Contact details (Phone #, Email address):**

**Mailing Address:**

**Law Firm Name & Address:**

**Closing Date:**

**Section 2: Property Information**

**Property Address:**

**Property Type/Description: (As per Town's Development Regulations)**

- Single Detached Dwelling       Semi Detached Dwelling       3 or 4 Plex       Townhouse
- Cottage       Commercial       Industrial       Empty Lot

Number of Units in building: \_\_\_\_\_      Number of Accessory buildings (Shed, Garage): \_\_\_\_\_

**Other:**

**Year of Construction/ Year of Build Permit issuance:**

**Record of any Variance Requests:**

**Section 3: Requirements**

All requests **MUST** include: (1) the processing fee; (2) A copy of the legal (stamped and signed) Property survey or Real Property report showing all setbacks, dimensions of property, structures and separation distances;

Does the RPR / Survey submitted show the current site layout? Yes  No

If No, then mention the differences:

\_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_ of \_\_\_\_\_ in the Province of Newfoundland & Labrador, do solemnly declare that the plans, specification and statements herein contained in the said application are true and conform to the best of my belief to the requirements of the Regulations of the Town of Happy Valley-Goose Bay with full knowledge of the circumstances connected with same, and that the above Regulations will be complied with in the development whether specified herein or not. I make this solemn declaration, conscientiously believing it to be true and knowing that is of the force and effect as if made under oath.

I also hereby submit this application and confirm that I have read the "DECLARATION" herein and that I clearly understand that any "Compliance Letter" and/or "Occupancy Permit" issued by the Town of Happy Valley-Goose Bay for the subject property above noted will be issued with the understanding that no building inspections will be carried out by or for Council at the time of development construction or any time thereafter.

Furthermore, I understand that the responsibility to meet the National Building Code and Fire Code requirement and/or any other Governmental requirement is placed with, and is the responsibility of the original applicant or owner or permit holder or any subsequent purchaser of the subject property and that I also fully understand that the Town of Happy Valley-Goose Bay does not necessarily have fully and up to date information respecting the subject property and no inspection of the subject property has been made as a result of a request for a compliance letter and/or occupancy permit.

Owner/Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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This information is being collected to assist the municipality in identifying and addressing problems observed by residents. The information is collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015. If you have any questions about the collection, use and disclosure of your information, please contact Vikram Malik at [esm@townhvgb.com](mailto:esm@townhvgb.com).