



BUILDING PERMIT GUIDELINES

Non-Residential

New Buildings, Extensions, and Renovations

Intent

A building permit is an official document issued by the Town of Gander and is necessary when you wish to construct, alter, renovate, demolish, or change the use of a building. Building permits regulate various types of building construction that are permitted in the community and ensure that they meet all building standards. The building permit process protects both the owner's interests and those of the community at large, while ensuring that any structural change is safe, legal, and compliant.

Application and Fee Structure

Non-Residential Building Permit fees are calculated based on the estimated construction value of a project.

Building Permit Fee:

- **\$5.00** for each **\$1000.00** of construction value with a minimum charge of **\$25.00**

Fee to be paid upon receipt of application

Where the Authority has been made aware that construction has commenced, prior to the issuance of a building permit or the required government approvals, the permit fee shall be doubled.

***Sufficient time should be allotted for processing of the Building Permit application and review of submitted drawings, normally 3-4 weeks.*

If you are considering building or renovating contact the Engineering Department to discuss your proposal in detail in order to determine if the project complies with Town planning, land use and zoning regulations. This initial contact will provide the resources and information required to help ensure potential delays and problems are avoided, which could cost time and money;

Zoning by-laws regulate the use, size, location, and type of building that is permitted on a lot. Current Development regulations will indicate minimum setbacks, building height restrictions, sideyards, etc. based on zoning

Some projects may require the approval of a Development Application before proceeding with the application for a building permit.

To Apply:

1. Should the proposal comply, fill out a Building Permit Application form;
2. Submit the completed application, along with associated drawings, if necessary, to the Engineering Department;
3. Pay the applicable fee as set out in the Town of Gander's fee schedule;
4. Submit additional documentation as required to all applicable agencies, such as Service NL, as their approval is required prior to issuing a building permit.

Regulations

▪ Location

The builder shall provide a copy of the survey of the property.

▪ Plans

Builders must present two complete sets of plans. Upon review, one set will be stamped and returned to the owner. Information to be provided on plans:

- (a) Plans should be drawn to scale.
- (b) White print copies only (photocopies not accepted).
- (c) Shall be of quality workmanship.
- (d) To be submitted on standard size sheets.
- (e) Shall include – Site Plan, Elevations, Foundation Plan, Floor Plans, Mechanical, Electrical, Sections and Details, etc.
- (f) Provincial legislation requires many types of buildings to be designed and have construction drawings prepared by an architect. All applicable projects shall bear the appropriate stamp.
- (g) The National Building Code of Canada requires that buildings in excess of 300m², as well as many other smaller buildings, be designed by a professional engineer licensed to practise in the province of Newfoundland and Labrador. Building referred to in Part 9 of the NBC are exempt.
- (h) Provincial regulations dictate that all buildings, with the exception of single and double family dwellings, shall be subject to a plan review by Service NL
- (i) Buildings classified as Part 3 under the NBC, and exceeding 600m² in area shall be designed by either an architect or engineer who is licensed to practise in Newfoundland and Labrador. Additionally, assembly occupancies with an occupant load of 50 or more, are subject to the same conditions. All drawings, specifications, and other associated documents must bear professional stamps where required.
- (j) All plans shall be completed in accordance with the current National Building Code of Canada and all applicable Provincial codes and Municipal regulations.
- (k) At no time shall changes be made to an approved drawing without first having received the approval of the Engineering Department of the Town of Gander.

▪ Sideyards

As per the current edition of the Town of Gander's Development Regulations.

- **Easements**

Builders should check their lot survey to determine if there are any utility easements on the lot.

It is very important that the building not be located on an easement. If the building is located incorrectly, it may be necessary to relocate the building at the expense of the builder/owner.

In the event an easement is located on a property, the Town will, where possible, establish the sideyard, where the easement is located, as being 0.3 metres larger.

- **Drainage of Excavation**

Laterals (storm and sanitary) must be capped at all times. Great care must be taken to ensure that silt, sawdust, concrete, etc., must not be allowed to enter the sewer system through building laterals during construction. This can result in blockages in the system and much expense and inconvenience both to the builder and building owners who experience flooding. Costs will be charged to the builder/owner where responsibility can be proven.

Water from excavations must not be pumped out into the street. It should be pumped onto the ground at a point where it is sloping away from the excavation or directly to a catch basin or other Town approved area.

- **Stripping of Lots**

All stumps, rocks, and other stripping material removed from the site shall be disposed of at an approved site. Great care should be taken during stripping and basement excavation that materials are not pushed onto the street or adjacent property. If this occurs the builder is responsible for cleaning or repairs.

- **Assurance and Field Compliance**

Any building or building systems required by the National Building Code to be designed by an engineer or architect must be inspected, and a certificate of “Assurance and Field Compliance” must be provided to the Town of Gander prior to the issuance of an occupancy permit.

- **Occupancy Permit**

An occupancy permit is required prior to the occupancy of any building or part thereof. The issuance of this document ensures that all criteria required by the Town of Gander has been satisfied and the occupant can safely and legally occupy a building. The permit will not be issued until after a Final Inspection has been completed. The Authority can refuse the issuance of the permit if all outstanding documents have not been received from the owner/builder.

General Information

SERVICE NL

Service NL is responsible for the handling and processing of all Provincial Government permits, licences and approvals. The Centre controls approvals for Fire & Life Safety, Building Accessibility, Health, Environment and Lands, Highways, Development & Tourism, etc. therefore all applications must also be forwarded to their office for review. The Department should be contacted a minimum of two to three weeks prior to expected commencement of construction.

Service NL

PO Box 2222

Fraser Mall, 230 Airport Boulevard

Gander, NL A1V 2N9

Phone: 709-256-1420

UNDER NO CIRCUMSTANCES WILL A PERMIT BE ISSUED OR CONSTRUCTION BE PERMITTED TO COMMENCE UNTIL ALL APPROVALS HAVE BEEN RECEIVED FROM ALL APPLICABLE AGENCIES. IF CONSTRUCTION DOES START WITHOUT SUCH APPROVALS, A STOP WORK ORDER WILL BE ISSUED.

Other Related Information

- Mandatory Inspections
- Fences
- Signs
- Landscaping
- Occupancy Regulations



Powers of Authority

Employees of the Town of Gander are required to enforce these regulations and are not permitted to make modifications. If these regulations prohibit a development proposal, the applicant may formally contact Council, by written request, to effect changes to a regulation or by-law.

This is a guideline prepared for easy reference. The Town's Regulations are subject to periodic amendments. For the most recent and official version of the regulations, please refer to the Town of Gander's Development Regulations.