



Department of Community Development – Planning Division

City of Mount Pearl
3 Centennial Street
Mount Pearl, NL
A1N 1G4

Telephone: (709) 748-1017/1022
Fax: (709) 748-1111
E-mail: planning@mountpearl.ca
Website: www.mountpearl.ca

P E R M I T A P P L I C A T I O N

CONTACT INFORMATION (To be completed by the applicant): **(Please Print)**

Applicant Name: _____ On Behalf Of: _____ Contact Person: _____ Mailing Address: _____ Postal Code: _____ Telephone: _____ Fax: _____ Cellular: _____ Email: _____	Property Owner: _____ (Complete below if difference from Applicant) Contact Person: _____ Mailing Address: _____ Postal Code: _____ Telephone: _____ Fax: _____ Cellular: _____ Email: _____
---	--

NOTE: Applications will not be processed until such time as form is fully completed, all information is received, and verification that Service NL has been contacted.

PROJECT DETAILS: **(Please Print)**

Civic Address: _____

Description of Work/Use: _____
 (Detailed) _____

Type of Construction/Use: Commercial Residential Other

<input type="checkbox"/> To Construct	<input type="checkbox"/> To Extend	<input type="checkbox"/> To Demolish	<input type="checkbox"/> To Renovate	<input type="checkbox"/> To Occupy
Width: _____	Length: _____	Footprint Area: _____	Finished Floor Area: _____	
Heating Source: _____	Fireplace/Propane: <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Cost of Construction: _____	Commencement Date: _____	Completion Date: _____		

DECLARATION: I hereby submit this application and confirm that the information supplied is correct and complete to the best of my knowledge. I agree to comply with all Municipal Regulations, the National Building Code 2015 Edition and ancillary codes, agree to build in accordance with the plans approved by the City of Mount Pearl, and not to commence building without applicable written approval and permits from the City of Mount Pearl.

NOTE: Where the Applicant and the Property Owner are not the same, the signature of the Property Owner is required before the application can be accepted for processing.

Service NL Information Bulletin Received – Initial Here

Applicant: _____

Date: _____

Property Owner: _____

Date: _____

Please note:

- The required Permit Fee (see City's Schedule of Rates and Fees) is to accompany the application form.
- Prior to formally submitting an application form, it is advisable that the applicant set up an appointment to review the application with the Planning Division to ensure that all required information has been supplied and to facilitate application processing.

... STAFF USE ONLY ...

Date Fee(s) Received: _____

Received By: _____

Receipt #: _____

Assigned To: _____

FOR APPROVAL (OFFICE USE ONLY)

File #: _____

Occupancy Permit Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Drawings Supplied <input type="checkbox"/> Yes <input type="checkbox"/> No	Referred to Council <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---	---

Fees / Deposits:

Building Permit _____ **Occupancy Permit** _____ **Service Connection** _____

Landscaping Deposit _____ **Security Deposit** _____ **Assessments** _____

TOTAL DUE _____ **APPROVED** _____ **DATE** _____