

Building & Development Permit Application

A. PURPOSE OF APPLICATION								
New Use: Yes <input type="checkbox"/> No <input type="checkbox"/>		Estimated Cost: \$		Application Date:				
Class of Work: NEW <input type="checkbox"/>		ALTERATION <input type="checkbox"/>		ADDITION <input type="checkbox"/>		DEMOLITION <input type="checkbox"/>		
SIGNAGE <input type="checkbox"/>		REPAIR <input type="checkbox"/>		RELOCATION <input type="checkbox"/>		RENOVATION <input type="checkbox"/>		
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								
Architect:		Engineer:		Developer:				
Electrician:		Heating:		Mason:				
General Contractor:		Plumber:						
F. SITE MEASUREMENTS				G. BUILDING LOCATION ON SITE				
Lot Area		Front Yard (setback)		Rear Yard (setback)				
Front Lot Line		Left Side (setback)		Right Side (setback)				
Rear Lot Line		Right Side (setback)		Flanking Side (setback)				
Left Side Lot Line		Parking Spaces		Driveway				
Right Side Lot Line								
Frontage								
H. BUILDING DETAILS (of New Construction)				I. SITE PLAN – Attach Sketch/Survey Plan				
Height				<input type="checkbox"/> Show location of building/structures/signs				
Width				<input type="checkbox"/> Show all dimensions				
Depth				<input type="checkbox"/> Locate and show size of all easements across property				
Foundation Type				<input type="checkbox"/> Show all street names				
# Units				<input type="checkbox"/> Show location and size of driveway/parking spaces				
# Bedrooms				Note: Builders are required to confirm elevation and location of services with the Engineering Department before excavating for new construction				
# Floors								
New Units Created								
J. 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:				
K. 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 Truro and any amendments thereto.								
_____ Signature				_____ Date				