

Building Permits are required for all aspects of construction with the exception of painting, landscaping, asphaltting and concrete walks.

Application for a Building Permit can be made at:

**Town Hall  
Engineering Department**  
100 Elizabeth Drive  
Gander, NL A1V 1G7

Phone: 709-651-5915

**Office Hours**  
8:30 am to 4:30 pm

**Building Permit Fee:**

\$5.00 for each \$1000.00 of construction value with a minimum charge of \$10.00. Fee to be paid upon receipt of application.

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

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**GENERAL INFORMATION**

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- 1) The builder shall provide a copy of the survey of the property.
- 2) 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 (photo copies 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) All plans shall bear the stamp of a Registered Provincial Engineer of the province of Newfoundland and Labrador.
- g) All plans shall be completed in accordance with the current **National Building Code of Canada** and all applicable Provincial codes and Municipal regulations.
- h) 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.

**3) Sideyards**

As per the current edition of the Gander Development Regulations.

**4) 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 (1.0 foot) larger.

**5) 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.

**6) Stripping of Lots**

All stumps, rocks, and other stripping material removed from the site shall be disposed of at a dump site approved by the Town. Great care should be taken during stripping and basement excavation that materials are not pushed onto the street, where they can contaminate granular materials used in the street construction. If this occurs the builder is responsible for street cleaning or reparation.

**7) 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.

**8) Occupancy Permit**

Please note that an Occupancy Permit is required for the occupancy of any building or part thereof. This permit is required **prior** to occupancy.

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## OTHER APPROVALS

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### Government Service Centre

The Government Service Centre situated in the Fraser Mall, 230 Airport Boulevard, 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.

The Department should be contacted a minimum of two to three weeks prior to expected commencement of construction.

**UNDER NO CIRCUMSTANCES WILL A PERMIT BE ISSUED OR CONSTRUCTION BE PERMITTED TO COMMENCE UNTIL ALL APPROVALS HAVE BEEN RECEIVED FROM APPLICABLE AGENCIES.**

**IF CONSTRUCTION DOES START WITHOUT SUCH APPROVALS, A STOP WORK ORDER WILL BE ISSUED.**

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## FURTHER INFORMATION

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**Fire Safety Information:** 709-256-8887

**National Building Code** can be obtained from:  
Newfoundland & Labrador Association of  
Fire Chiefs & Firefighters  
PO Box 572  
Gander, NL A1V 2E1

**Other Permits** may be required from:

Government Service Centre  
PO Box 2222  
Fraser Mall, 230 Airport Boulevard  
Gander, NL A1V 2N9  
Phone: 709-256-1420

**Building Permit Process Guide – Mandatory Inspections** is available at the Engineering Department in the Town Hall.

These pamphlets shall not be used as an official interpretation of the various codes and regulations currently in effect. **THIS IS A GUIDE ONLY!** Users are advised to contact the Building Inspection Division for assistance as the Town of Gander accepts no responsibility for persons relying solely on this information.



TOWN OF GANDER

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## Commercial

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## BUILDING PERMIT

## REGULATIONS

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New Buildings  
Major Renovations  
Extensions

**Revised:**  
**June 4<sup>th</sup>, 2002**  
**March 19<sup>th</sup>, 2009**  
**February 7<sup>th</sup>, 2013**  
**May 23<sup>rd</sup>, 2018**



TOWN OF GANDER

[www.gandercanada.com](http://www.gandercanada.com)