



Department of Community Development – Planning Division

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

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**PERMIT APPLICATION**

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

<b>Applicant Name:</b> _____	<b>Property Owner:</b> _____
<b>On Behalf Of:</b> _____	(Complete below if different from Applicant)
<b>Contact Person:</b> _____	<b>Contact Person:</b> _____
<b>Mailing Address:</b> _____	<b>Mailing Address:</b> _____
_____	_____
<b>Postal Code:</b> _____	<b>Postal Code:</b> _____
<b>Telephone:</b> _____	<b>Telephone:</b> _____
<b>Cellular:</b> _____	<b>Cellular:</b> _____
<b>Email:</b> _____	<b>Email:</b> _____

**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)**

**Business Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Civic Address:** \_\_\_\_\_

**Description of Work/Use:** \_\_\_\_\_  
 (Detailed) \_\_\_\_\_

**Type of Construction/Use:**  Residential  Commercial - Previous Tenant: \_\_\_\_\_

**Are you Currently Operating?**  No  Yes – Start Date of Operation: \_\_\_\_\_

Service NL Information Received  Key Plan Attached  Detailed Floor Plan

<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.

**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**  Yes  No **Drawings Supplied**  Yes  No **Referred to Council**  Yes  No

**Building Permit** \_\_\_\_\_ **Occupancy Permit** \_\_\_\_\_ **Service Connection** \_\_\_\_\_

**Landscaping Deposit** \_\_\_\_\_ **Security Deposit** \_\_\_\_\_ **Assessments** \_\_\_\_\_

**TOTAL DUE** \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DATE** \_\_\_\_\_