

Building & Development Permit Process

For assistance or questions contact One Stop Development Shop
 Staff at onestop@saintjohn.ca or call (506)658-2911

Once you have submitted a complete application:

PERMIT REVIEW



- Application processing deadline begins once the application has been entered in our processing system.
- An email is sent stating the processing deadline date along with a PIN # and Click2Gov link to allow the recipient to track the application through the approval process.
- Parallel processing by Building, Planning, Infrastructure and Heritage is done to ensure processing deadlines.
- If it is determined that additional information is required, the application will be failed.
- An email is generated outlining the issue that needs to be resolved.
- Processing deadline is reset if application is failed and restarts once revised information / drawings are submitted.
- During the application process you may add to the scope of work; this may require the estimate and fee to be adjusted.
- Excess revision submissions may result in additional service fees deducted from deposit
- Once the permit is issued you cannot add to the scope of work - a new permit application must be submitted and reviewed to modify the description of work

ISSUANCE & INSPECTIONS



- An email is sent at the time of issuance with a link to a digital copy of the permit.
- Contact is initiated by the assigned Building Inspector to review project details and required inspections and to make arrangements of getting the original permit to you.
- A copy of the permit must be displayed during the duration of the project.
- Requests for each required inspection must be phoned in and inspection completed prior to continuing on to the next stage of the project - failure to do so may result in an "Order To Uncover Work" being issued and/or additional service fees deducted from deposit.
- Excess inspection requests or failure to show for scheduled inspections may result in additional service fees deducted from deposit.
- The PIN number sent in initial email may be used during this phase to view required inspections and/or review Building Inspector notes on completed inspections.
- From the time of issuance you have 2 years to complete the project. You may obtain an extension of upto 1 year by submitting your request in writing to the Building Inspector.

COMPLETION & DEPOSIT REFUND

- Once the project is complete and all inspection and/or documentation has been received the permit is closed.
- A Certificate of Completion or Occupancy Permit is generated and issued as the final stage of the permit process.
- An email is generated with a link to a digital copy of the Certificate of Completion or the Occupancy Permit.
- A request is now sent to our Finance Department requesting a full or partial payment of the deposit payable to the "Payee" as noted on the receipt. A cheque is generated and mailed to Payee within 2 to 4 weeks of request.