

# NEW DWELLING APPLICATION INFORMATION



**ALL FORMS** are required to be submitted when making application for a New Dwelling.

1. Owner / Builder Permit Guidelines	9. Application For Service / Connection Information Sheet
2. Plan Reviews	10. Application For Service/Connection
3. Drawings Checklist	11. Water On/ Off
4. Building / Plumbing Permit Application	12. Guidelines for Driveway
5. New Home Registration *	13. Application for Permission to Construct Works within Highway Right-of-Way
6. Owner's Undertaking of Building Foundation	14. Zoning & Highway Access Plan
7. Address Request Form	15. Noise Bylaw
8. Request for Information	

## DESCRIPTION OF FORMS

**Building/Plumbing Application** This form used to apply for building and plumbing permits and must be submitted **before** construction commences.

**\*New Home Registration** Registration is required with the Home Protection Office. **Owner/Builders** are required to pass a knowledge exam on home building basics. Website: [www.bchousing.org/licensing-consumer-services](http://www.bchousing.org/licensing-consumer-services) or call 1-800-646-7050.

**Request for Information** Used to locate water, sewage and storm services that are available to your property. The City of Terrace Roads Department marks the ground to indicate the location and type of services present.

**Application for Service** Used to make application for service connections

**Water On/Off** Used to turn the Water On. A request can be made for a Temporary Service (90 days) during construction. After 90 days regular utility charges will commence unless you request to turn the water off.

**Application for Permission to Construct Works** An Application for Permission to Construct Works within Highway Right-of-Way must be made for driveway and boulevard lawn construction. A refundable deposit is required and will be forfeited if works are not completed prior to expiry of the building permit.

**Zoning & Highway Access Plan** Fill in the boxes with dimensions to enable correct application of zoning and highway access requirements.

**Address Request** Used to assign your property with an address.

**Occupancy:** Once Occupancy is approved, owner can make the payment for garbage, recycling and organics carts (\$300.00 with a 240L organics cart or \$275.00 with a 120L cart) at Public Works office. Once payment received carts will be delivered. (Garbage & Recycling Carts: \$100.00 each; Organics: \$75.00)