

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 Permit & Development Permit Application Combination

Checklist required for a complete application for:

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

Note: No Building Permit or Development Permit is required for an Accessory Building with a gross floor area 10 square metres (107 square feet) or less.

HERITAGE: If building is in a “Heritage Conservation Area” please contact the Heritage Officer for requirements, analysis and approval prior to applying for a building permit. All aspects of exterior work / alteration to the building require Heritage approval.

FLOOD RISK AREA: If the building is located within the Flood Risk Area, construction of a new building may require analysis and purchase of compensatory storage. Please contact us for Flood Risk Area Development approval prior to applying for a building permit.

Applicant must submit all that are applicable:

- Completed **Application Form** signed
- Permit Fee** and **Refundable Deposit**
- Site Plan** showing
 - size of lot
 - Location, dimensions, and setbacks of the proposed and existing accessory buildings and structures and the main building
 - Location and dimensions of easements and rights-of-way
 - driveway access / width
- Typical Garage, Shed drawing**, package drawings (if purchased as a package) or supply structural details of Gazebo
- If there is a 2nd storey or loft



- floor plan showing exiting from 2nd storey
- floor truss layout / plan
- loft truss plan
- If there is a bathroom in the garage water & sewage permit required
- **Storm Water Drainage Sketch** (1 unit, 2 units or semi-detached residential building) on site plan show storm water arrows indicating the direction of drainage / slope of lot (must include any ditches and swales).
- **Storm Water / Rough Grading Plan** (1 unit, 2 units or semi-detached residential building) if there is an approved Grading Plan previously approved for the subdivision / lot
- **Other information** may also be required to complete the application. It is therefore strongly recommended that the applicant consult with City staff prior to submission.

** Metal accessory buildings must have drawings stamped by a Professional Engineer licensed in the Province of New Brunswick and when construction is complete, documentation from an engineer must be submitted stating construction was completed as per original design.



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
	<input type="checkbox"/> INTERIOR RENOVATION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> STREET EXCAVATION
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE
	<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE
	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER
	<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	<input type="checkbox"/> HERITAGE DEVELOPMENT
			<input type="checkbox"/> HERITAGE SIGN	
			<input type="checkbox"/> HERITAGE INFILL	
			<input type="checkbox"/> HERITAGE DEMO	
			<input type="checkbox"/> OTHER	
DESCRIPTION OF WORK				

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

General Collection Statement

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
commonclerk@saintjohn.ca
 (506) 658-2862



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 _____



Schedule F: Tiers

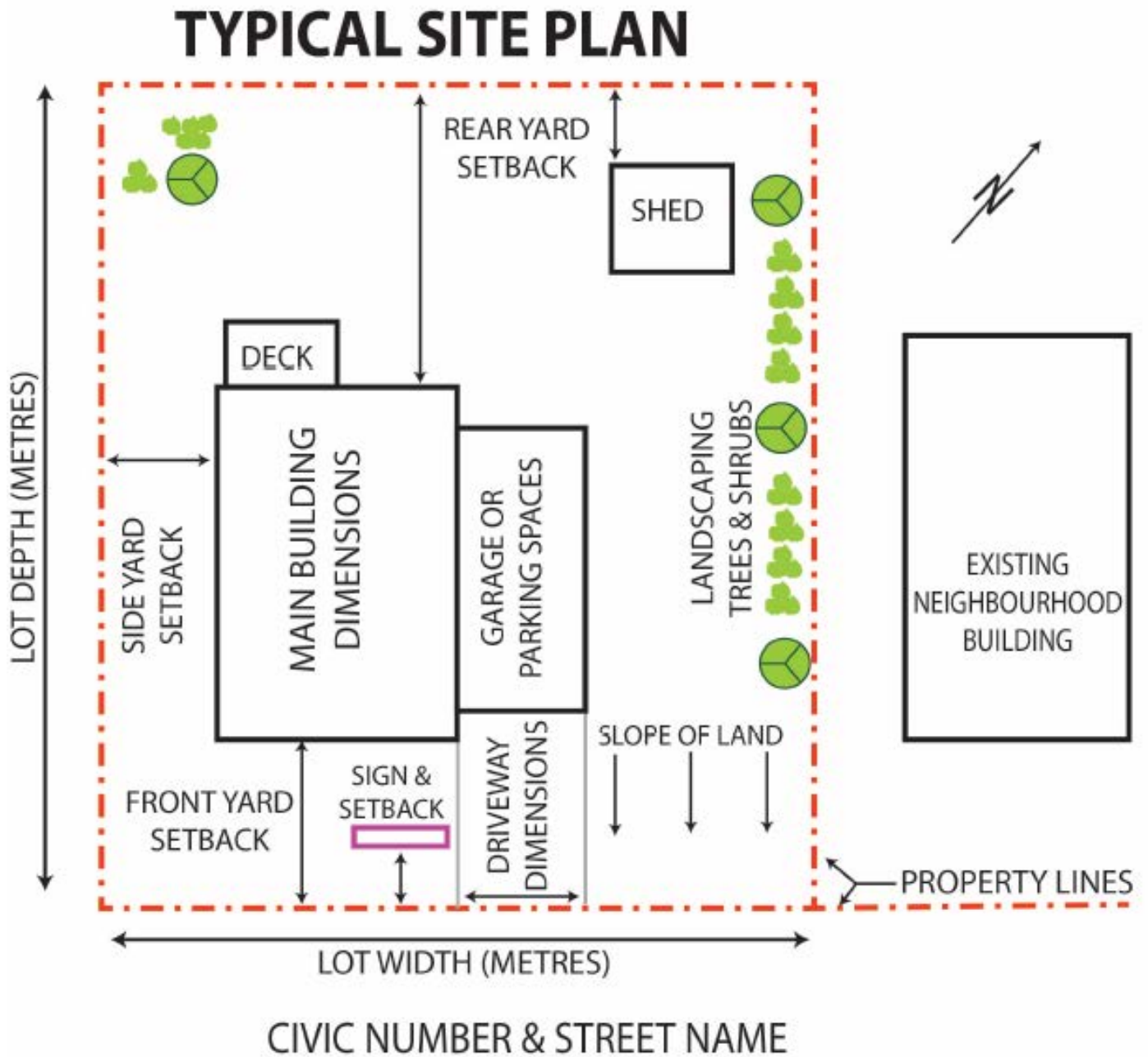
For the purposes of this schedule MICI means:
Multi-unit dwellings of 3 units and above;
Industrial buildings or structures;
Commercial buildings or structures;
Institutional buildings or structures;
And any other building or structure that is not a Minor and Medium Residential.

TIER 1
Minor and Medium Residential Window and Door
Minor and Medium Residential Deck
Minor and Medium Residential Siding
Minor and Medium Residential - Interior Renovations Value less than \$20,000
Minor and Medium Residential - Exterior Renovations Value less than \$20,000
Minor and Medium Residential - Accessory Building and Garage
All Demolitions
Electrical

TIER 2
Minor and Medium Residential – New
Minor and Medium Residential - New dwelling unit or secondary suite
Minor and Medium Residential - Addition
Minor and Medium Residential- Interior Renovations Value \$20,000 and greater
Minor and Medium Residential - Exterior Renovations Value \$20,000 and greater
MICI - Interior Renovations Value less than \$25,000
MICI - Exterior Renovations Value less than \$25,000
MICI - Change of Occupancy, no renovations
Mobile Home
Tents

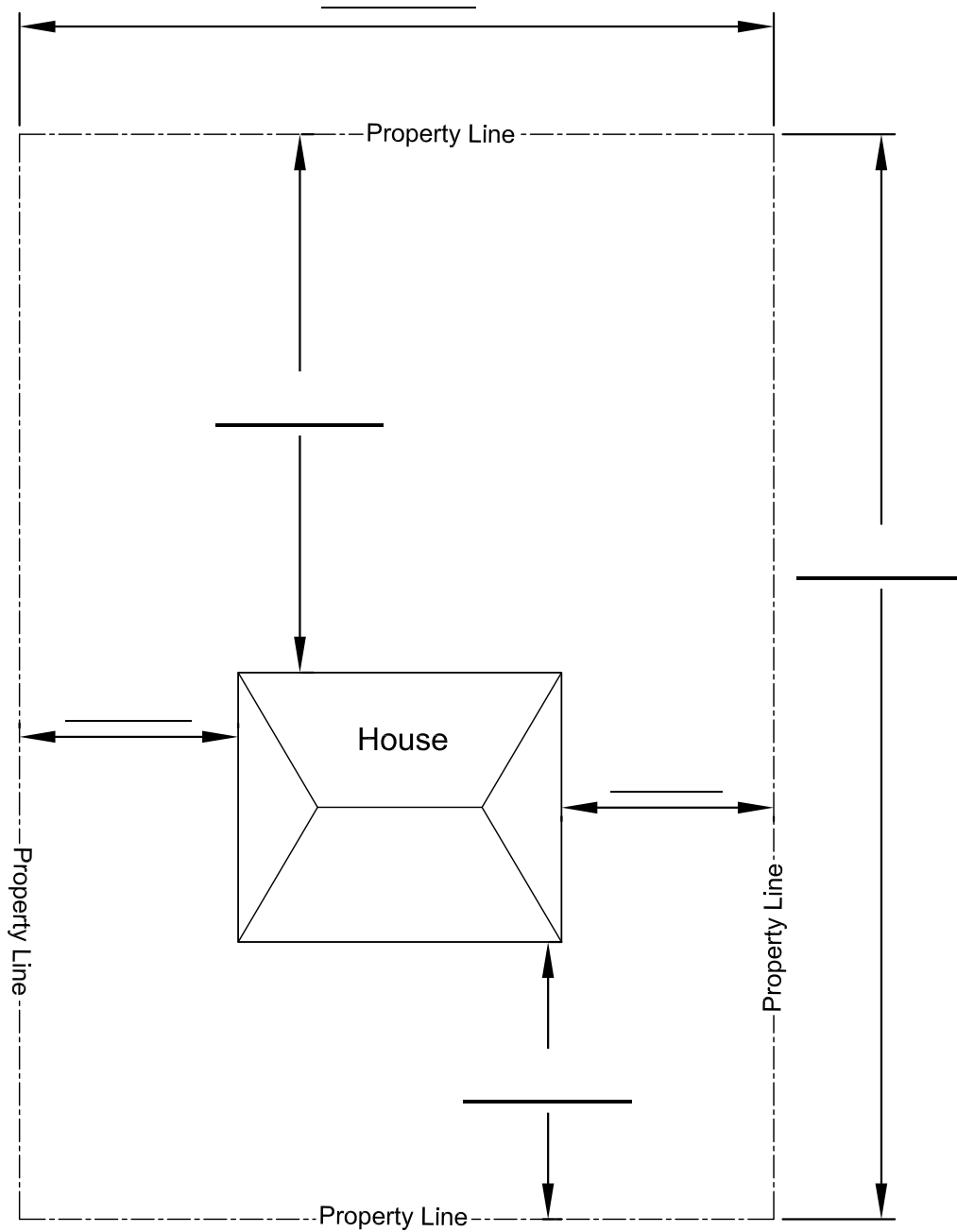
TIER 3
MICI - New
MICI - Addition
MICI - New dwelling unit
MICI - Interior Renovations Value \$25,000 and greater
MICI - Exterior Renovations Value \$25,000 and greater

TYPICAL SITE PLAN EXAMPLE



TYPICAL SITE PLAN

(ADD ACCESSORY BUILDING(S) and/or DECK(S) AS NEEDED)



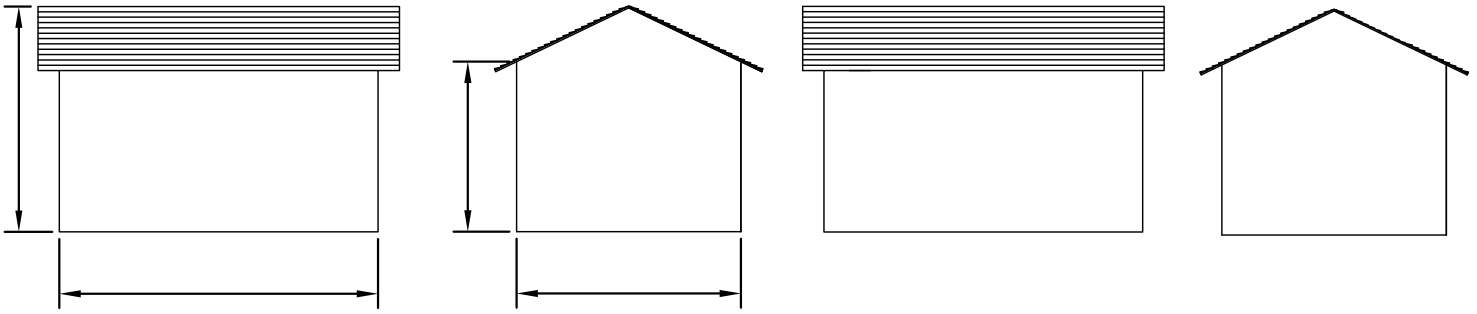
Street Name : _____ *Drawings are not to scale*

(If the lot is a corner lot then indicate the intersecting street)

Number of Units : _____

Typical Detached Garage or Accessory Building on Slab Residential

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

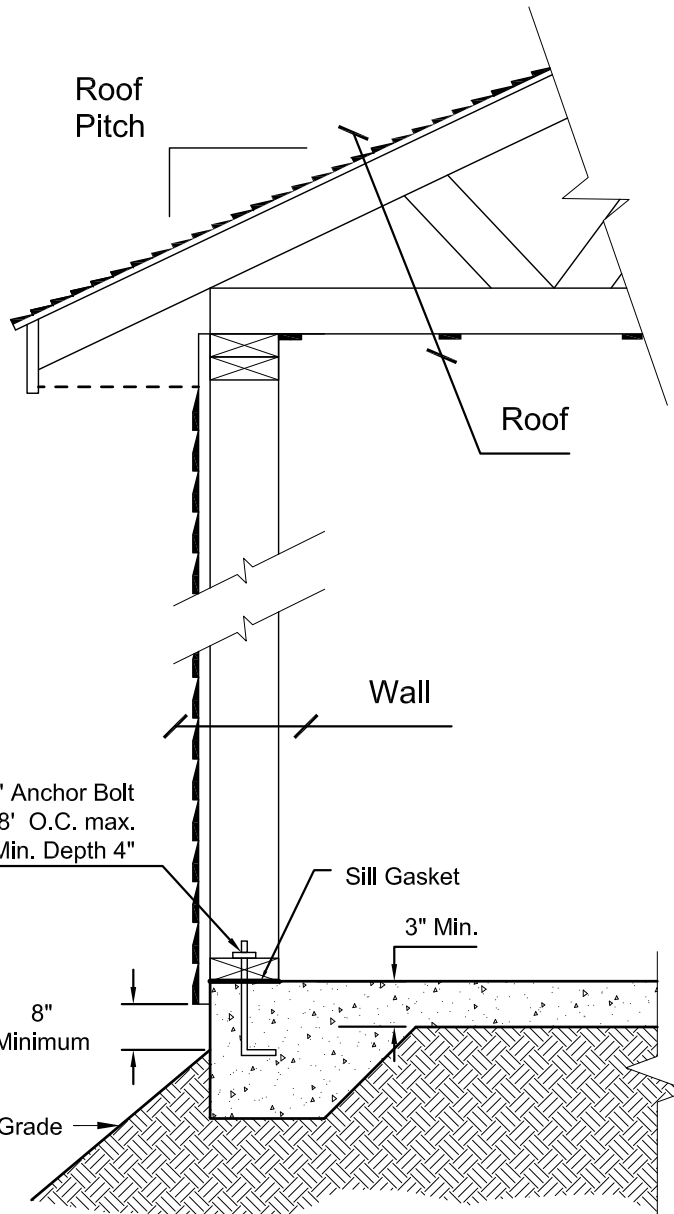


Roof Construction

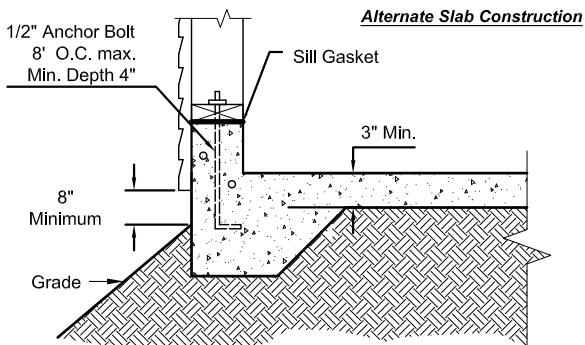
Roofing _____
 Sheathing _____
 Truss -Engineered
 -Rafter
 Lumber Size _____
 Spacing _____

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 _____

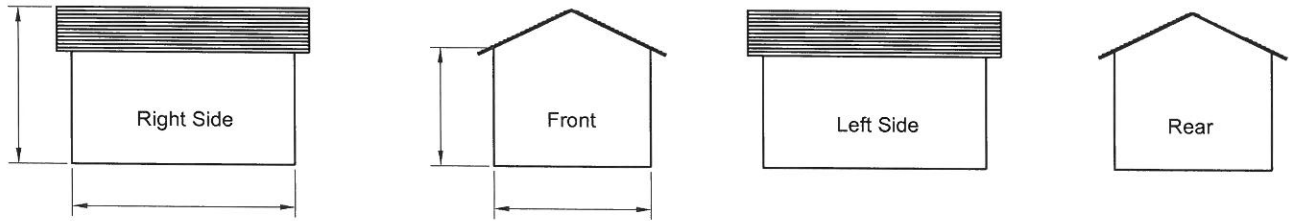


Drawings are not to scale

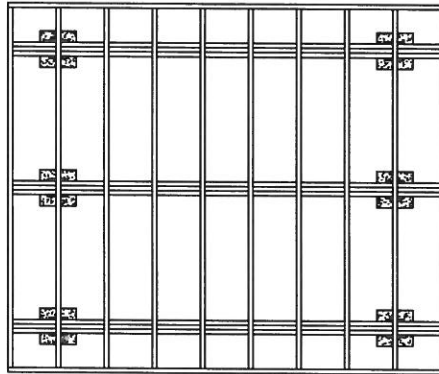


Typical Detached Shed - Single Family

Show size and location of windows and doors:



Show location of beams and footings, including dimensions:



Roof Construction

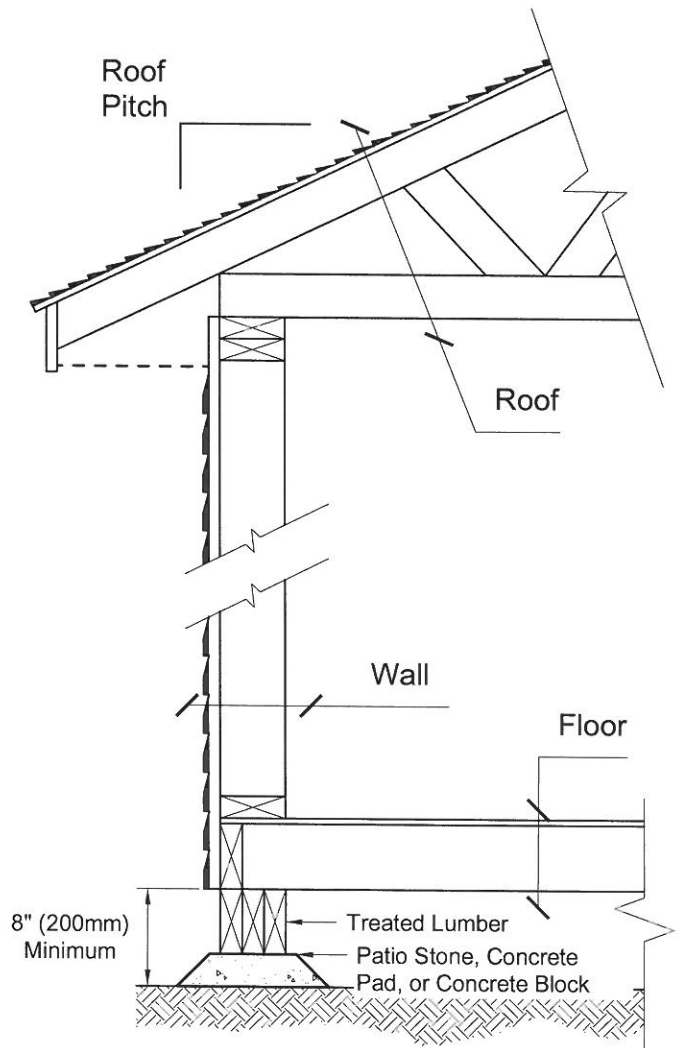
Roofing _____
 Sheathing _____
 Truss
 Rafter
 Member Size _____
 Spacing _____

Wall Construction

Exterior Cladding _____
 Sheathing _____
 Stud Size _____
 Stud Spacing _____

Floor Construction

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



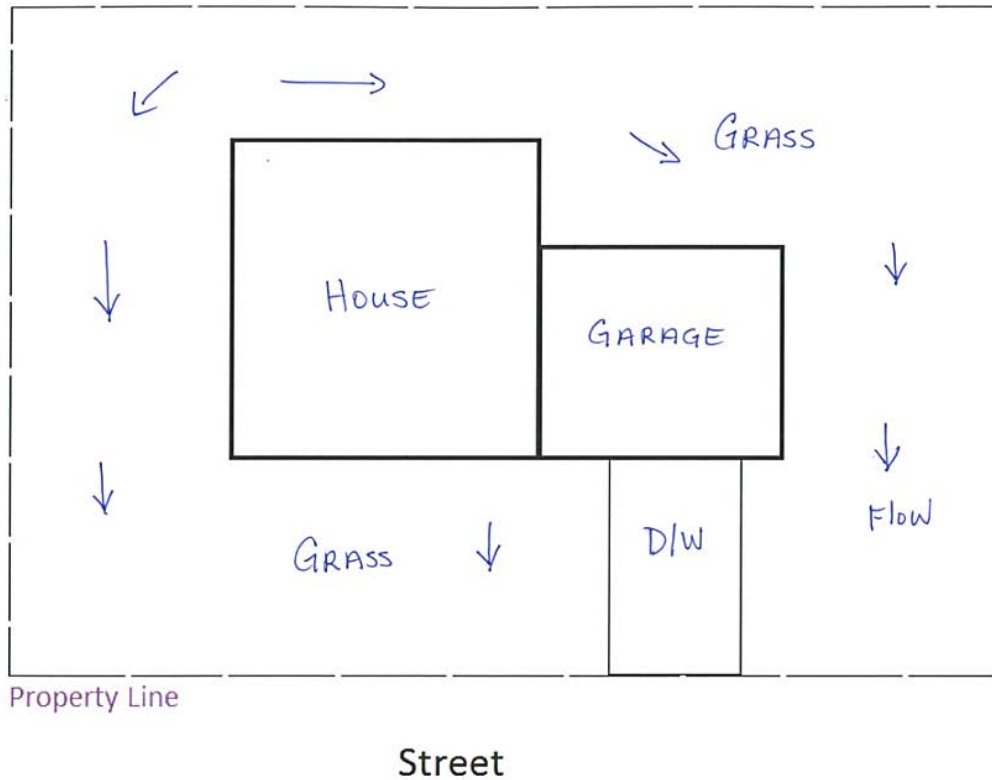
LOT DRAINAGE SKETCH

Sketch must include direction of Stormwater flow and location and grade of Surface Drainage Features. (*Building By-law; Section 9(4)*)

APPLICANT/OWNER: _____

PID #: _____

ADDRESS: _____





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ADDRESS: _____



Property Line

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