



## Town of Woody Point

P.O. Box 100, Woody Point, NL A0K 1P0

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Mayor: **Ken Thomas** Deputy Mayor: **Tony Howell**

Councillors: **Allan Wilton, Kenneth Howell, John Gillam, Stan Parsons**

Staff: Town Manager/Clerk: **Jacqueline Blanchard** Office Assistant: **Crystal Brake** Maintenance: **Roger Coates**

# Occupancy permit

An occupancy permit ensures that a building complies with the relevant bylaws and codes, and is safe for people to live in or to use.

### **An occupancy permit is required for**

- All new commercial and multi-family buildings
- Buildings which have undergone a change of use
- Buildings which have undergone major renovations

### **An occupancy permit can be requested for**

- New one-family and two-family homes
- Existing buildings (other than those described above), if you receive a special inspection first

### **Re-occupancy permits**

If a building has been declared unsafe by the Town, you will need to get a re-occupancy permit, *not* an occupancy permit, before you can live in or use the building.

## **The Town is here to help**

For specific information about your situation, contact the town clerk directly. Our staff will help you determine which permits you need, and help navigate you through the process, so you can speak to your contractor with confidence.

### **Process and timeline**

You can apply for an occupancy permit after your building permit has been issued, or after you have requested a special inspection.

1. The first step of the process depends on the type of building you need a permit for:
  - New one-family and two-family homes: Fill in the occupancy permit application, and bring it to the occupancy clerk's office with the fee.
  - New commercial buildings, new multi-family buildings, buildings which have undergone a change of use, and buildings which have undergone tenant improvements: Fill in the form and submit it by regular mail, fax, email, or in person.
2. It will take at least three (3) weeks for your occupancy permit application to be processed. Once the application is processed, the permit will be mailed to you, unless you ask to pick it up or have it faxed to you.

## Fees (effective 1 January 2013)

The fees for an occupancy permit are:

Item	Fee
New one- family and two-family homes	\$25.00
New commercial buildings	\$100.00
New multi-family buildings	\$75.00
Buildings which have undergone major renovations	\$50.00
Buildings which have undergone a change of use	\$50.00

Tax is not charged on occupancy permits.

You pay the fee when you apply for the permit. You can pay by cash, cheque, credit card or debit card.