



Development and Building Applications

Town of Pasadena

18th Avenue, Pasadena A0L 1K0
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applications@pasadena.ca pasadena.ca

OFFICE ONLY:

Approved: _____
Approved In-Principle: _____
Not Approved: _____

PERMIT #: _____

Date Received: _____

Fee: _____

Other Permits:

Excavation/backfill: ☐

Location Certificate: ☐

Occupancy: ☐

Permit application fees must be paid upon submission and are non-refundable.

Refer to Development Regulations Chapter 3- Uses and Development Standards

Section 1: Applicant and Property location

Applicant	Property street address	
Email:	Property ID:	
Mailing address:	Phone #(s):	
Contact Preference	OWNER (need proof of ownership)	
Contractor Information		

Section 2: Project Information (Select all that apply)

PROPOSED USE: Residential: Single dwelling <input type="checkbox"/> Double dwelling <input type="checkbox"/> Townhome <input type="checkbox"/> Public/Institutional <input type="checkbox"/> Cottage <input type="checkbox"/> Apartment building <input type="checkbox"/> # of units: _____ Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____					
ZONE:		Permitted/Discretionary Use:			
Existing use:		Notices required:			
Referrals to other agencies:					
Calculation of Lot coverage; List any Variance request(s) and % (max.10%)					
WORK	<input type="checkbox"/> Addition	<input type="checkbox"/> Renovate/repair-interior	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Change of Use	<input type="checkbox"/>
New construction	<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Renovate/repair-exterior	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Relocation	<input type="checkbox"/>
Change Driveway	<input type="checkbox"/> Alter	<input type="checkbox"/> Subsidiary Apartment	<input type="checkbox"/> Parking	<input type="checkbox"/> Other	<input type="checkbox"/>
SERVICING: Onsite well <input type="checkbox"/> Onsite septic <input type="checkbox"/> Municipal water <input type="checkbox"/> Municipal sewer <input type="checkbox"/> Municipal road <input type="checkbox"/> Provincial road <input type="checkbox"/> Indicate if existing, new or transfer:					
DEMOLITION	<input type="checkbox"/> Reason	Disposal	Contractor		
If services with water sewer, these lines are to be capped properly prior to demotion. All material must be deposited at an approved landfill site. If property has onsite services, the site shall be remediated as per Service NL guidelines. For building build before 1985-require certification that asbestos was not present or has been removed					
DESCRIPTION OF PROJECT/WORK:					
CONSTRUCTION VALUE (Materials & Labour):					
DOES THE PROJECT INVOLVE: Electrical work <input type="checkbox"/> Plumbing <input type="checkbox"/> Ventilation equipment <input type="checkbox"/> Heat pump <input type="checkbox"/> Mini split(s) <input type="checkbox"/> Propane appliances/fireplaces <input type="checkbox"/> Oil fire burner <input type="checkbox"/> Woodstove/chimney <input type="checkbox"/> Washroom <input type="checkbox"/> List of Service NL permits received					

SITE PLAN (attach to application)

MUST BE CLEARLY SKETCHED ON A LEGAL SURVEY OR SURVEYOR'S REAL PROPERTY REPORT

Mandatory information (dimensions in metric)

- Front/Side/Rear yards; Building Line
- All existing and proposed structures
- Wetlands/waterbodies/steep slope

- Distance between buildings, fences, patios/decks
- Access: Driveway and parking
- Easements

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 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 Pasadena 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 Pasadena 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.

Applicant signature: _____ Date: _____

Property Owner signature _____ Date: _____

REQUIREMENTS:

This form must be accompanied by:

- A Site Plan (see requirements on page 2)
- If a commercial, including commercial residential or industrial project involves new development, new building or major renovations to a building, then an application must be forwarded to the Government Service Centre for examination/approval. The GSC review matters concerning public safety, fire safety, environmental issues, etc.) A copy of the GSC application forms (<https://gov.nl.ca/dgsnl/forms/>) and approvals and in addition, for Commercial and Industrial buildings, complete electrical, plumbing and heating plans (PDF version only)
- 1 set of detailed drawings (PDF version only) for commercial, commercial residential and industrial development must be certified by an engineer/ architect certified to practice in Newfoundland & Labrador showing:
 - Detailed cross-section of the entire building
 - Basement plan
 - Floor plans, plan showing front, rear, left and right elevations
- 1 set of detailed drawings (PDF version only) for residential development showing:
 - Detailed cross-section of the entire building
 - Basement plan
 - Floor plans, plans showing front, rear, left and right elevations
- An excavation/infill permit is required prior to removing or selling any onsite materials, or infilling
- Work must NOT commence until all permits have been issued and conditions complied with
- The land or building must NOT be used or occupied without an occupancy permit
- It is the applicant's responsibility to ensure that all construction and renovations complies with the requirements of the Town of Pasadena Development Regulations, the National Building Code and National Fire Code, as the Town of Pasadena will not be undertaking inspections.
- A location certificate is required before any footing is poured.

This form is not valid unless all questions are answered correctly, and the processing fee paid.

- Building Permit must be posted in a conspicuous place
- Any permit issued does not authorize use of Crown land or other land without a lease or grant from the Crown or permission from the owner.