

Residential Accessory Buildings (Detached Garage, Shed, Gazebo)

Application Checklist & Submission Package



This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

Building & Development Permit Application

Checklist required for a complete application for:

➤ Residential Accessory Buildings (Detached Garage, Shed, Gazebo)

Applicant must submit all that are applicable:

Completed **Application Form** signed

Permit Fee and **Refundable Deposit**

Floor Plans (If hand drawn use a straight edge and details must be legible).

Typical Garage, Shed Drawing or Structural details of Gazebo

- If there is a second storey or loft, submission must include floor plan showing exiting from second storey, loft and floor truss layout/plan

Site Plan showing

- size of lot
- dimensions from each property line to building(s)
- driveway access / width and parking stalls/locations
- deck size and location (if applicable)
- landscaping and direction of water drainage
- size and location of proposed and existing structures (including accessory buildings)

** Metal accessory buildings require engineer-stamped drawings and a post-construction engineer's confirmation.

** Accessory buildings over 592 sq. ft. must meet Part 9 of the 2020 National Building Code. See the [New Construction Submission Package](#).

Additional Permits which may be required:

- **Water and Sewer Permit** (any alteration/connection to city water or sewer services)
- **Excavation Permit** (any alteration within the street right of way)
- **Watercourse and Wetland Alteration Permit** (any alteration/construction within 30m of watercourse or wetland)
- **On-Site Sewage Disposal (OSSD)** (any installation of private septic/well services)
- **Heritage Permit** (any exterior alteration in a Heritage Conservation Area)
- **Flood Risk Area Analysis** (any alteration/construction in a Flood Risk Area)

Applicant Signature

Date



LOCATION	CIVIC ADDRESS :			PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N				
	APPLICATION #:		DATE RECEIVED:		
			RECEIVED BY:		
APPLICANT INFORMATION	APPLICANT		EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE		
	CONTRACTOR		EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE		
	OWNER		EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE		
PRESENT USE: PROPOSED USE:					
CHECK ALL THAT APPLY	BUILDING		PLANNING	INFRASTRUCTURE	HERITAGE
	☐ INTERIOR RENOVATION ☐ EXTERIOR RENOVATION ☐ ADDITION ☐ DECK ☐ CHANGE OF USE ☐ MINIMUM STANDARDS	☐ NEW CONSTRUCTION ☐ ACCESSORY BLDG ☐ POOL ☐ DEMOLITION ☐ SIGN ☐ OTHER	☐ VARIANCE ☐ PLANNING LETTER ☐ PAC APPLICATION ☐ COUNCIL APP ☐ SUBDIVISION ☐ OTHER	☐ STREET EXCAVATION ☐ DRIVEWAY CULVERT ☐ DRAINAGE ☐ WATER & SEWERAGE ☐ OTHER	☐ HERITAGE DEVELOPMENT ☐ HERITAGE SIGN ☐ HERITAGE INFILL ☐ HERITAGE DEMO ☐ OTHER
DESCRIPTION OF WORK					
	PROJECT ESTIMATE (IF APPLICABLE)				
EXPECTED CONSTRUCTION START DATE:			EXPECTED CONSTRUCTION COMPLETION DATE:		

☐ I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

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This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building
 15 Market Square
 Saint John, NB E2L 1E8
 onestop@saintjohn.ca
 (506) 658-4067



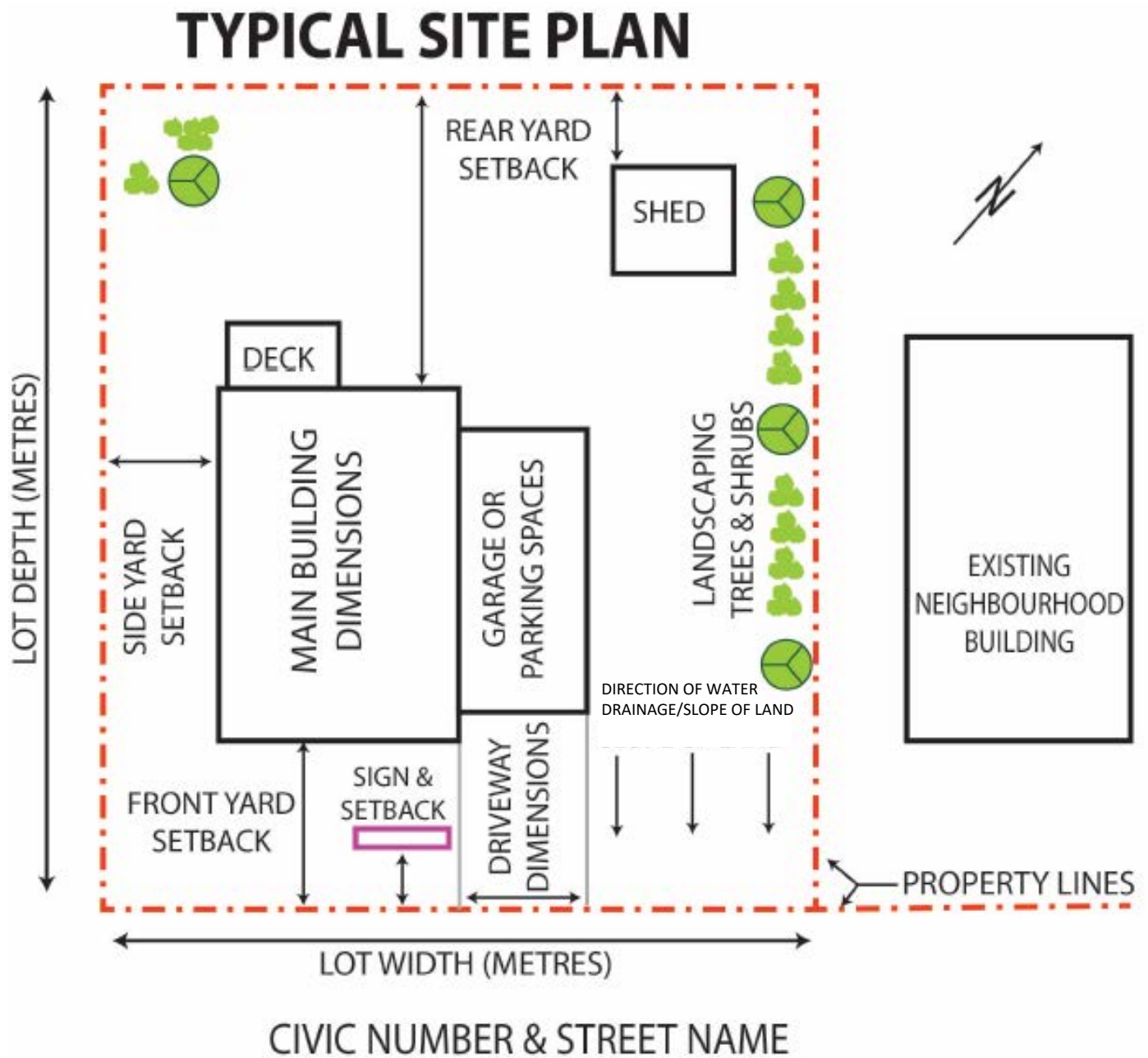
I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

Applicant Name _____

Applicant Signature _____

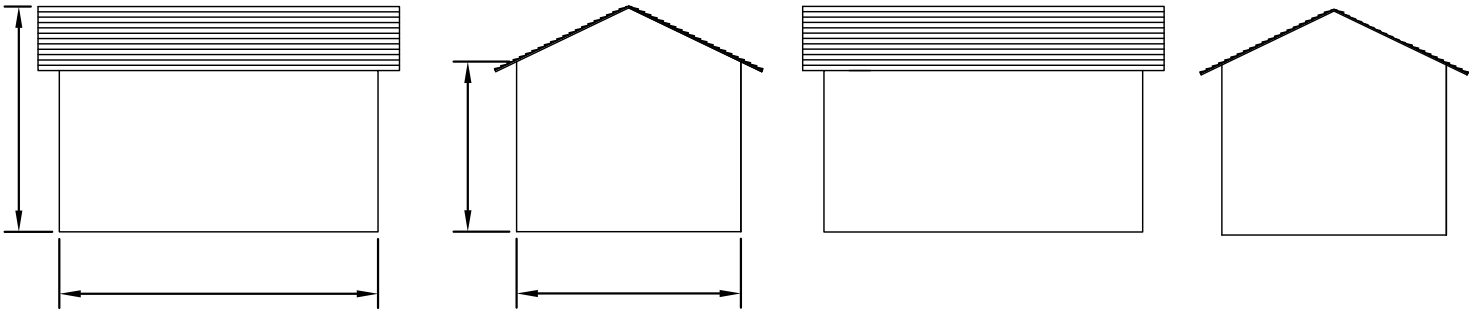
Date _____

TYPICAL SITE PLAN EXAMPLE



Typical Detached Garage or Accessory Building on Slab Residential

(Show location and size of windows and doors as well as building dimensions)

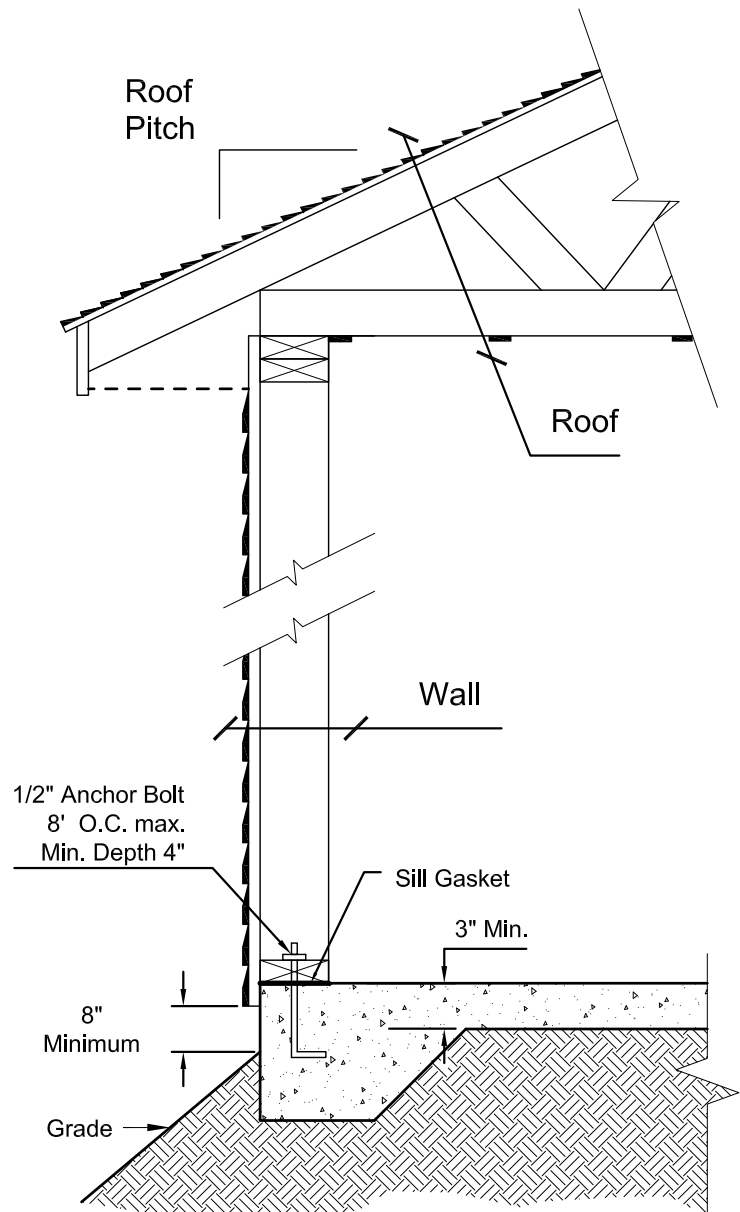
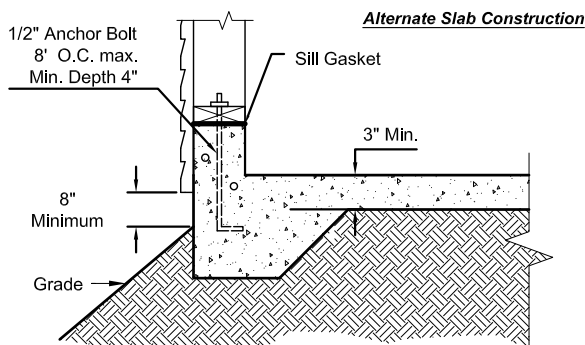


Roof Construction

Roofing _____
 Sheathing _____
 Truss ☐ -Engineered ☐
 ☐ -Rafter ☐
 Lumber Size _____
 Spacing _____

Wall Construction

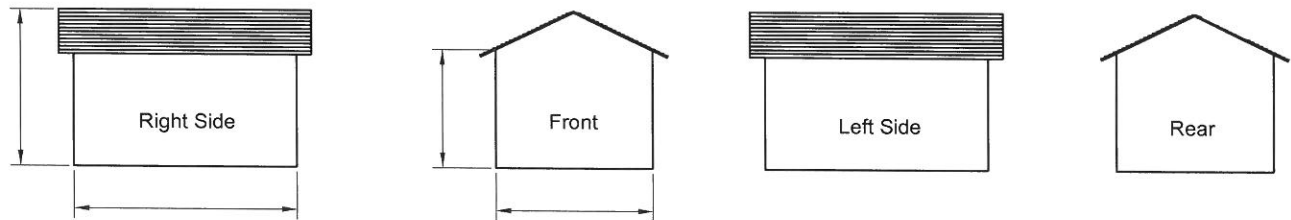
Exterior Cladding _____
 Air Barrier _____
 Sheathing _____
 Stud Size _____
 Spacing _____
 Interior Finished ☐ yes ☐ no
 Insulation _____
 Vapour Barrier _____
 Wall Finish _____
 Garage Door Size _____
 Header/Beam above opening _____



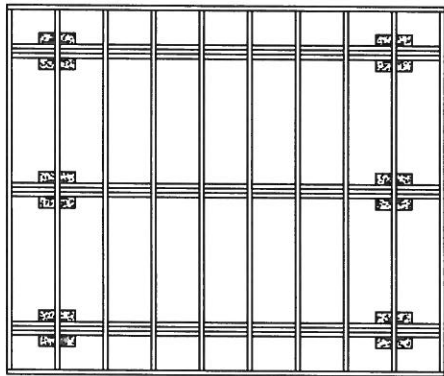
Drawings are not to scale

Typical Detached Shed - Single Family

Show size and location of windows and doors:



Show location of beams and footings, including dimensions:



Roof Construction

Roofing _____
Sheathing _____
Truss ☐
Rafter ☐
Member Size _____
Spacing _____

Wall Construction

Exterior Cladding _____
Sheathing _____
Stud Size _____
Stud Spacing _____

Floor Construction

Subfloor _____
Joist Size _____
Joist spacing _____
Beam Size _____
Beam Spacing _____

