

Town of Small Point-Adam's Cove

Building Permit Policy

Policy # 004/2023

Date of inception: September 19, 2023

Amendments:

Building Permit Policy

1. The Town Council has adopted the National Building Code and The National Fire Code. It is the responsibility of the owner and/or contractor that all construction is compliant with the latest codes issued by the province.
2. All building and development must comply with the **MUNICIPALITIES ACT, 1999** and also follow the Town's Development Regulation 2011, and subsequent amendments.
3. As per Section 194 of the Municipalities Act - A person shall not within a municipality
 - (a) Erect a building;
 - (b) Extend, repair, relocate or demolish an existing building;
 - (c) Change the use for which an existing building is or was last held or occupied; or
 - (d) Occupy a building that has been vacant for a period of 6 months or more or a newly constructed building,except in accordance with a written permit from the Council.
4. Building Permits are available on the Town's website or at the Town office and must be filled out with sufficient detail and be accompanied with a survey of the land where new construction is requested.
5. All permits are to be submitted to the Town Clerk, electronically or in person, whereby the Clerk will advise Council member.
6. For a new construction, a Council member in conjunction with the Maintenance Department will evaluate and can approve if all items in the permit are in compliance. Where there are variances or other issues involved, the permit will be required to be approved by Council.
7. For repairs and minor changes, such as decks and fences, the Town Clerk can approve where they are confident there are no deviations to the regulations.
8. All permits should be followed up by Maintenance and/or the approving Councilor. However, this may be completed by the Maintenance department or any other Town official.
9. Permits must be approved and displayed while any work is in progress.
10. Permits are only valid for one year once issued.

This regulation passed and adopted by Council on

Date : September 19, 2023

Signed : 

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