



<b>Title:</b> Issuance of Building Permits in Subdivisions	<b>Internal/External</b>
<b>Department:</b> Planning and Protective Services	<b>Policy Number:</b> PPS-007
<b>Approval Date:</b> February 3, 2015	<b>Implementation Date:</b> March 30, 2015

**BACKGROUND**

In 2003, the Town Council of Paradise initiated the practice of allowing building permits to be issued in subdivisions once the underground servicing is installed and certified as acceptable by the Town.

Staff has determined that this practice may contribute to storm-water drainage issues within subdivision development. Further the practice has made monitoring the progress of subdivision development very difficult.

**PURPOSE/OBJECTIVE**

The purpose of this policy is to outline when and under what conditions building permits may be released within residential subdivisions and to clearly define the criteria necessary to meet “substantial completion”.

**DEFINITIONS**

*‘subdivision’* shall mean the dividing of land, whether in single or joint ownership into two (2) or more pieces for the purpose of development.

*‘substantial completion’* consists of all work relating to installation of water, storm and sanitary sewer systems; construction of all street rights-of-way including base course asphalt, curb and gutter and all street signage; installation of ditches/swales; landscaping of slopes (2 horizontal:1 vertical); overall grading of subdivision or subdivision phase to be in general conformance to the grading plan; removal of excess material; submission/approval of all engineering reports (i.e. videos, house service information etc.); submission of as-built drawings relating to the works completed (including a subdivision as-built grading plan and survey bench marks); submission and approval of NL Power easement drawings; and any required approvals from other levels of government.

## POLICY STATEMENT

Prior to the issuance of building permits in residential subdivisions, the subdivision or subdivision phase must be deemed meet the “substantial completion” requirements and the Town must issue a “Certificate of Substantial Completion”. The subdivision shall be deemed substantially completed when, *in the Town’s sole opinion*, exercised reasonably, the work or a substantial part thereof is ready for use or is being used for the purpose intended.


## REQUIREMENTS AND PROCEDURES

In order to receive a Certificate of Substantial Completion and to allow the issuance of building permits, the following procedures and requirements must be met:

1. Signed Subdivision Agreement to be executed. Proof of liability insurance must be provided prior to execution.
2. Payment of all required fees and subdivision securities.
3. Any damage to private lands has been repaired to the satisfaction of the Town of Paradise.
4. Submission of all required documents as required for “substantial completion” as defined by this policy and Town approval of these documents. Any noted deficiencies must be corrected prior to a *Certificate of Substantial Completion* being issued.
5. Completion of an onsite inspection of the subdivision or subdivision phase by Town staff prior to acceptance of work completed. All deficiencies noted during the on-site inspections must be corrected prior to a *Certificate of Substantial Completion* being issued.
6. The Project Engineer must provide written certification that all work up to the “substantial completion”, has been completed in accordance with the approved plans & all requirements of the Town of Paradise.
7. Building Permits will not be released until the Town has issued a *Certificate of Substantial Completion*. If deficiencies noted during the review and inspections are of a minor nature as determined by the Town, and security has been provided to the amount as determined by the Town as acceptable to cover their correction then the Building Permit may be approved at the sole discretion of the Town.
8. Where required by the Subdivision Agreement, open space areas and other lands must be completed to the standard outlined in the Subdivision Agreement and, unless otherwise directed by the Town, open space lands conveyed to the Town within 90 days of the date the *Certificate of Substantial Completion* is issued.

POLICY REVIEW: This policy will be subject to review one year following implementation.

Signature: \_\_\_\_\_

  
Rodney Cumby, CAO

Date: \_\_\_\_\_

