



Planning and Development Department

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DEVELOPMENT INFORMATION BULLETIN

RESIDENTIAL NEW HOUSE CONSTRUCTION GUIDE

This is one in a series of Development Information Bulletins prepared to assist Property Owners and Developers to undertake specific types of development in the City of Mount Pearl. For further information on other Bulletins available in the series please contact the Department of Community Development – Planning Division.

LOT NO: _____

CIVIC NO. _____

- 1. Building Application form to be completed.
2. Two (2) sets of complete building plans to be submitted, including detailed wall section.
3. One (1) copy of a site plan to be submitted.
4. Building Permit to be obtained from the Planning Division; in addition to the building permit fee, any fees/levies, a refundable Landscape Deposit (see City's Schedule of Rates and Fees) is required to cover items as outlined in number 15. All work to conform with the Mount Pearl Building Regulations, 2015 National Building Code, all other ancillary codes (e.g. Plumbing, Electrical, Fire, Energy) and reference documents such as life safety code.
5. Finished elevation of front main doorstep level is _____.
6. Minimum sideyard clearances for new dwelling to be _____ and _____. Minimum rear yard requirement is _____. House setback from front property line is _____.
7. Applicant's responsibility to ensure that curb and sidewalk are not damaged during house construction.
8. Owner is to call the Planning Division to arrange inspection of the bottom of the excavation prior to pouring of footings so as to verify that proper grade is attained.
9. Owner is to submit a building location certificate from a licensed Newfoundland Land Surveyor prior to proceeding beyond the foundation stage so as the position of the building can be established on the lot and be in conformance with approved plans and specifications. The information provided from the licensed surveyor shall also include top of concrete elevations shot at different elevations/location on foundation walls. This will apply to new buildings and extensions to existing buildings. Certificate to be supplied both in paper and digital (Auto Cad compatible format). No work is to proceed beyond foundation stage prior to this verification being received and approved by the City.

10. Electrical permit is to be obtained from Service NL. Inspections to be carried out as outlined by Service NL. Proof of final electrical inspection required to be submitted to the City prior to issuance of Occupancy Permit. Service NL will require proof of Building Permit i.e. your permit number which is _____ prior to issuance of the Electrical Permit.
11. Plumbing Permit is to be obtained from the Planning Division. Prior to issuance of an Occupancy Permit, the plumber is required to submit a certificate for the completed work to the Planning Division.
12. Separate applications are to be made and permits received from the City for decks, patios, verandahs, pools, accessory buildings, swimming pools, fences, heat pumps, air conditioning units or external fans.
 - (a) A heat pump, air conditioner or external fan shall be located in the flanking street side yard or rear yard of the principle building of the lot of property, no closer than 2.4 metres to the side lot line and no closer than 3 m to a door or window of a dwelling on an adjoining lot.
 - (b) Mini-splits may be located in any yard, subject to meeting specific installation requirements.
13. Owner to call the City for required inspections as noted below:

EXCAVATION INSPECTION - Call the Planning Division 748-1017 / 1022

Upon completion of excavation, the City is to inspect the excavation (soil conditions, water issues, etc.) to determine if engineered pad report is required.

Should the existing lot grades or soil conditions be such as to require replacement of fill material under the footings and foundations, the City will require footings to be placed on undisturbed soil, rock, or compacted fill as per section 9.15.3.2 (1) N.B.C.C. Fill material placed under footings and foundations shall require a technical report from a professional Engineer licensed to practice in Newfoundland & Labrador.

All costs associated with this work are to be the responsibility of the applicant.

BACKFILL INSPECTION - Call the Planning Division 748-1017 / 1022

Prior to backfilling of foundation walls, the City is to inspect footings, weeping tile, stone cover, damp proofing of foundation walls and foundation walls.

SERVICE CONNECTION INSPECTION – Call Engineering Services Division 748-1016

Sanitary, storm and water connections and associated piping are to be inspected by the City's Engineering Services Division / UTM Crew.

POLY UNDER FLOOR SLAB INSPECTION - Call the Planning Division 748-1017 / 1022

Prior to concrete floor being poured, the City is to inspect the vapour barrier. The City is enforcing a min. 12" overlap on all seams and 6" against exterior walls. All poly to be sealed to perimeter of exterior and partition walls using flexible sealant. A radon gas extraction pipe is to be installed where new concrete floor is being installed.

FRAMING INSPECTION - Call the Planning Division 748-1017 / 1022

Framing inspection building bearing walls, beams, joists, fire stops, lintels, subflooring, wall sheathing, roof structure, etc.

INSULATION INSPECTION - Call Planning Division 748-1017 / 1022

Insulation inspection including vapour barrier, bagging of electrical outlets, sealing of vapour barrier and all required caulking.

FINAL INSPECTION - Call Planning Division 748-1017 / 1022

Final inspection including handrails, patios and all finishes. Provide electrical certification, final plumbing certification, HRV certification, attic insulation, propane installation, certification registration # for oil tank installation. Smoke alarms shall be installed in all rooms as per 2015 NBCC, and the smoke alarms shall be wired so that the activation will cause all alarms within the dwelling unit to sound. This will be tested.

14. To aid in site inspections in the field, lots are to be clearly marked (civic # and lot#).
15. The landscaping security deposit (see City's Schedule of Rates and Fees) will be held until such time as the following items are completed to the satisfaction of the City's Planning and Development Department:
 - (a) The front, side and rear yard is to be landscaped with min 150 mm (6") topsoil layer and sodded with good grass growth established (in case of corner lots, flanking street side also to be landscaped and tree plantings completed in keeping with the City's Landscaping Regulations and Guidelines in effect).
 - (b) Driveway(s) to be paved.
 - (c) The entire lot is required to conform to the lot grading plan and a surveyor's lot grading certificate is to be submitted to the Planning Division.
 - (d) Condition of street and concrete works (curb and gutter/sidewalk) have been inspected and acceptable to the Planning Division.

Upon completion of the above noted items and at the request of the depositor, the City will conduct an inspection and if all items are acceptable, the City will refund the landscaping security deposit.

NOTE: Site grading plans are in effect for all subdivisions. It is the owner's responsibility that site be graded in keeping with this plan. Verification by licensed Newfoundland Land Surveyor is required prior to issuance of Occupancy Permit. Please contact the City Inspector for required detail to be shown as requirements may vary.

16. An Occupancy Permit will be issued and water turned on subject to the following:
 - (a) Completion of Occupancy Permit Form and payment of fee (see City's Schedule of Rates and Fees).
 - (b) Completion of the above requirements.

NOTE: No dwelling or part thereof is to be occupied prior to issuance of Occupancy Permit.

17. NOTE: Permit fees for new house construction and for garage construction are outlined in the City's Schedule of Rates and Fees.
18. All applicable By-laws adopted by the City of Mount Pearl, including the National Building Code of Canada 2015 edition and ancillary codes are in effect for all work carried out under the permit.