



TOWN OF NEWMARKET  
 Planning & Building Department www.newmarket.ca  
 395 Mulock Drive building@newmarket.ca  
 P.O. Box 328 905.953.5300 ext . 2400  
 Newmarket, ON L3Y 4X7

## Pre-screening Questionnaire Permit to Construct or Demolish

<b>Project Address:</b>	<b>Date:</b>
<b>Owner:</b>	<b>Applicant or Contractor:</b>
<b>Current Use:</b>	<b>Work Proposed:</b>
<b>*Estimated Start Date:</b>	<b>Estimated Completion Date:</b>

\*Estimated date of commencement may be contingent on the applicant's compliance with permit issuance requirements.

Circle One

- |                                                                                                                                                            |     |    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|--|
| 1. Is your project subject to a Site Plan or Encroachment Agreement?                                                                                       | Yes | No |  |
| 2. Will you require heavy equipment (ie: backhoe, forklift, etc) for your project?                                                                         | Yes | No |  |
| 3. Are you planning to excavate for footings or services (ie: water and/or sewer)?                                                                         | Yes | No |  |
| 4. Is your property currently serviced by a private well?                                                                                                  | Yes | No |  |
| 5. Is your property currently serviced by a septic system?                                                                                                 | Yes | No |  |
| 6. Will you require new service from the municipal watermain and/or sanitary connection (ie: do you anticipate increasing the size of your water service)? | Yes | No |  |

Internal Use Only		
C&F	R.O.P.	
C&F	R.O.P.	
C&F	R.O.P.	S.S.
C&F	R.O.P.	S.S.
C&F	R.O.P.	S.S.

If you answered "yes" to any of the above questions, a copy of this questionnaire will be sent to Engineering Services and Public Works Services as you may need to obtain additional approvals from one or both of these departments. You are responsible to follow up with the respective departments to secure any necessary approvals. Depending on the scope of your project, the additional approvals could include the following:

- **Cut and Fill Permit/Site Alteration Permit:** This permit may be required before excavating on private property. For cost and further information regarding a Site Alteration/Cut and Fill Permit, please contact **Engineering Services** at 905-953-5300, extension 2500.
- **Road Occupancy Permit:** A contractor intending to transport heavy equipment across Town of Newmarket property (boulevard) in order to facilitate construction on private property is required to obtain a Road Occupancy Permit. A contractor proposing to excavate within the Town's right-of-way is also required to obtain a Road Occupancy Permit. Road Occupancy Permit applications are available online or by contacting **Public Works Services** at 905-953-5300, extension 2550.
- **Site Servicing Drawing:** Understanding the location, depth and sizes of the existing services available to you is essential for a successful project. The onus is fully on the property owner to secure such information and supply plans for construction of service connections to the Town of Newmarket prior to commencing construction. You may be required to provide a drawing showing your proposed connections. To assist in this task, **Engineering Services** may have drawings showing existing infrastructure fronting your property. For more information about obtaining drawings for your area, please contact **Engineering Services** at 905-953-5300, extension 2500.