



BUILDING PERMIT APPLICATION

Submit online at hughesbrook.com or return this completed form to Town Hall.

A permit is not approved until written approval is issued by the Town. Do not begin work based only on submitting this application.

1. APPLICANT AND PROPERTY OWNER

Applicant name	
Mailing address	
Community / Province / Postal code	
Phone	
Email	
Property owner name (if different)	
Property address / location	
Parcel / Crown Lands / title reference (if known)	

2. PROJECT INFORMATION

Type of work	New building ☐ Addition ☐ Renovation ☐ Accessory building ☐ Other ☐
Proposed use	Residential ☐ Commercial ☐ Cabin ☐ Other ☐
Project description	
Estimated project value	\$
Contractor / builder (if known)	
Anticipated start date	
Anticipated completion date	

**3. BUILDING AND SITE DETAILS**

Building dimensions	Length: _____ Width: _____ Height: _____
Number of storeys	
Number of bedrooms (if residential)	
Lot dimensions / area	
Front setback	
Rear setback	
Left side setback	
Right side setback	
Access / driveway location	

4. WATER, WASTEWATER AND SERVICES

Water supply	Municipal ☐ Private well ☐ Other ☐
Wastewater	Septic system ☐ Other approved system ☐
Septic approval / design attached	Yes ☐ No ☐ Not applicable ☐
Culvert or ditch work proposed	Yes ☐ No ☐
Electrical / plumbing work	Yes ☐ No ☐ If yes, applicable provincial approvals may be required.

5. REQUIRED SUPPORTING INFORMATION

- ☐ Site plan showing lot boundaries, road, driveway, buildings, setbacks, water and septic locations
- ☐ Building plans or drawings with dimensions
- ☐ Proof of ownership or written authorization from the property owner, if requested
- ☐ Septic system information and provincial approval, where applicable
- ☐ Other permits, approvals or supporting documents requested by the Town

Incomplete applications may be returned or held until the required information is received. Provincial or federal approvals may also be required.

6. APPLICANT DECLARATION AND AUTHORIZATION

I certify that the information in this application and its attachments is true and complete to the best of my knowledge. I understand that submitting this form does not authorize construction. I agree to comply with the Town's development requirements, permit conditions, applicable laws and approvals. I authorize Town representatives to enter the property at reasonable times, with notice where appropriate, to inspect the proposed work and verify compliance. I understand that approval may be revoked if it was based on false, misleading or materially incomplete information.

- ☐ I have read and agree to the declaration above.



TOWN OF HUGHES BROOK

46 Lidstone's Drive | 709-783-2921 | info@hughesbrook.com

Applicant signature	Date (YYYY-MM-DD)
Printed name	Phone

FOR TOWN USE ONLY

Application received	
Fee received / receipt no.	
Application complete	Yes ☐ No ☐
Decision	Approved ☐ Approved with conditions ☐ Refused ☐ Deferred ☐
Council resolution / staff authority	
Permit number	
Conditions / notes	
Authorized signature	
Decision date	