



Town of Placentia

OCCUPANCY PERMIT APPLICATION

DATE: _____

PROPOSED BUSINESS NAME: _____

BUSINESS CIVIC ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

PHONE: _____

APPLICANT: _____

OWNER OR LEASEE: _____

ATTACHED (if applicable)

FIRE CODE _____

ACCESSIBILITY _____

PRIVATE WASTE DISPOSAL _____

OTHER CERTIFICATES OF APPROVAL _____

APPLICANT'S SIGNATURE: _____ DATE: _____

PROCESSING FEE RECEIPT#: _____ ACCEPTED BY: _____

- **PROCESSING APPLICATION FEE: \$ 25.00 (TO BE SUBMITTED WITH APPLICATION)
- **FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS AND FEES WILL DELAY PROCESSING
- **ONCE APPROVED, REGULAR PERMIT FEE OF \$150.00 IS REQUIRED TO OBTAIN PERMIT
- **APPLICATION FEES ARE NON-REFUNDABLE

For office use only after permit is sanctioned:

Date: _____ Permit Receipt #: _____

Permit # Issued: _____ Public Work Approval: _____



Town of Placentia

BUSINESS INFORMATION FOR TAX DEPARTMENT

TO BE COMPLETED BY ALL BUSINESSES AND RETURNED TO THE TOWN OFFICE

DATE: _____

BUILDING INFORMATION

APPLICANT/BUILDING OWNER: _____ PHONE: _____

CIVIC LOCATION OF BUILDING: _____

PREVIOUS TENANT: _____

BUSINESS INFORMATION

LEGAL ENTITY NAME OF BUSINESS: _____

TRADE NAME OF BUSINESS: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

TYPE OF BUSINESS: _____

PROPOSED DATE OF OCCUPANCY: _____

CONTACT PERSON: _____

PRINCIPAL OWNER OF BUSINESS: _____

PRINCIPAL OWNERS SIGNATURE: _____

**Request for
Approval of Plans
(FC/NBCC-Short Form)
(Part 9 Buildings)**

Date Plans Submitted:

Y	Y	Y	Y	M	M	D	D
				/		/	

Description of Proposed Development

1

New Extension To Existing Upgrading Of Existing Change of Occupancy (no construction required)

2

Fee Schedule

Buildings less than 250 m² in total floor area _____ \$ 50
 Buildings greater than 250 m² and less than 600 m² in total floor area _____ \$200
 Buildings greater than 600 m² in total floor area _____ \$400

**Approval fee must accompany application.
 Make cheque or money order payable to Newfoundland Exchequer Account.
 If no construction is being carried out fee is nil**

Applicant Information (Please print clearly)

3

Name _____
 Mailing Address _____

 Telephone _____ Facsimile _____ Postal Code _____

Location

4

Location Of Proposed Development _____
 In The Municipality Of _____ Other (please Specify) _____

Existing Building

5

Size: Front _____ Side _____ Height _____ Stories _____
 Present Use _____ Present Interior Finish _____ (incl. Basement)
 Total Floor Area Of Project _____ yd² / m²

Building Specifications Of Proposed Development (New Building or Addition)

6

Size: Front _____ Side _____ Height _____ Stories _____
 Type Of Foundation Basement Crawl Space (less than 1.8m/1.99 yd) Slab On Grade Total Floor Area Of Project _____ yd² / m² (incl. Basement)

Fire Separation (Where Applicable)

7

Wall Stud Size	Wall Sheeting Both Sides (Type and thickness)
Fire Resistance Rating of Separation in Minutes/hours	
Roof Sheeting	Ceiling Finish 1st Floor
Roof Finish	Ceiling Finish 2nd Floor
Ceiling Finish Basement	Ceiling Finish Top Floor

15

1. This form shall be completed where the project is limited to the design requirements as outlined under Part 9 of the National Building Code of Canada. This includes buildings that are less than 600 square meters in building area, and not used for the Assembly and/or Care of the public or is considered a High Hazard Industrial Occupancy.
2. This form must be fully completed and signed by the person responsible for the plans. Drawings showing the site layout and detailed floor plans of each floor of the building must accompany this form. Drawings must be clearly indicate the size and location of exit doors and stairwells, the size and identification of all rooms, windows, inside and outside dimensions, and floor areas of the building. All drawings shall be drawn to a convenient scale (example 1 inch = 1 foot or 1mm = 1 metre).
3. A copy of this form shall be retained by the applicant for future reference.
4. This application form and three copies of the drawings shall be forwarded to the local Government Service Centre office. One copy of this form and one copy drawings shall be forwarded to the local Municipal Council. An Approval in Principal letter from the Town Clerk or Manager shall be included with all submitted applications. Where no Municipal Council exists, the information may be submitted directly to the local Government Service Centre.
5. Where a Fire Inspection has been carried out by the local Fire Department as part of this project and a Fire Inspection Report has been generated, a copy of the report shall be included in the submission and become part of the review.
6. Application forms not fully completed, or not accompanied by legible plans, will be returned.
7. Applications made to the Government Service Centre must be accompanied by the appropriate fees as outlined on the front page of this form.
8. A letter of Plans Approval, stating the conditions of approval and any recommendations made, will be issued after a complete review of the plans and form. This letter and the approved stamped drawings by the Government Service Centre, on behalf of Newfoundland and Labrador Fire and Emergency Services, will be forwarded to the applicant and copied to the Municipal Council. Where no Municipal Council exists documentation will be forwarded to the applicant.
9. Approved drawings including materials and equipment specified on this form can not be altered or substituted without prior written approval of the local Government Service Centre.

Routing Information

16

Please return completed form to one of the Government Service Centre locations listed below:

ST. JOHN'S
5 Mews Place
Telephone: (709) 729-1038
Facsimile: (709) 729-2071

HARBOUR GRACE
7-9 Roddick Crescent
Telephone: (709) 945-3107
Facsimile: (709) 945-3114

CLARENVILLE
8 Myers Avenue, Suite 201
Telephone: (709) 466-4060
Facsimile: (709) 466-5674

GANDER
Fraser Mall
Telephone: (709) 256-1420
Facsimile: (709) 256-1438

GRAND FALLS-WINDSOR
9 Queensway
Telephone: (709) 292-4206
Facsimile: (709) 292-4528

CORNER BROOK
The Noton Building
Riverside Drive
Telephone: (709) 637-2369
Facsimile: (709) 637-2681

HAPPY VALLEY-GOOSE BAY
Thomas Building
13 Churchill Street
Telephone: (709) 896-5428
Facsimile: (709) 896-4340

PRIVACY NOTICE

The Engineering and Inspection Services Division of the Department of Government Services, collects Personal Information relating to Fire and Life Safety under the authority of the Fire Prevention Act. Personal information collected by the Government of Newfoundland and Labrador is protected under the Access to Information and Privacy (ATIP) Act. If you have any questions about the collection or use of this information, please contact a Government Service Centre representative at your nearest Department of Government Services office.

Application for Building Accessibility Registration

Government Services

For Office Use Only

File No. _____
 Receipt # _____
 Amount _____
 Date _____

Application type (please select only one)

1

New Building Addition Renovation Change of Occupancy Change of Owner

Fee schedule

2

Buildings less than 250 m² in total floor area _____ \$100
 Buildings greater than 250 m² and less than 600 m² in total floor area _____ \$200
 Buildings greater than 600 m² in total floor area _____ \$400

**Registration fee must accompany application.
 Make cheque or money order payable to Newfoundland Exchequer Account.**

Section A

Applicant Information

3

Business Owner(s) _____
 Current Mailing Address _____
 Postal Code _____ Telephone Number _____ Facsimile Number _____ E-mail Address (if Applicable) _____
 Agent (architectural or engineering firm) _____
 Address _____
 Postal Code _____ Telephone Number _____ Facsimile Number _____ E-mail Address (if Applicable) _____

Project Information

4

Name of building _____
 Location / civic address _____
 Municipality _____
 Type of business _____
 Previous business (if applicable) _____
 Project work description _____
 Total floor area of project _____ M² Cost of current project \$ _____

Existing Building (if applicable)

5

Date of construction of existing building or age of building _____ Is the building already registered? Yes No Registration No. _____
 Replacement cost* of the existing building _____
*cost of erecting a new building of the same character and dimensions as the existing excluding the cost of reconstructing basement, cellars, chimneys or cost of site alterations.

Section B: Design Registration

Building Equipment

6

Fire alarm system Yes No
 Sprinkler system Yes No
 Assistive listening system Yes No
 Visual alarm system Yes No

Parking Area

7

Total number of spaces _____
 Number of spaces reserved for physically disabled _____
 Distance from reserved spaces to accessible entrance _____

If an exemption from the buildings accessibility act and regulations is being sought, please proceed to Section C.

Continued on reverse