

**Town of Kippens
Development/Building Permit Application**

Application Number (To be Assigned by the Town): _____

Note: The development permit fees are set out in Appendix E: Fees of the Town of Kippens Development Regulations.

Section A: Applicant and Owner Information

(1) Is the Applicant the Landowner?

Yes

No

(2) Applicant information:

Legal Name: _____

Mailing Address:

Email Address: _____

Telephone Number: _____

(3) Landowner Information (only required if Applicant and Landowner are different):

Legal Name: _____

Mailing Address:

Email Address: _____

Telephone Number: _____

(4) Landowner Permission (if Applicant and Landowner are different, a signed and dated letter from the Landowner indicating that the Applicant can apply on their behalf is required)

Section B: Development Type

This application is for:

- (1) New construction development (e.g., installation of a sign or fence, construction of a new building)

Note: Also complete 'Schedule 1: Building Permit Checklist' for the construction of new buildings.

- Sign
- Fence
- Accessory building (e.g., detached garage, shed, baby barn)
- Single residential dwelling (e.g., single unit dwelling, mini home dwelling, mobile home dwelling, micro dwelling)
- Double unit dwelling (e.g., duplex, single residential dwelling with basement apartment)
- Residential use with 3 – 24 dwelling units
- Residential use with 25 or more dwelling units
- Commercial or industrial use building equal to or less than 1500m² (4921ft²) in floor area.
- Commercial or industrial use building more than 1500m² (4921ft²) in floor area.
- Commercial or industrial use building more than 1500m² (4921ft²) in floor area.

(2) Change in use or intensity of use, or expansion of an existing building

Note: Also complete 'Schedule 1: Building Permit Checklist' for building alterations requiring a building permit.

- Entire conversion/reuse of building (e.g., changing the entire use of a building from commercial to residential)
- Expansion of building
- Home industry (Note: Also complete 'Schedule 2: Home Business or Home Industry Form'.)
- Home business (Note: Also complete 'Schedule 2: Home Business or Home Industry Form'.)

(3) Subdivision or consolidation of land (e.g., a request to change lot boundaries)

- Simple subdivision or consolidation (e.g., lots are not being created on a new street or extension of an existing street)
- Complex subdivision (e.g., lots are being created on a new street or extension of an existing street).

(4) Making of an access (note: see definition of "access" under the Town of Kippens Development Regulations):

- Access on to an existing public street
- Access on to an extension of an existing public street
- Private access

(5) Demolition of an existing building or structure

(6) Agricultural activities (e.g., raising of livestock, backyard poultry coop, commercial horticulture)

(7) Other:

Section D: Undertaking

I hereby make application under the regulations of the Town of Kippens to develop in accordance with the information submitted, which form a part of this application. All information given by me in connection with this application is true and correct and that the work described in this application, if permitted, will be carried out in accordance with all applicable laws and regulations of the Province of Newfoundland and Labrador and the Town of Kippens.

I understand that the granting of a permit, the approval of the drawings and specifications or inspections made by the Town of Kippens shall not in any way relieve me of full responsibility of carrying out the work or having the work carried out in accordance with the Town of Kippens Development Regulations and – where the work involves building construction, expansion, or alteration – the requirements of the National Building Code of Canada.

I understand that the Town of Kippens does not review building plans for compliance with the National Building Code of Canada (NBCC) and ancillary codes published by the National Research Council of Canada (NRCC). Where requested, building plans are accepted as the requirement of a complete application package. I also understand that the issuance of a development/building permit does not represent a formal review by a certified Building Inspector confirming that the building plans are compliant with the NBCC and ancillary codes published by the NRCC.

I understand and acknowledge the conditions and limitation of applying to the issuance of a development permit.

Applicant Signature: _____

Date: _____

Schedule 1: Building Permit Checklist

- One (1) set of complete building design plans for a new main building or extension to an existing main building (e.g., single unit dwelling)
- Construction Details Form
- Site plan

Note: See subsection B.1 Site Plan Requirements of the Town of Kippens Development Regulations. You are encouraged to use a photocopy of your survey as a basis for a site plan. If you do not have a survey, please see Kippens Plot Plan template.

- Provincial on-site septic approval (Note: On-site septic system must be designed by a certified system designer. A list of system designers is available at Service NL.)
- Details on any proposed driveway culvert (Note: Please check with the Town Office on required culvert size.)

Note: When selecting a heating system for your dwelling, please note that the Kippens water supply contains hard water. If you plan on having a water heating system in your dwelling, please have your contractor design the system accordingly.

Schedule 2: Home Business or Home Industry Form

Note: See subsection E.2 Use Zone Regulations (Use Zone Tables) of the Town of Kippens Development Regulations to determine if a home business or home industry is an allowed use on your property.

Subsection C.3 Home Businesses and Industries sets out the types of activities that can constitute each. Each term is defined under Appendix B: Definitions.

(1) Type of home business:

- Bed and breakfast / tourist home
- Catering service
- Family child care service
- Instructional use
- Office
- Personal service shop – apparel
- Personal service shop – appearance
- Pet care services
- Craft workshop
- Printing centre
- Retail store

(2) Type of home industry:

- Automotive service establishment – small
- Equipment sales and rental – light
- Service and repair – household
- Service and repair – small engine repair
- Equipment storage (warehouse / indoor storage and outdoor storage) and servicing related to fishing and forestry uses

(3) Floor area (m²) of main residential dwelling unit: _____

(4) Where will the commercial activities be operated from and what floor area will be used for each? Check and complete all that apply. If activities are proposed within buildings, attach floor plans or sketches labelling the proposed commercial activities in each room.

- Within main building – Floor area (m²) of proposed commercial activities:

- Within accessory building (e.g., detached garage or shed): Floor area (m²) of proposed commercial activities: _____
- Outside

(5) Will there be any signage or advertisements on the property?

- Yes
- No

If yes, please describe in as much detail as possible (e.g., number and types of signs, lighting of signage)

(6) Will there be any outdoor storage or placement of goods, equipment, or refuse relating to the commercial activities?

- Yes
- No

If yes, please describe in as much detail as possible (e.g., anticipated types and quantities of goods, equipment, or refuse)

(7) In addition to the residents of the main residential dwelling unit, will offsite employees be commuting to and from the home business or industry?

- Yes – Anticipated number of employees: _____
- No – Only the residents of the main residential dwelling unit will be employed.

(8) What are the anticipated hours of operation for the commercial activities? _____

(9) Will the commercial activities require any parking or (un)loading?

- Yes
- No

If yes, please describe the provision of parking or (un)loading in as much detail as possible (e.g., existing and proposed new off-street parking spaces, size of delivery vehicles, hours and frequency of delivery, etc.).

(10) Will the commercial activities involve any food preparation or food products?

Note: Any proposal involving food preparation or food products is subject to the inspection and approval by Service NL. The Town of Kippens may require evidence of any required provincial permit prior to issuing a development permit for a home business.

- Yes
- No

If yes, please describe the proposed activities in as much detail as possible.
