

A. PURPOSE OF APPLICATION								
New Use: Yes <input type="checkbox"/> No <input type="checkbox"/>		Estimated Cost: \$			Application Date:			
CLASS OF WORK:	RESIDENTIAL				COMMERCIAL			
	<input type="checkbox"/> NEW Build <input type="checkbox"/> commercial <input type="checkbox"/> subdivision <input type="checkbox"/> land use change				<input type="checkbox"/> NEW Build <input type="checkbox"/> EXISTING Build <input type="checkbox"/> renovation <input type="checkbox"/> relocation <input type="checkbox"/> demolition			
	<input type="checkbox"/> EXISTING Build <input type="checkbox"/> renovation <input type="checkbox"/> relocation <input type="checkbox"/> demolition <input type="checkbox"/> Change of Use				<input type="checkbox"/> Commercial Signage			
B. APPLICANT								
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner								
Name:				Company:				
Address:								
Phone#:		Fax#:		Cell#:		Email:		
C. OWNER (If different from Applicant)								
Name:				Company Name:				
Address:								
Phone#:		Fax#:		Cell#:		Email:		
D. PROJECT INFORMATION								
Site Address:				Corner Lot Yes <input type="checkbox"/> No <input type="checkbox"/>				
Proposed Use:				Existing Use:				
Is there any other building on the lot Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give use of building								
Project Description:								
E. CONTRACTORS								
General Contractor:								
F. BUILDING DETAILS (of New Construction)			G. SITE PLAN – Attach Sketch/Survey Plan			H. CONSTRUCTION DRAWINGS – Attach Exterior & Detail Plans		
Total Square Footage			<input type="checkbox"/> Show location of building/ structures/ signs <input type="checkbox"/> Show all dimensions			<input type="checkbox"/> Exterior elevations		
Foundation Type			<input type="checkbox"/> Locate and show size of all easements across property			<input type="checkbox"/> Foundation plan		
# Units			<input type="checkbox"/> Show all street names <input type="checkbox"/> Show all setbacks			<input type="checkbox"/> Floor plan		
# Bedrooms			<input type="checkbox"/> Show location and size of driveway/parking spaces			<input type="checkbox"/> Bird's eye view plan		
# Floors						<input type="checkbox"/> Wall Section <input type="checkbox"/> Roof		
New Units Created			Note: Builders are required to confirm elevation and location of services with the Building Department before excavating for new construction					
K. SIGN PERMIT								
Sign No.	Sign Type	Sign Face Dimensions			Sign Depth	Sign Height From Grade	Sign Weight	Illumination
		Length (Vertical)	Width (Horizontal)	Area				
Sign Permit for a Portable Sign is valid for 30 days – Start Date:					End Date:			

- Note: Application fees can be found on the Town of Stewiacke website:
 - FEES - <https://www.stewiacke.net/342-fees/file.html>
 - DRIVEWAY - <https://www.stewiacke.net/175-installation-of-a-driveway-entrance/file.html>
 - WATER BILLING - <https://www.stewiacke.net/816-water-billing-procedure/file.html>
 - SEWER CONNECTION - <https://www.stewiacke.net/216-sewer-connection-by-law/file.html>
 - SUBDIVISION BYLAW- <https://www.stewiacke.net/218-subdivision-by-law/file.html>
 - MUNICIPAL PLANNING STRATEGY - <https://www.stewiacke.net/209-municipal-planning-strategy/file.html>
 - FEE CALCULATOR - <https://www.stewiacke.net/planning-to-build.html>

I. DECLARATION OF APPLICATION

I, (we) _____, certify that:

(Owner or Authorized Agent)

1. The information contained in this application, attached schedules, attached plans and specifications and other attached documentation is true to the best of my (our) knowledge.

2. I agree to comply with the regulations of the relevant By-Laws for the Town of Stewiacke and any amendments thereto.

 X _____
Signature

Date

J. PROJECT CORRESPONDENCE – office use only

Once file is complete, check the appropriate list for file distribution, mark N/A if not required:

Agency:	Contact:	# of Copies:
<input type="checkbox"/> Land Registration Office		x2
<input type="checkbox"/> Department of Transportation		x1
<input type="checkbox"/> Department of Environment		x1
<input type="checkbox"/> Public Works		x1
<input type="checkbox"/> Land Registration		x1
<input type="checkbox"/> Property Information – PVSC		x1
<input type="checkbox"/> Copy to client/developer/builder <ul style="list-style-type: none"> - Approval letter - Return plans - Copies of approved forms - Receipt of payment - Correspondence approval (when received) 		x1
<input type="checkbox"/> Subdivision file (efile & print file)		x1

For Office Use Only	
Received by: _____	Date: _____
Zoning: _____	
PID#: _____	AAN# _____
Permit Fee: \$ _____	

Date: _____

Permit # _____