

PERMIT APPLICATION



OFFICE USE ONLY	
Application No.:	Date Application Received:
Date Application Deemed Complete:	Application Received By:
Development, Demolition, Moving, & Occupancy Permits:	Building Permit:
Fee amount: Fee Received: <input type="checkbox"/> YES <input type="checkbox"/> No	Fee amount: Fee Received: <input type="checkbox"/> YES <input type="checkbox"/> No

Consultation with the Planning and Lands Department and the Building Inspector is encouraged prior to submission of this application. This application form must be accompanied by the submission requirements in order to be considered a complete application. Incomplete applications will not be processed until all information is provided.

TO BE COMPLETED BY APPLICANT

1. PERMIT TYPE

<input type="checkbox"/> Development Permit	<input type="checkbox"/> Building Permit	<input type="checkbox"/> Demolition Permit	<input type="checkbox"/> Moving Permit	<input type="checkbox"/> Occupancy Permit
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2. CONTACT INFORMATION

NAME/TITLE	MAILING ADDRESS and POSTAL CODE	PHONE NO. FAX NO. E-MAIL ADDRESS
Property Owner(s) / Lessee <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. _____ first name _____ last name		(P) -
		(F) -
		(E) -
Agent <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. _____ first name _____ last name		(P) -
		(F) -
		(E) -
Architect / Designer / Planner <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. _____ first name _____ last name		(P) -
		(F) -
		(E) -
Engineer <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. _____ first name _____ last name		(P) -
		(F) -
		(E) -

NOTE: Unless otherwise requested, all communications will be sent to the Owner's or Lessee's Authorized Agent, if any.

3. LOCATION

LOCATION DESCRIPTION		
Municipal Address:		
Closest Street Intersection:		
LEGAL DESCRIPTION		
Lot:	Block:	Plan:

4. DESCRIPTION OF PROPERTY AND PROPOSAL

DESCRIPTION OF PROPERTY			
Planning Information	General Plan Designation:		
	Zoning Category:		
	Occupancy Type:		
Description	Frontage (m):		
	Depth (m):		
	Area (m ² or ha):		
	Property fronts on (road):		
	Easements/Right-of-Way:		
Type of Servicing	Water Supply (check one) <input type="checkbox"/> Piped system <u>OR</u> <input type="checkbox"/> Trucked services		
	Sewage Disposal (check one) <input type="checkbox"/> Piped system <u>OR</u> <input type="checkbox"/> Trucked services		
Existing Use(s) of Property:			
Use of Adjacent Land:			
Date of Acquisition/Lease:			
DESCRIPTION OF PROPOSAL			
Type of development proposed: <input type="checkbox"/> New Building <input type="checkbox"/> Change <input type="checkbox"/> Addition			
Type of permit required: <input type="checkbox"/> Residential <input type="checkbox"/> Decks, Garages, & Sheds <input type="checkbox"/> Alteration <input type="checkbox"/> Commercial or Institutional			
Provide site information...	Existing	Proposed	Total
Gross Floor Area (Residential) in m ² :			
Gross Floor Space (Commercial) in m ² :			
Gross Floor Area (Institutional) in m ² :			
Gross Floor Area (Industrial) in m ² :			
Building Height (m):			
Building Height (storeys):			
Housing Units (#):			
Site Coverage (%):			
Parking Spaces (#):			
Proposed Yard Setbacks:			
Front:	Rear:	Side:	Side:
Is development to be phased? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES: Number of phases:	
Value of Construction (including materials and labour):			
Anticipated date for start of construction:			
Estimated completion date:			

Loss or Addition of housing Units:

Will this application result in the loss or addition of housing units? LOSS ADDITION NO CHANGE

Please indicate the **number of housing units** that will be lost or added: _____

CONCURRENT APPLICATIONS

Is this property currently the subject of any of the applications listed below?

Yes No

- General Plan Amendment
- Zoning By-law Amendment
- Development Permit Application
- Variance Request
- Not Known

5. DEVELOPMENT PERMIT REQUIREMENTS

<input checked="" type="checkbox"/>	Please check each box as appropriate
FEE	
<input type="checkbox"/>	Is the full fee included?
SITE PLAN	
<input type="checkbox"/>	Are four (4) copies of the site plan included with the application?
<input type="checkbox"/>	Is the plan scaled at 1:500 or greater?
<input type="checkbox"/>	Is the legal description included on the plan?
<input type="checkbox"/>	Is there a north arrow?
<input type="checkbox"/>	Are all of the existing and proposed buildings (principal and accessory), fences and other structures clearly shown on the plan?
<input type="checkbox"/>	Are the lot dimensions and setbacks (front, rear and side yards) of all buildings and structures shown on the plan?
<input type="checkbox"/>	Are the vehicle access and exit points shown on the plan?
<input type="checkbox"/>	Are vehicle parking (including disabled parking) and loading facilities shown on the plan?
<input type="checkbox"/>	Are existing and proposed drainage ditches and culverts shown on the plan?
<input type="checkbox"/>	Are all utility installations (e.g. oil tanks, electricity/light poles, access vaults and utilidor) and garbage enclosures shown on the plan?
<input type="checkbox"/>	Are buildings on neighbouring lots shown on the plan and are they labeled appropriately?
ELEVATION PLANS	
<input type="checkbox"/>	Are three (3) copies of the front, rear and side elevation drawings included with the application?
<input type="checkbox"/>	Are 6 or more residential units, OR more than 300 m ² of non-residential space to be created from the development proposal? IF YES: Are three (3) copies of schematic design plans (floor plans) included and have they been prepared at a scale of 1:100 or greater?
<input type="checkbox"/>	Are the width, depth and height of the proposed buildings clearly marked on the elevation plans?
<input type="checkbox"/>	Are the positions and size of window and door openings shown on the elevation plans?
<input type="checkbox"/>	Are roof lines, projections and floor elevations shown on the elevation plans?
LANDSCAPING PLANS	
<input type="checkbox"/>	If the development is larger than 6 residential units OR greater than 1,000 m ² non-residential floor area, are three (3) copies of a landscaping plan included with the application?
CORE AREA – Please refer to the Core Area Development Review Guide	
<input type="checkbox"/>	Is the proposed development located in the Core Area AND does the gross floor area exceed 1,000 m ² ? IF YES: Is there a three-dimensional (3-D) rendering, photo simulation or model of the project to accompany the application?
<input type="checkbox"/>	IF YES: Is a wind and snow study attached to the application?

PLATEAU SUBDIVISION – Please refer to the Plateau Lot Development Standards	
	Does the proposal meet the Plateau Lot Development Standards?
	Is the proposal over 500 m ² , longer than 25 m and/or three storeys or more? IF YES: Is a wind and snow study attached?
	Is your lot subject to Enhanced Development Requirements (R-2000)? IF YES: Have you included the following information? <input type="checkbox"/> All levels & types of insulations (R-Values) that will be used (if not specified on the plans) <input type="checkbox"/> Typical Wall Section (if not available on the plans) <input type="checkbox"/> The Heat Recovery Ventilation system; make / model <input type="checkbox"/> The Heating System: fuel type, size, make / model, output (BTU/H) <input type="checkbox"/> Domestic Hot Water: Fuel, type, make / model, size (gallon) <input type="checkbox"/> Window type, size, make & model (e.g., whether double or triple glaze, low E, Argon, etc.) <input type="checkbox"/> Door type
OTHER	
	If the applicant is not the lessee/owner of the property, is there a letter or signature from the lessee or owner to support the application?
	Is a mortgage approval letter included with the application (if necessary)?
	Is any additional information included with the application, as requested by the Development Officer? Completion of a wind and snow study will normally be requested by the Development Officer when the gross floor area of the proposal is 1,000 m ² or more.

6. BUILDING PERMIT REQUIREMENTS

BUILDING PLANS	
	Is the full fee included?
	Are there two (2) copies of building plans including site plan?
	Are the plans to a scale not less than 1-100 or 1/8"=1'-0"?
	Are there foundation plans?
	Are all fire separations shown and listed in the plans?
	Are there cross section plans showing ceiling heights, construction systems?
	Are there elevation drawings showing exterior cladding, windows, and doors?
	Is the location of all plumbing fixtures on the plans?
	Is there plans showing interior finish for final/occupancy inspection?
	Are door and window schedules included?

7. DEMOLITION PERMIT REQUIREMENTS

SUBMISSION CHECKLIST	
	Is the full fee included?
	A scaled site plan indicating the location of building(s) proposed to be demolished and all other buildings on the lot;
	A letter from the lessee or owner of the property, supporting this application, if you are <u>not</u> the lessee/owner (Section 5);
	A mortgage approval letter, if for mortgaging purposes, approval is required from any other parties;
	Other information as may be required by the Development Officer.

8. MOVING PERMIT REQUIREMENTS

SUBMISSION CHECKLIST	
	Is the full fee included?
	A scaled site plan indicating the location of building(s) proposed to be moved and all other buildings on the lot;
	A letter from the lessee or owner of the property, supporting this application, if you are <u>not</u> the lessee/owner (Section 5);
	A mortgage approval letter, if for mortgaging purposes, approval is required from any other parties;
	Other information as may be required by the Development Officer.

9. OCCUPANCY PERMIT REQUIREMENTS

SUBMISSION CHECKLIST	
	Is the full fee included?
	A stamped letter by a professional engineer or architect certifying that an inspection of the development was undertaken and that the development is consistent with the Development Permit issued
	A letter from the lessee or owner of the property, supporting this application, if you are <u>not</u> the lessee/owner (Section 5);
	Other information as may be required by the Development Officer.

10. SWORN DECLARATION THAT INFORMATION IS ACCURATE

I, _____, of the City of _____, solemnly declare that all of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of *The Canada Evidence Act*.

SWORN (or declared) BEFORE ME

At the City of Iqaluit _____

This _____ day of _____ 20__.

Commissioner of Oaths

Signature of Applicant

11. AUTHORIZATION OF LESSEE/OWNER FOR AGENT TO MAKE APPLICATION

If the application is to be signed by an agent on behalf of the lessee/owner, the following authorization must be completed or the lessee/owner must submit a letter of authorization.

I, _____, am the lessee/owner of the land that is subject of this application and I authorize

_____ to make this application on my behalf.

Date

Signature of lessee/owner

12. AUTHORIZATION OF DEVELOPMENT OFFICER

Date of issue of Notice of Decision:
Date of issue of Development Permit:
Date of issue of Occupancy Permit:

Date of Approval

Signature of Development Officer

Comments:

13. AUTHORIZATION OF BUILDING INSPECTOR

Date of issue of Building Permit:
Construction completed on:

Date of Approval

Signature of Building Inspector

Comments:

