

Town of Pasadena
 18th Avenue, Pasadena A0L 1K0
 Ph-709-686-2075 FAX-709-686-2503
 info@pasadena.ca pasadena.ca

OFFICE ONLY:
 Approved: _____
 Not Approved (Reason): _____

PERMIT #: _____
 Date Received: _____
 Fee: _____

Refer to Development Regulation, Chapter 5-Accessory Buildings & Uses

Section 1: Applicant and Property location	
Applicant	Property street address
Email:	Property ID:
Mailing address:	Phone #(s):
Contact Preference	OWNER (need proof of ownership)

Section 2: Project Information
Shed / Accessory Building <input type="checkbox"/> Fence <input type="checkbox"/> Swimming Pool/Hot Tub <input type="checkbox"/> Repair/Renovation <input type="checkbox"/>
Minor Landscaping Deck/Patio <input type="checkbox"/> Driveway/Culvert <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other <input type="checkbox"/>

Estimated Value of work (Materials & Labour)

Dimensions (length, width, height) Indicate if Variance required

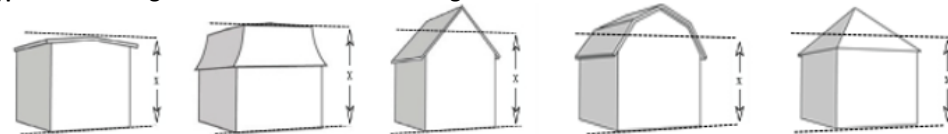
Foundation:
 Number of Piers: _____ Size: _____(inches) x _____(inches) **OR** Diameter: _____(inches)
 Concrete Walls: Thickness _____(inches) Footing: _____(inches) x _____(inches)
 Slab: Depth of gravel underlay: _____(inches) Thickness of Concrete _____(inches)
 Other (specify): _____

Frame Construction

- **Outside Wall studs:** Size: _____(inches) x _____(inches) Spacing: _____(inches)
- **Floor Joists First Floor:** Size: _____(inches) x _____(inches) Spacing: _____(inches)
- **Floor Joists Second Floor:** Size: _____(inches) x _____(inches) Spacing: _____(inches)

- **Roof:** Roof Truss Spacing: _____ Roof sheathing: Type and thickness: _____
- **Wall sheathing:** Type and thickness: _____
- **Exterior materials and finish:** _____

Indicate building type and use diagrams below to determine height



Flat roof **Mansard** **Gable** **Gambrel** **Hip**

BUILDING HEIGHT (X) means the vertical distance, measured in metres, from established grade to the:

- a. highest point of the roof surface of a flat roof.
- b. deck line of a mansard roof; and
- c. mean height level between the eave and ridge of a gable, hip or gambrel roof and in any case, a Building Height shall not include mechanical structures, smokestacks, steeples, and purely ornamental structures above a roof.

ZONE:	Permitted/Discretionary Use:
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Home business use? Yes <input type="checkbox"/> No <input type="checkbox"/>	Notices required:
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REFERRALS TO OTHER AGENCIES including Service NL (if applicable):

Section 3: Site Plan

Applicant must submit a neat drawing, preferably on a Surveyors Real Property Report, indicating the dimensions of the proposed accessory building setbacks from property boundaries, distance from existing dwelling, and all other buildings. Hand-drawn scaled drawings may be accepted if all required detail is shown.

The applicant must sign the approved plan indicating that he/she understands where the building must be located. A copy of the approved plan will then be kept for future reference.

Applicant must identify if any fill material must be imported or removed. Where fill material must be removed or brought to the property to prepare the site for construction, Town staff will carry out an inspection to determine if the grading may affect adjacent properties. If grading may be an issue, the Town reserves the right to require a grading plan.

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 Pasadena with full knowledge of the circumstances connected with same, and that the Development 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.

Applicant signature: _____ Date: _____

Property Owner signature (if required) _____ Date: _____

**Attachment 1:
Site Plan**

Please note any attachments should be attached or sent to cway@pasadena.ca