



RESIDENTIAL BUILDING PERMIT GUIDELINES

New Buildings, Extensions and Renovations

Intent

A building permit is a license, which grants legal permission to start construction of a building project and is required for all new homes, as well as additions, alterations and renovations to existing dwellings. A building permit must be obtained from the Engineering Department before work begins. Building permits enable the Town to protect the interests of both individuals and the community as a whole. Plans must be reviewed to ensure compliance with the National Building Code, local Zoning Bylaws, and other applicable regulations.

Application and Fee Structure

Building Permit Fee:

- **Minor Construction (under \$20,000 value)** \$1.00 for each \$1000.00 construction value (minimum charge of \$10.00)
- **Major Construction (over \$20,000 value)** \$2.00 for each \$1000.00 construction value.
- **New Buildings and Additions:** permit fee is based on a cost per square foot (see current rates of construction) plus any applicable deposits (see below)

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

Other Applicable Fees for New Residential Buildings:

- A \$1500 **wastewater service levy** will be charged for each new residential connection to the Town's sewer system and will be added to the building permit cost.
- A \$300 grading verification fee is charged to each residential new build which covers the cost of your plot and grade plans, as well as a site visit to verify footing elevations and grading.

Deposits:

- **Building Inspection Deposit:** A \$500 inspection deposit is charged to all new residential builds, as well as additions and major renovations, which is fully refundable provided that a re-inspection of the building is not required.
- **Grading Inspection Deposit:** A \$500 inspection deposit is charged to all new residential builds, which is fully refundable provided that a re-inspection of the grading is not required.
- **Tree Planting Incentive:** A \$300 deposit is required on all new residential builds at the time of application and is refunded after confirmation that a tree has been planted on the property (within the 24 month period).

**Fee to be paid upon receipt of application.*

***Sufficient time should be allotted for the processing of the permit application and review of submitted plans, if necessary.*

To Apply:

Town of Gander Building Permit Applications can be found online or at the Engineering Department located in the Town Hall.

FOR MINOR RENOVATIONS:

1. Submit a completed Building Permit Application to the Town of Gander
2. Pay applicable fees as set out in Town of Gander's current fee schedule.

Permits for minor renovations and repairs can usually be processed the same day and typically do not require the submittal of plans. More extensive project such as new homes or extensions/additions to existing dwellings, and major interior renovations will require the submittal of plans and their subsequent review.

FOR NEW CONSTRUCTION, ADDITIONS, & MAJOR RENOVATIONS:

1. Contact the Engineering Department to determine what information is required to be submitted;
2. Submit a Building Permit Application, along with required drawings (see list below);
3. Pay applicable fees and deposits as set out in Town of Gander's fee schedule
4. Refer to Mandatory Inspections Guidelines for important information.

The builder (owner/contractor) should provide a copy of the survey of the property. 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:

- Plans should be drawn to scale.
- White print copies only.
- Shall be of quality workmanship.
- To be submitted on standard size sheets.
- Shall include – elevations, foundation plan, floor plan, wall section and details (stairs, roof or truss, etc.)
- At no time shall changes be made to an approved drawing without first having received approval of the Engineering Department of the Town of Gander.
- All construction shall be completed in accordance with the current National Building Code of Canada.

Building Placement

Plot Plan/Grading Plan

The Town will provide for the homeowner/builder, a plot plan which includes the following information:

- Location of house on the lot
- Lot grades.
- Drainage direction of water over the entire lot.
- Driveway location.
- Utility easements.

Footings shall be located by a surveyor, and a House Placement Verification is to be completed and forwarded to the Town of Gander prior to any further construction taking place. The Town of Gander shall be provided with a Location Certificate or Real Property Report for the property prior to the erection of the first floor exterior walls. **This will be strictly enforced.**

For new residential buildings, please confirm maximum building size and location with the Town of Gander prior to purchasing a house plan or building lot. Also, please review the developer's grade plan to determine if the lot grading suits the proposed dwelling.

Sideyards

- When modifying an existing dwelling, please refer to the Town of Gander's Development Regulations for sideyard requirements.
- Check with the Town's Engineering Department to verify maximum building size for your lot.

Lumber Requirements

- All materials shall be identified by a grade stamp as per the National Building Code of Canada.

Ventilation Requirements

- Due to new construction standards and higher levels of air tightness in homes, it is now required by the National Building Code of Canada that all dwelling units be equipped with a mechanical ventilation system capable of providing adequate air changes to each room, as per the current NBCC. A Heat Recovery Ventilator Unit serving a residential property shall NOT be installed/ mounted within an attached garage of that residence. A copy of the certificate of compliance shall be forwarded to the Town of Gander prior to final approval of occupancy being granted.

Plumbing Protection

- Sanitary sewer pipe shall be SDR-35 and GREEN in colour and the storm sewer pipe shall be SDR-28 and WHITE in colour.
- A pressure reducing valve shall be installed on the water service if water pressure in your area exceeds 550 KPA (80 PSI). Please check with the Engineering Office for further information.
- Backflow Prevention Devices shall be installed as per the current edition of the National Plumbing Code of Canada.

Concrete

- Concrete mix for foundations shall achieve a minimum strength of **15 MPA** (2200 PSI) after 28 days. If concrete mix is not supplied by an accredited batch plant, the owner must supply the Town, through an independent Engineer, certification of strength and integrity of concrete mix.

Grading

- The Town sets the finished grade of the land, as per the grading plan of the subdivision, which must be adhered to.
- Prior to the placement of any asphalt, topsoil, sodding, and construction of any shed, patio, or fence, the rough grading must be certified and approved by Town officials.
- The owner/builder shall ensure that the lot is properly graded so that when finished surface materials are placed, the final lot grade meets the design as per the approved grading plan.
- The building site should be graded precisely as is outlined on the ~~overall~~ grading plan and so that water will not accumulate at or near the building and will flow as part of the overall development grading plan.
- Adequate surface water drainage shall be provided over the entire building site.
- Driveways, walks, terraces, retaining walls or other construction shall not be installed in a manner which interferes with the flow of surface drainage.

Easements

- Builders should check their lot survey to determine if there are any utility easements on the lot.
- It is very important that the house not be located on an easement. Mortgage companies require a location certificate, after the foundation is poured, to establish that the house is located correctly on the lot and that it does not encroach on any easements. If the house is located incorrectly, it may be necessary to move the house 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 **0.3m** 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 house laterals during construction. This can result in blockages in the system and much expense and inconvenience both to the builder and homeowners who experience flooding. Costs will be charged to the builder/owner where responsibility can be proven.
- Water from excavations must not be pumped out onto 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.

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.

Inspections and Maintenance

- The Town of Gander must inspect of all aspects of new construction or extensive renovations as prescribed in the Mandatory Inspection regulations.
- When construction is complete, contact this department for final inspection. This inspection is **Mandatory** and must be carried out before final approval and permit to occupy can be granted.

Other Related Information

- Fences
- Residential Landscaping
- Accessory Buildings
- Patios, Decks, and Balconies
- Mandatory Inspections
- Property Grading Guidelines
- House Wrap Installation Guidelines



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.