

**TOWN OF GIBBONS**  
**CONTRACTOR INFORMATION CHECK LIST**

Thanks for choosing the Town of Gibbons. As in all communities, we have some items we require to be done that may be different.

- 1) The Town of Gibbons requires a Development Permit Application be completed prior to applying for your building permits. This can be obtained at the Town Office and the fees are as follows: \$70.00 for accessory buildings. \$125.00 for less than 1500 square feet, \$200.00 for 1500 to 2500 square feet and \$325.00 for anything over 2500 square feet. For commercial, industrial and institutional is a flat fee of \$570.00 plus \$0.11 per \$1,000.00 of development cost. When your Development Permit is issued by the Development Officer, there is a 14 day period where your Notice of Development form must be posted on the property.
- 2) The Town of Gibbons charges \$325.00 for installation of a meter and a construction water fee of 5cents per square foot of the house. You will pay these fees when paying for your building permit.
  - a) A deposit shall be applied for the public property damage holding in the amount of \$1,000.00. This deposit shall be refunded, with the exception of \$100.00 for inspection fees and provided that all items on the occupancy inspection are completed satisfactorily. Any deficiencies repaired by the Town shall be taken from this deposit and any balance refunded.
  - b) If the contractor is building in an area, where the developer is holding a construction deposit, then the contractor must deposit \$400.00. This deposit shall be refunded, with the exception of \$100.00 for inspection fees and provided that all items on the occupancy inspection are completed satisfactorily. Any deficiencies repaired by the Town shall be taken from this deposit and any balance refunded.
- 3) **Pre Lot Inspection:**

This inspection must be done **prior to any work of any kind being carried out.** For example, if you decide to clear the brush or back fill and do so without a pre-lot inspection, you may be liable for the fixing of a broken sidewalk or damaged asphalt adjacent to the property. If this was a pre-construction condition it would be noted on the Pre-Lot Inspection Certificate.
- 4) **Water & Sewer Inspection:**

We require an inspection of the water and sewer from the tie in to the house. If you have to tie into our water main we require copper piping to the property line, as well as asphalt repairs (if required). If you should put the service in without this inspection you'll be required to dig it up for an inspection. If the sewer service is of an abnormal length and at minimum grade, a clean out will be required at property line.
- 5) **Water Meters:**

It is the responsibility of the builder to ensure a water meter is installed upon completion of construction and prior to occupancy. Please contact the Town of Gibbons at 923-3331 for an appointment to have this meter installed. One week's notice is required.

6) **Occupancy Permit:**

Please see attached copy. Once all conditions of the Occupancy Permit have been met the Public Property Damage Deposit will be refunded. **No one is allowed to occupy a home prior to this Occupancy Permit being issued.**

**Item of Interest:**

- 1) **Inspections:** All inspections done between 8:00 a.m. – 12:00 and 1:00 p.m. - 4:30 p.m. Monday to Friday (except Statutory Holidays) are done free of charge. We require 24 hours notice for an inspection, especially the water and sewer. We appreciate that 24 hours notice can be a problem with weather, etc.

An inspection required outside of normal work hours is at a charge of \$100.00. This cost is levied to the contractor. Inspections can be set up for after hours or weekends but if the job is not ready at the specified time and the inspector has to return later, you will be charged for two call outs. Please plan your water and sewer inspections accordingly. Ditches or holes left open overnight must be barricaded and flagged and the builder is totally liable for any problems.

2. **Excess Material, Property Care and Utilities**

Keep in mind that the Town has no place to haul excess material. The Landfill site is approximately a 20 minute drive one-way. Occasionally we have projects where we need clean fill or know of someone that will take it. Feel free to contact us for this information.

Burning of brush or construction material is not allowed. Any material, papers, siding, etc. that blow off the construction site must be cleaned up by the contractor. Bylaw enforcement will contact you should there be a problem.

The only utility information the Town will provide is water and sewer. All other utilities and services must be identified by the particular supplier.

All concrete trucks must be aware of the fact that the truck must be cleaned on the property it is being poured on and not at any other location.

Thank you again for choosing Gibbons. Feel free to call the Public Works Department (923-2999) or the Town Office (923-3331) if you have any questions.

Town of Gibbons  
Planning and Development Department

**Pre-Building Inspection**

Name of Applicant: \_\_\_\_\_

Phone #: \_\_\_\_\_

Builder: \_\_\_\_\_

Phone #: \_\_\_\_\_

File # \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Address: \_\_\_\_\_ Subdivision \_\_\_\_\_

1. Condition of Gutter \_\_\_\_\_

2. Condition of Sidewalk \_\_\_\_\_

3. Condition of Side Lots \_\_\_\_\_

4. Condition of Lane or Service Corridor \_\_\_\_\_

5. Condition of c.c. \_\_\_\_\_

6. Condition of road surface \_\_\_\_\_

General Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the Contractor or Agent of the Contractor, have read and understand the terms and conditions of the "Contractor Information Checklist".

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Town Representative**

**Water & Sewer Inspection**

Name of Applicant: \_\_\_\_\_

Phone #: \_\_\_\_\_ File # \_\_\_\_\_

Address: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Name of Company doing Work \_\_\_\_\_

Phone #: \_\_\_\_\_

Date \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_

Copper \_\_\_\_\_ Size \_\_\_\_\_

Kytec \_\_\_\_\_ # of Joints \_\_\_\_\_

# of Easy Bends \_\_\_\_\_

# of 22's \_\_\_\_\_

SKETCH/PHOTO

It is the responsibility of the Prime Contractor to ensure the cc, sewer and water lines are not damaged.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Town Representative

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Date Meter Installed \_\_\_\_\_ Installer \_\_\_\_\_

**OCCUPANCY PERMIT :** Address \_\_\_\_\_

Date \_\_\_\_\_

Town Representative \_\_\_\_\_

Contractor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Homeowner \_\_\_\_\_

Address \_\_\_\_\_

- a. This permit ensures that the meter is installed into the property.
- b. The address is affixed to house.
- c. All decks that require deck railings are complete.
- d. The drainage will not affect the neighbours

- example – down spouts to face front and/or back of property.

**Checklist**

- 1) is meter installed \_\_\_\_\_
- 2) is address affixed \_\_\_\_\_
- 3) is drainage appropriate – down spouts front & back \_\_\_\_\_
- 4) do applicable decks have proper railings \_\_\_\_\_
- 5) adjacent sidewalk and gutter acceptable or repaired \_\_\_\_\_
- 6) road surface \_\_\_\_\_
- 7) cc is exposed and marked \_\_\_\_\_
- 8) side lots and lanes acceptable \_\_\_\_\_

**Should a property be occupied without an Occupancy Permit the service will be discontinued without notice and a fee of \$100.00 will be charged. When landscaping we ask that the homeowner apply no more than 4 to 6 inches (10 to 16 cm) of topsoil while maintaining the lot grade and major drainage plan.**

**NO ONE CAN OCCUPY A HOME WITHOUT THIS DOCUMENT**

**\$400.00 damage deposit less \$50.00 administration fee = \$350.00**

**Date returned \_\_\_\_\_**