One Stop Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

New Construction/Additions

Part 9 2020 National Building Code

refers to Housing and Small Buildings that are 3 storeys or less in height, having a building area not more than 600 square metres and used for residential, business and personal service, mercantile and medium to low hazard industrial occupancies

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.

Updated 07-02-2026

Building & Development Permit Application

Checklist required for a complete application for:

➢ New Construction/Addition (Part 9 2020 National Building Code)

- **Additions include attached garages, porches, covered decks, carports and breezeways**

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).**
- ☐ **Foundation Plans**
- ☐ **Cross Section**
- ☐ **Elevations** (all 4 sides)
- ☐ **Deck Construction Details**
- ☐ **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)
- ☐ **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 Management Plan** (3 or more dwelling units, commercial, industrial, institutional) or **Professional Engineer stamped certification letter** where practical
- ☐ **Energy Efficiency Information** (Complete energy design submittal attached or show RSI values on drawings. **NEW** requirements for 9.36 of the 2020 NBC. Tier 2/10 pts).
- ☐ **Window** information complete with ER or U values.
- ☐ **Door** information complete with ER or U values
- ☐ **Mechanical Ventilation** information (make/model)
- ☐ **Truss Layouts from supplier** (for roof and floor)

_____ Applicant Signature

_____ Date

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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)

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PLANNING BUILDING INFRASTRUCTURE
SAINT JOHN

OneStop@saintjohn.ca Phone: 506-658-4067

General Application Form

GROWTH & COMMUNITY SERVICES
CITY OF SAINT JOHN

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	☐ NEW CONSTRUCTION	☐ VARIANCE	☐ STREET EXCAVATION	☐ HERITAGE DEVELOPMENT
☐ EXTERIOR RENOVATION	☐ ACCESSORY BLDG	☐ PLANNING LETTER	☐ DRIVEWAY CULVERT	☐ HERITAGE SIGN
☐ ADDITION	☐ POOL	☐ PAC APPLICATION	☐ DRAINAGE	☐ HERITAGE INFILL
☐ DECK	☐ DEMOLITION	☐ COUNCIL APP	☐ WATER & SEWERAGE	☐ HERITAGE DEMO
☐ CHANGE OF USE	☐ SIGN	☐ SUBDIVISION	☐ OTHER	☐ OTHER
☐ MINIMUM STANDARDS	☐ OTHER	☐ 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.

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
onestop@saintjohn.ca
(506) 658-4067

The City of Saint John

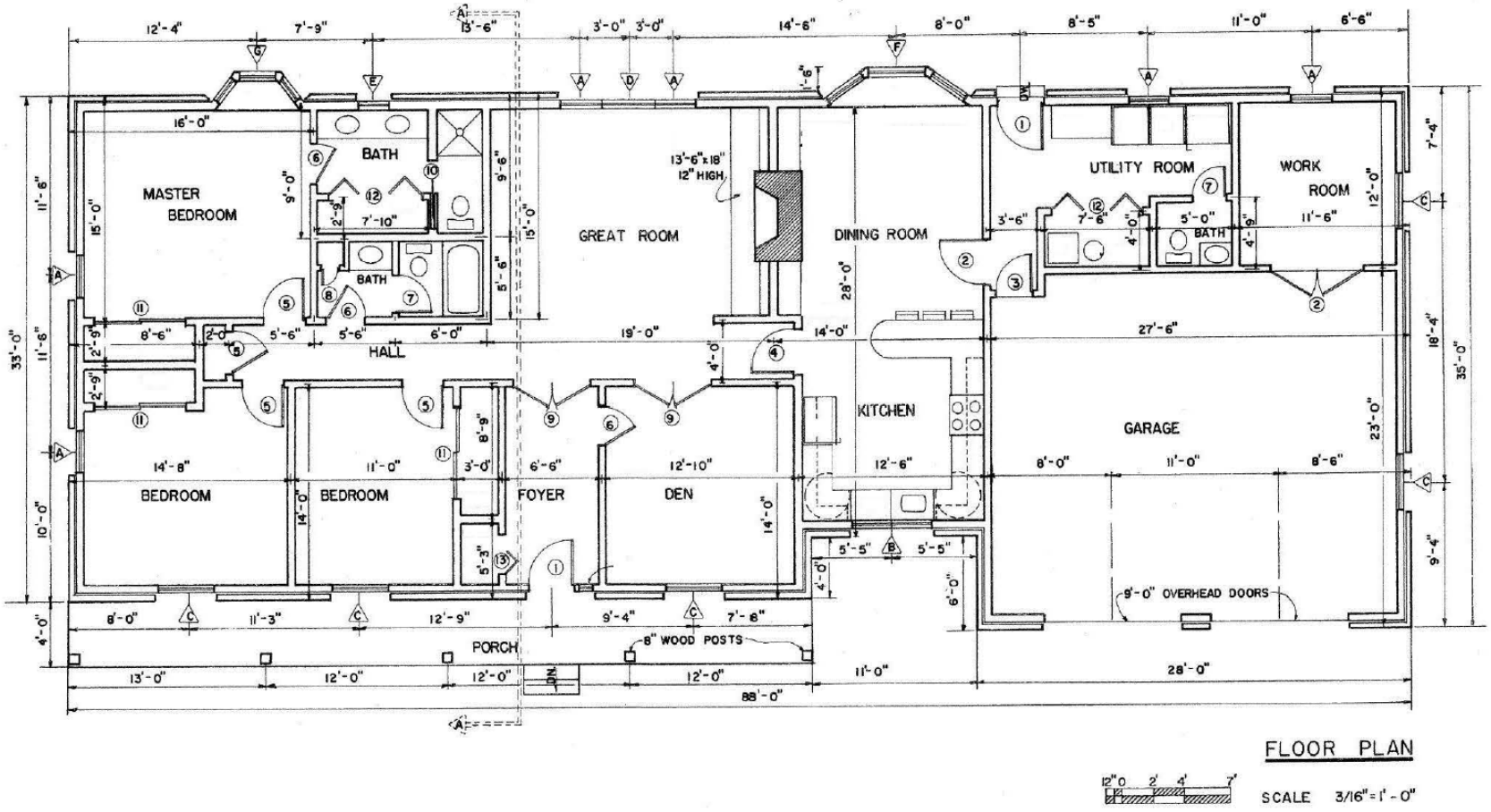
I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans,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

Applicant Name

Applicant Signature

Date

FLOOR PLANS EXAMPLE



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PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

ELEVATIONS EXAMPLE

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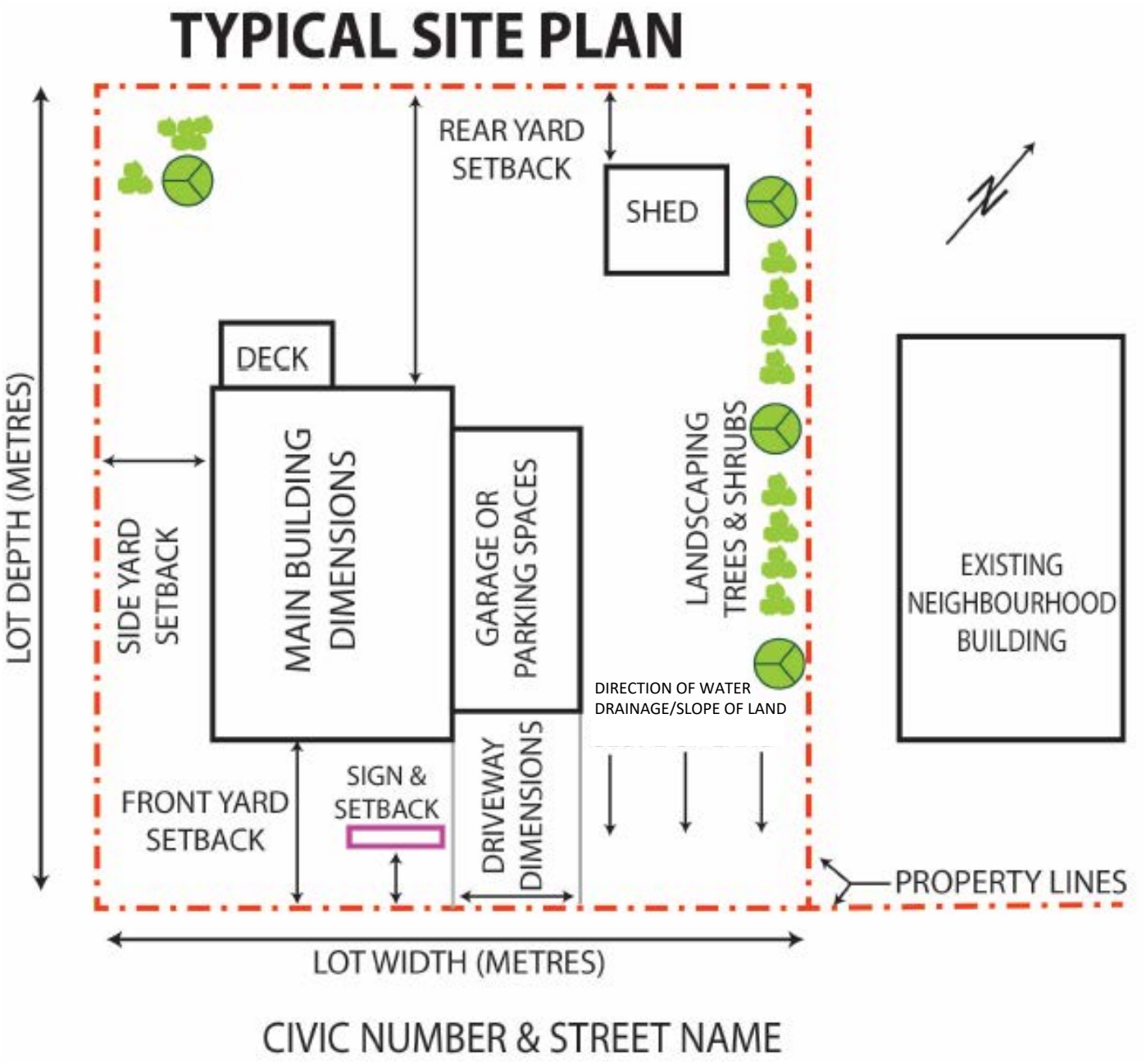
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

TYPICAL SITE PLAN EXAMPLE



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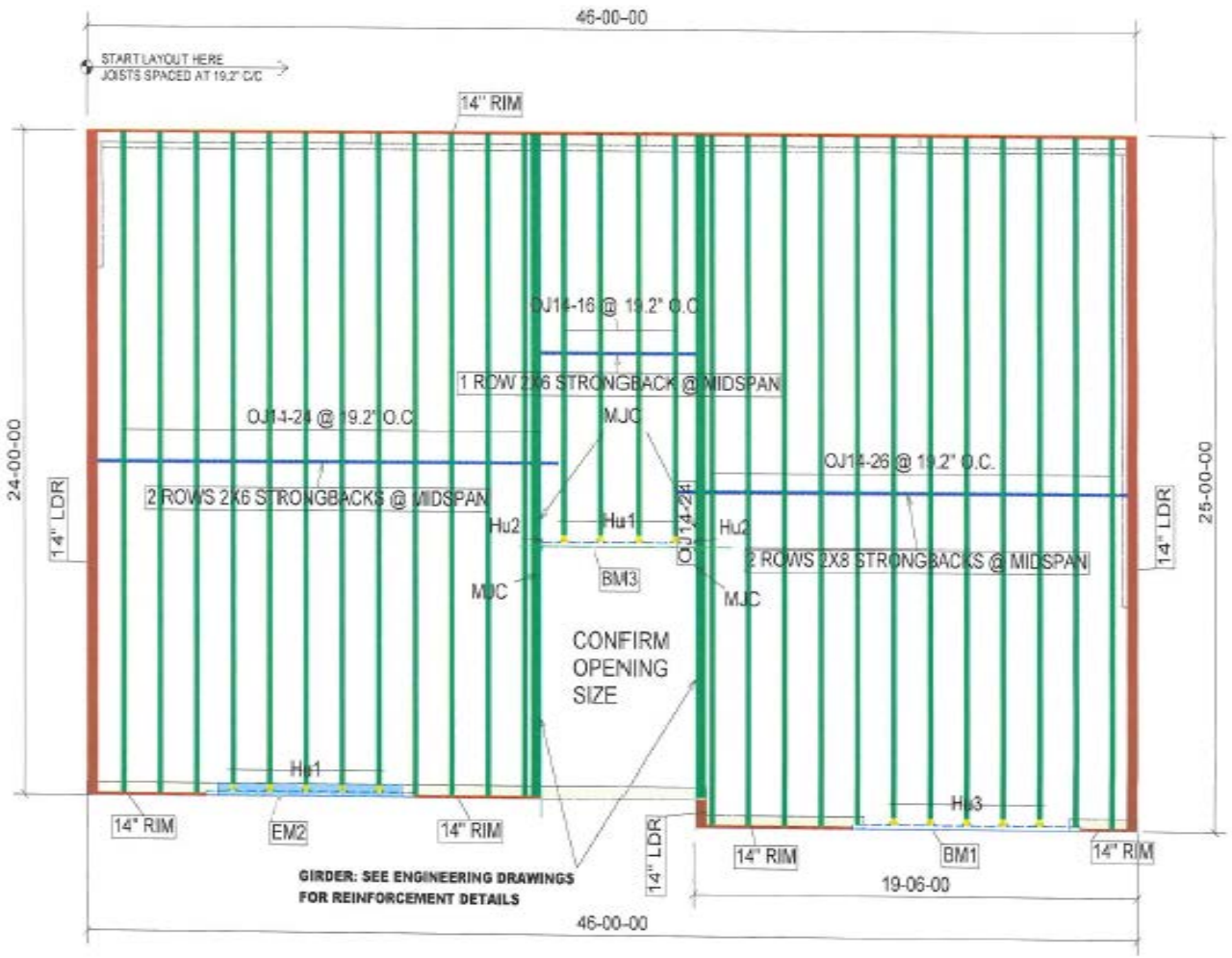
FLOOR TRUSS LAYOUT EXAMPLE



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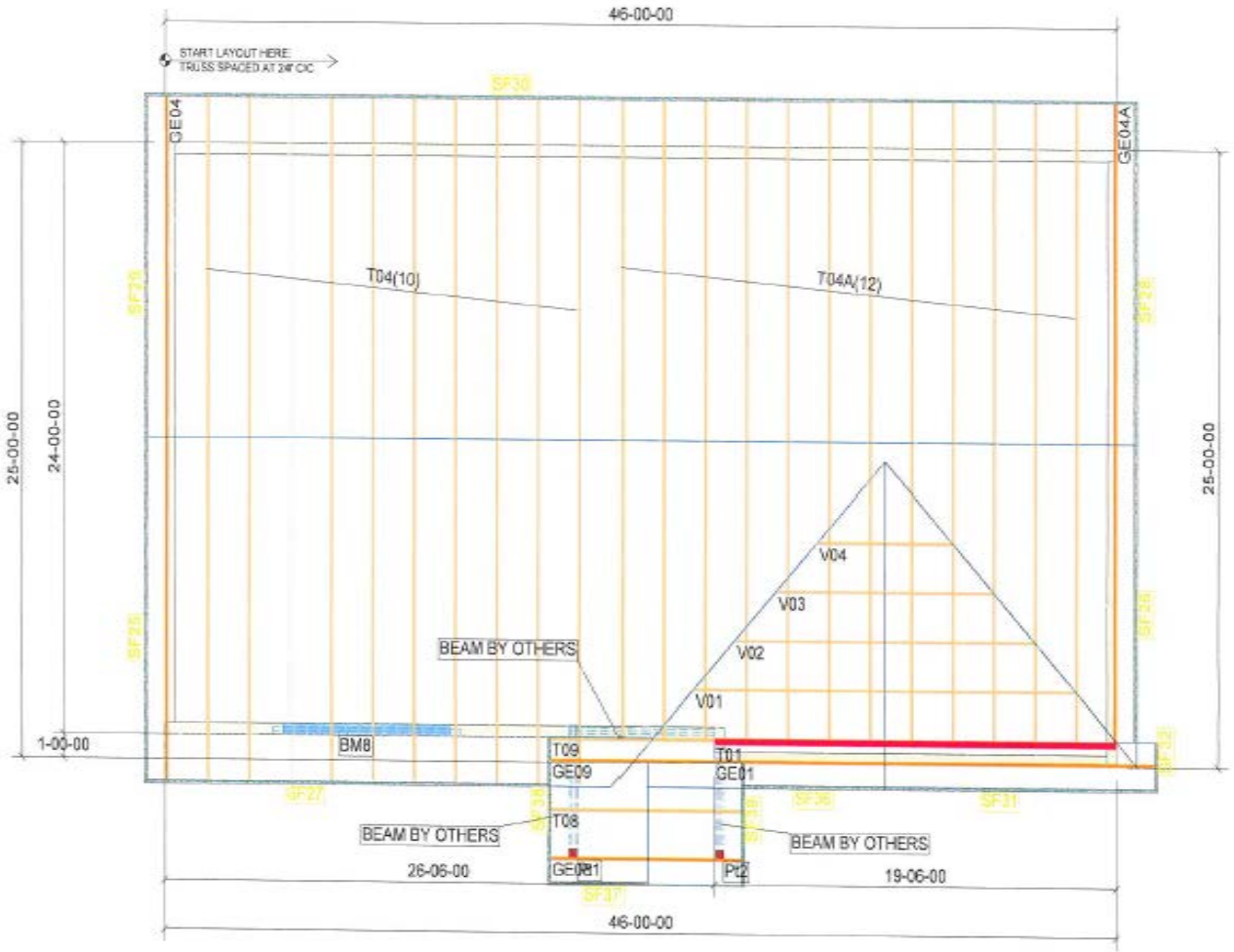
ROOF TRUSS LAYOUT EXAMPLE



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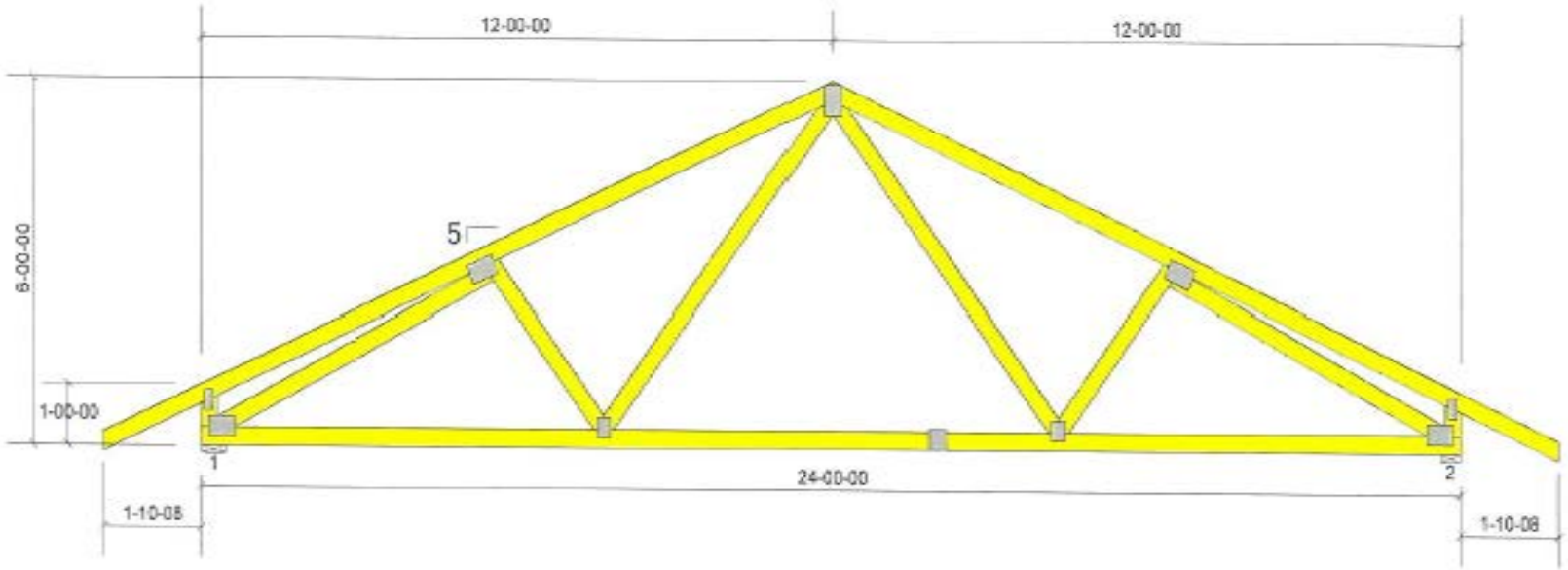
ROOF TRUSS DRAWING EXAMPLE



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PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

RESIDENTIAL ROUGH GRADING PLAN

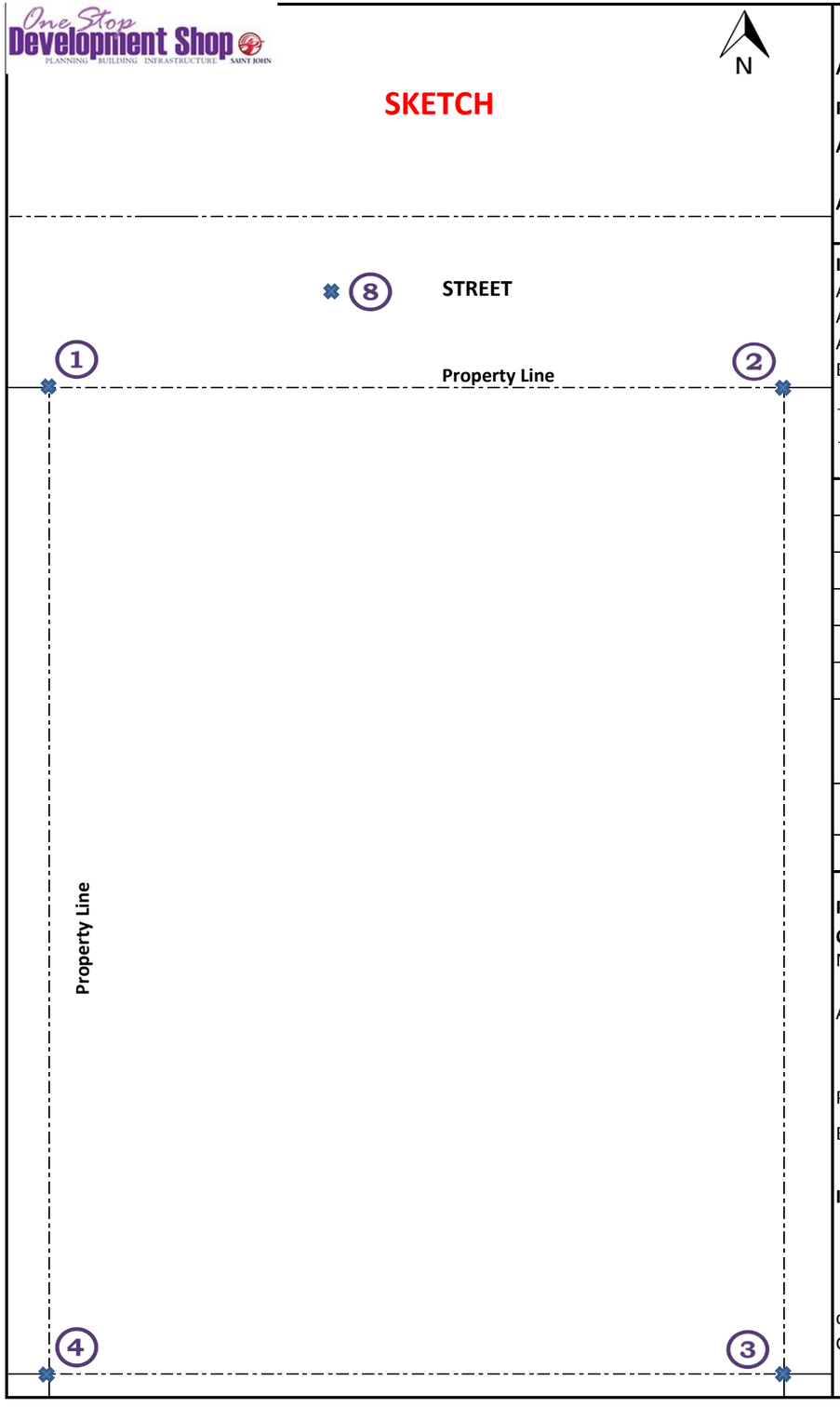
APPLICANT/OWNER: _____

PID #: _____

ADDRESS: _____

APPROVED SUBDIVISION/LOT GRADING PLAN: _____

SKETCH



INFORMATION REQUIRED: All elevations to be geodetic; All elevations to be in metres; All elevations to be to three decimal places. Benchmark and Reference Location: _____ _____		**Approved Grading Plan Elevation (metres)**	**Building Permit Application Proposed Elevation (metres)**	**Occupancy Permit Approval As-Built Elevation (metres)**	**Difference (Proposed vs As-Built) (+/- 100mm)**
1	Elevation at the corner of the Lot				
2	Elevation at the corner of the Lot				
3	Elevation at the corner of the Lot				
4	Elevation at the corner of the Lot				
5	Top of foundation wall elevation				
6	Basement floor elevation				
7	Location and grade of all Surface Drainage Features (swales, depressions in finished grades, etc.)				
7	Location and grade of all Surface Drainage Features				
8	Elevation at centreline of Street				

PROFESSIONAL ENGINEER OR LAND SURVEYOR CERTIFICATION:

Company Information:

Name: _____

Address: _____

_____

Phone: _____

E-mail: _____

In accordance with the Saint John Building By-law,

I, _____
print name

confirm the rough grading of the Lot is in general conformance with the Approved Grading Plan and within the accepted tolerance.

Professional Seal

TYPICAL WALL SECTION (EXTERIOR) - SINGLE STOREY (RESIDENTIAL)

Roof Construction

FINISH: Shingles____ Metal____ Other:_____

SHEATHING: OSB____ Plywood____ Boards:____

Thickness:_____

TRUSSES: Yes____ No____ (If no enter rafter info)

RAFTERS: Size_____ Spacing_____

INSULATION: Type:_____ R Value_____

VAPOUR BARRIER:6mm Poly_____ Other:_____

CEILING FINISH: Gyproc____ Other:_____

Type:_____ Thickness_____

Wall Construction

EXTERIOR CLADDING:

Vinyl____ Metal_____ Clapboard____ Other:_____

HOUSE WRAP:

Tyvek____ Typar____ Tarpaper____ Other:_____

EXTRUDED POLYSTYRENE____

EXPANDED POLYSTYRENE____ (If Applicable)

SHEATHING: OSB____ Plywood____ Boards____

Thickness:_____

WALL STUD: Size_____ Spacing_____

INSULATION: Type_____ R-Value_____

VAPOUR BARRIER: 6mm Poly____ Other:_____

INTERIOR FINISH: Gyproc____ Other:_____

Type_____ Thickness_____

FOUNDATION

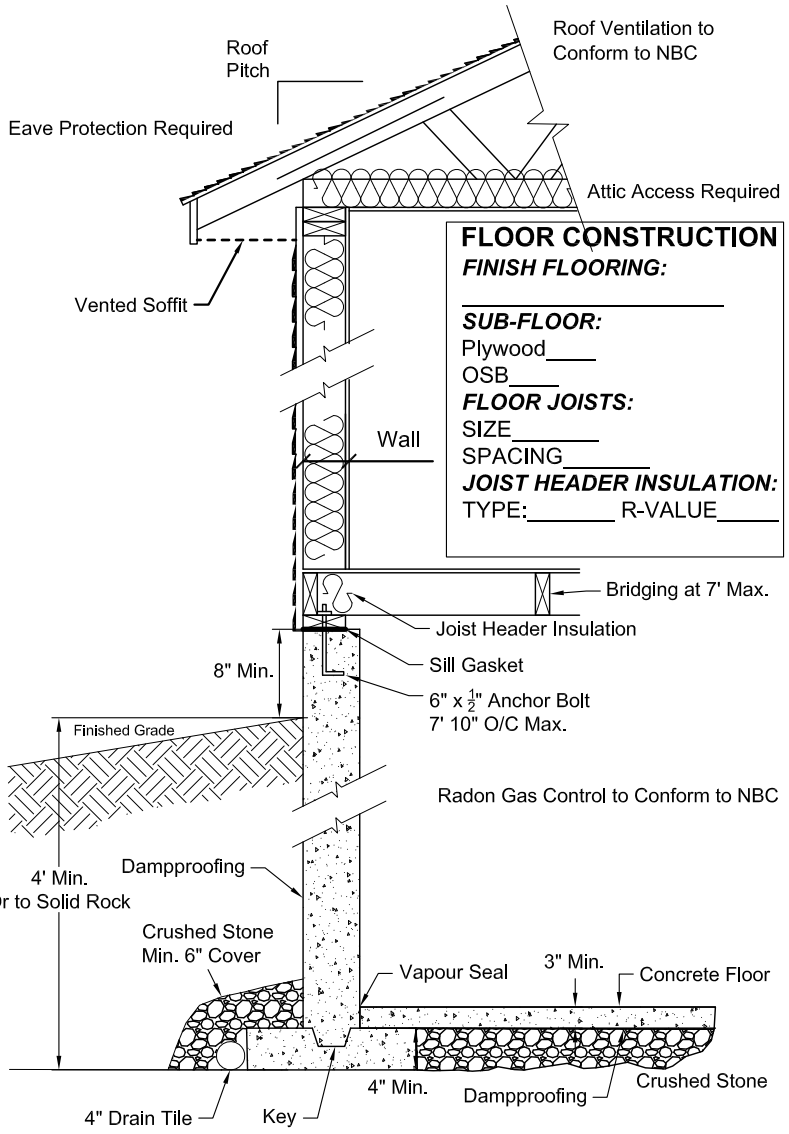
FOUNDATION WALL THICKNESS:_____

FOOTING WIDTH:_____

BELOW GRADE WALL ASSEMBLY: _____

_____

BELOW SLAB INSULATION:_____



Drawings are not to scale

Growth and Community Development Services
(506) 658-2911 www.saintjohn.ca
onestop@saintjohn.ca

One Stop Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

TYPICAL WALL SECTION (EXTERIOR) - TWO STOREY (RESIDENTIAL)

Roof Construction

FINISH: Shingles____ Metal____ Other:_____

SHEATHING: OSB____ Plywood____ Boards:____

Thickness:_____

TRUSSES: Yes____ No____ (If no enter rafter info)

RAFTERS: Size_____ Spacing_____

INSULATION: Type:_____ R Value_____

VAPOUR BARRIER:6mm Poly_____ Other:_____

CEILING FINISH: Gyproc____ Other:_____

Type:_____ Thickness_____

Wall Construction

EXTERIOR CLADDING:

Vinyl____ Metal_____ Clapboard____ Other:_____

HOUSE WRAP:

Tyvek____ Typar____ Tarpaper____ Other:_____

EXTRUDED POLYSTYRENE____

EXPANDED POLYSTYRENE____ (If Applicable)

SHEATHING: OSB____ Plywood____ Boards____

Thickness:_____

WALL STUD: Size_____ Spacing_____

INSULATION: Type_____ R-Value_____

VAPOUR BARRIER: 6mm Poly____ Other:_____

INTERIOR FINISH: Gyproc____ Other:_____

Type_____ Thickness_____

FOUNDATION

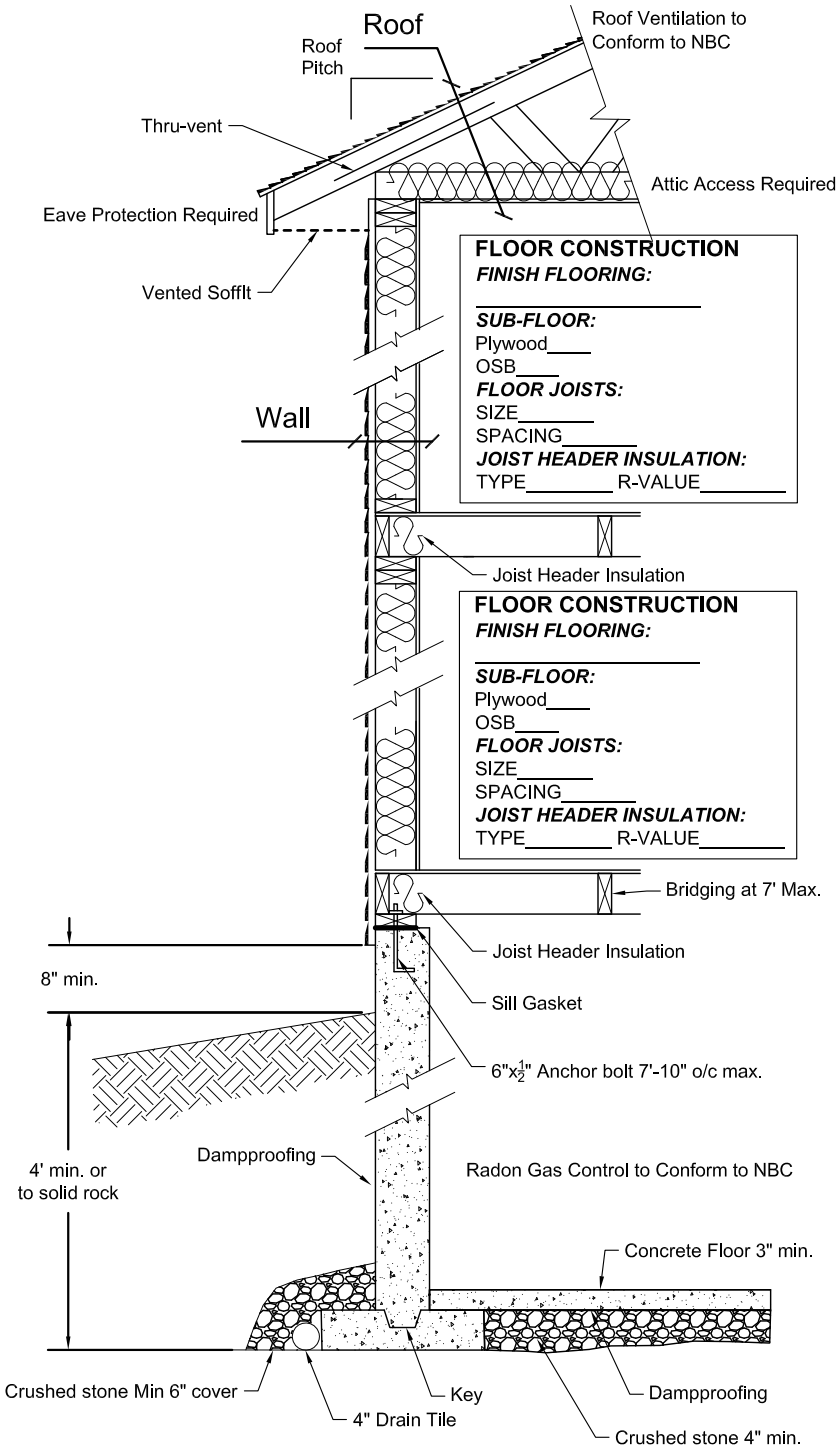
FOUNDATION WALL THICKNESS:_____

FOOTING WIDTH:_____

BELOW GRADE WALL ASSEMBLY: _____

_____

BELOW SLAB INSULATION:_____



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PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

TYPICAL WALL SECTION (POST & BEAM) - SINGLE STOREY (RESIDENTIAL)

Roof Construction

FINISH: Shingles____ Metal____ Other:_____

SHEATHING: OSB____ Plywood____ Boards:____

Thickness:_____

TRUSSES: Yes____ No____ (If no enter rafter info)

RAFTERS: Size_____ Spacing_____

INSULATION: Type:_____ R Value_____

VAPOUR BARRIER:6mm Poly_____ Other:_____

CEILING FINISH: Gyproc____ Other:_____

Type:_____ Thickness_____

Wall Construction

EXTERIOR CLADDING:

Vinyl____ Metal_____ Clapboard____ Other:_____

HOUSE WRAP:

Tyvek____ Typar____ Tarpaper____ Other:_____

EXTRUDED POLYSTYRENE____

EXPANDED POLYSTYRENE____ (If Applicable)

SHEATHING: OSB____ Plywood____ Boards____

Thickness:_____

WALL STUD: Size_____ Spacing_____

INSULATION: Type_____ R-Value_____

VAPOUR BARRIER: 6mm Poly____ Other:_____

INTERIOR FINISH: Gyproc____ Other:_____

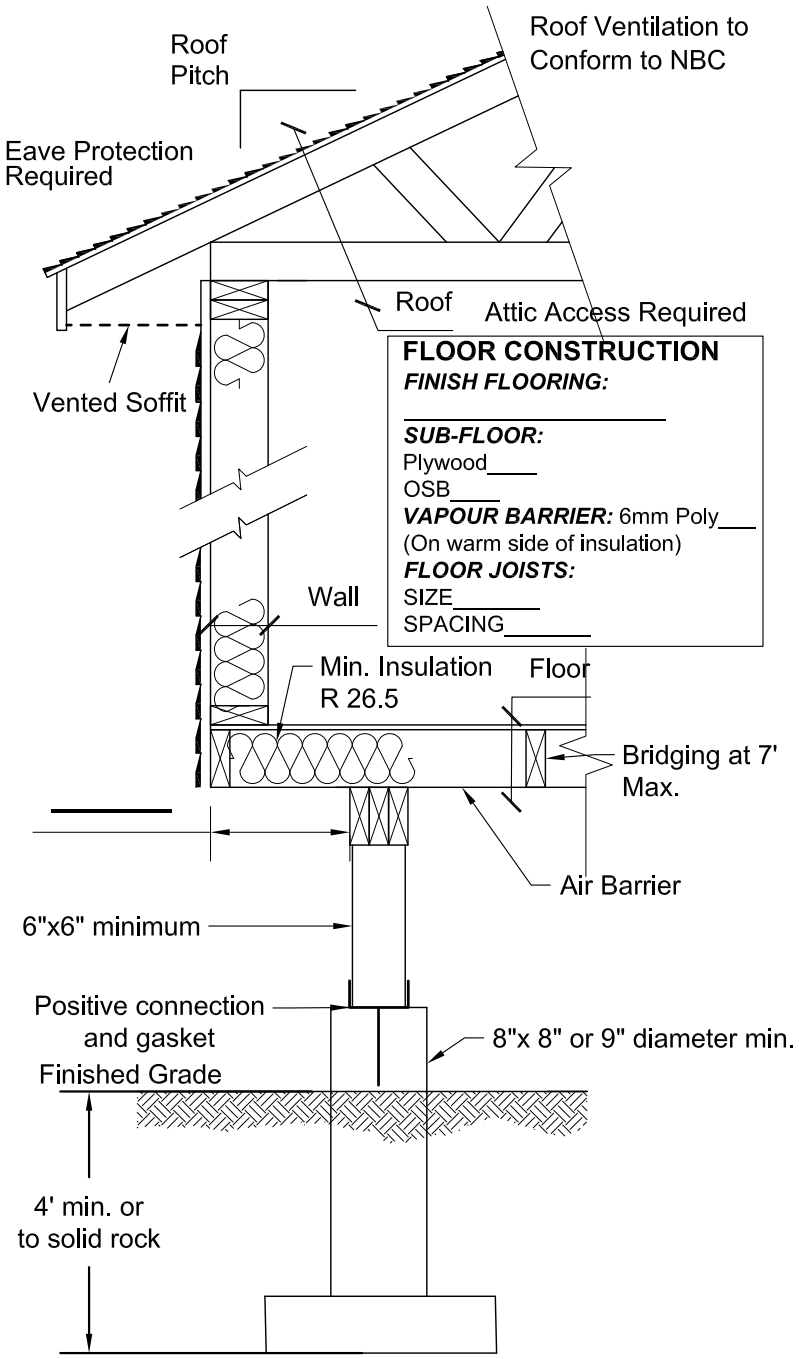
Type_____ Thickness_____

FOUNDATION

BEAM 3 @ 2" X _____

POST SIZE (6" x 6" min.):_____

FOOTING WIDTH:_____



Drawings are not to scale

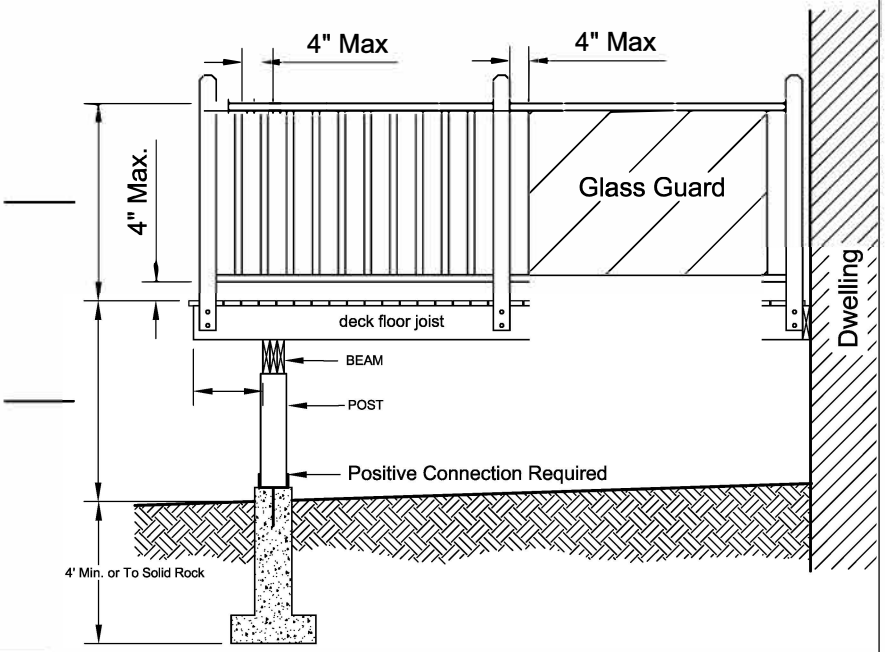
One Stop Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

CONSTRUCTION DETAILS FOR RESIDENTIAL ATTACHED DECKS

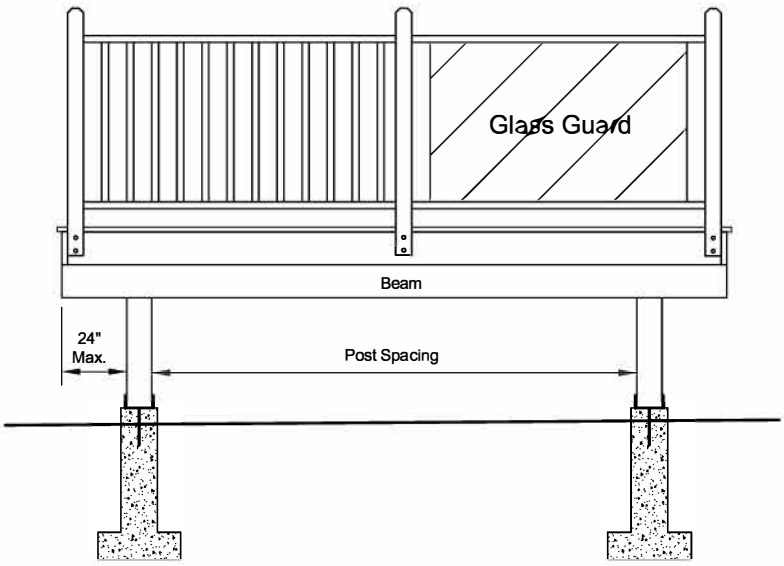
Construction details about the deck are required. Please complete the following details.

JOIST CANTILEVER			
Joist Size	Joist Spacing		
	12"	16"	24"
2x6	28	20	16
2x8	30	24	20
2x10	39	30	24

-Galvanized fasteners must be used
-All materials to be weather treated
-DECK BLOCKS ARE NOT ALLOWED FOR ATTACHED DECKS



DECK DETAILS
DIMENSIONS: _____ X _____
HEIGHT (GROUND TO FLOOR):
RAILING HEIGHT:
JOIST SIZE & SPACING:
JOIST SPAN:
JOIST CANTILEVER:
BEAM SIZE:
BEAM SPAN:
BEAM CANTILEVER:
POST SIZE:
POST SPACING:
FOUNDATION: ☐ SONO TUBE DIAMETER:
☐ BIG FOOT
☐ SCREW PILES
FOUNDATION DEPTH:



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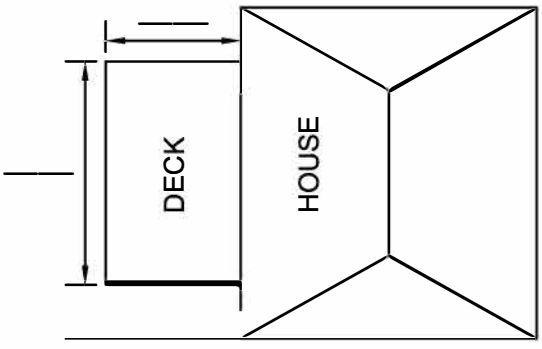

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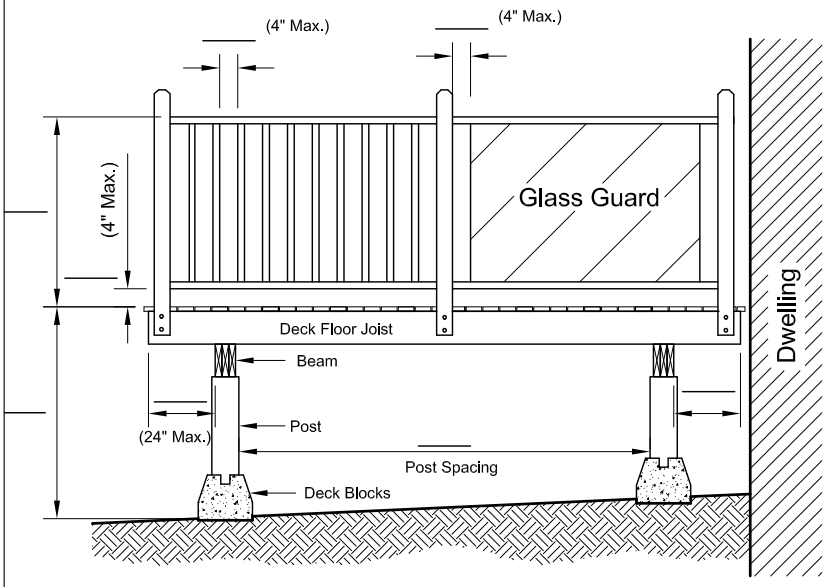
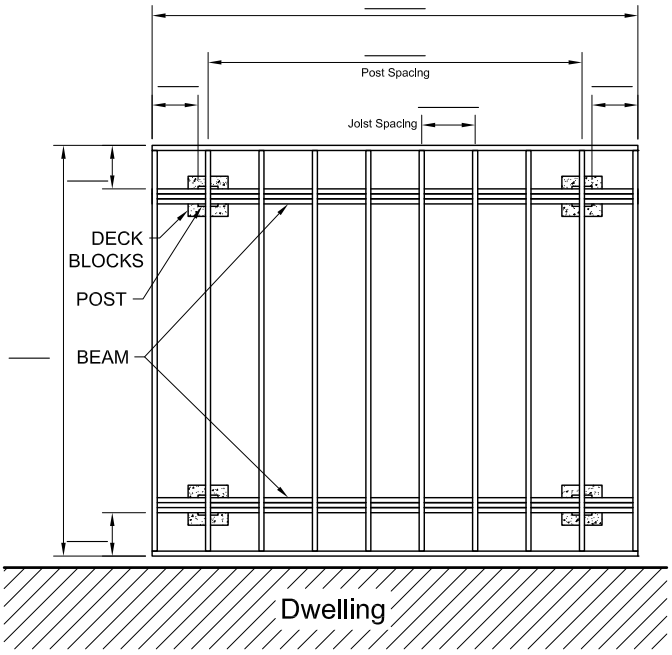
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

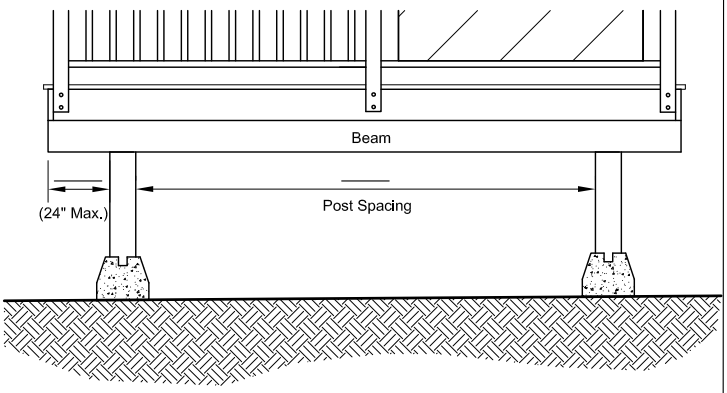
CONSTRUCTION DETAILS FOR DETACHED DECKS (SINGLE DWELLING UNIT ONLY)

Construction details about the deck are required. Please complete the following details.





-Galvanized fasteners must be used
-All materials to be weather treated



Drawings are not to scale

DECK DETAILS	
DIMENSIONS: _____ X _____	
HEIGHT (GROUND TO FLOOR)(MAX. 1.8m):	
RAILING HEIGHT:	
JOIST SIZE & SPACING:	
JOIST SPAN:	
JOIST CANTILEVER:	
BEAM SIZE:	
BEAM SPAN:	
BEAM CANTILEVER:	
POST SIZE:	
POST SPACING:	
FOUNDATION: ☐	SONO TUBE DIAMETER:
☐	BIG FOOT
☐	SCREW PILES
☐	DECK BLOCKS - DIMENSIONS:
FOUNDATION DEPTH:	
MAX. DISTANCE BETWEEN SUPPORT COLUMNS:	

JOIST CANTILEVER			
Joist Size	Joist Spacing		
	12"	16"	24"
2x6	28	20	16
2x8	30	24	20
2x10	39	30	24

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SAINT JOHN

Growth & Community Services
(506)658-4067

SAINT JOHN

ENERGY EFFICIENCY DESIGN SUBMITTAL

2020 National Building Code – 9.36. – Prescriptive Path - Tier 2

Project Information

Address:

Energy Efficiency Design Submittal for the Proposed New Construction

The energy package must include:

- ☐ The completed table below demonstrating how a minimum of 10 points is achieved.
- ☐ Details of the materials used in each building assembly (e.g., foundation walls, above-grade walls, ceilings), along with their effective RSI values or R-values. These are typically found in the building plans or can be provided as separate documents.
- ☐ Window and door specifications indicating ER or U-values, usually available on the supplier's quote sheet.
- ☐ Specifications for the air exchanger(s), including details on equipment performance.
- ☐ Specifications for all heating and cooling systems, including details on equipment performance.

Table – Energy Values and Tier 2 Points

	Proposed Effective Values* (RSI or R)	Minimum Effective Values			
		RSI	R		
Ceiling Below Attic		8.67	49.2		
Ceiling Without Attic		4.67	26.5		
Above Grade Walls Section 1.1		2.97	16.9		Points
Below Grade Walls Section 1.2		2.98	16.9		Points
Slab Above Frost Line		1.96	11.1		
Heated Slab		2.32	13.2		
Exposed Floors		4.67	26.5		

*As per Article 9.36.2.4. of the 2020 National Building Code

Windows and Doors Section 1.3		1.6 U or 25 ER			Points
Skylights		2.75 U			

HRV Section 1.4	Make:		Model:		
	Efficiency at 0°C		60% Min.		Points
	Efficiency at -25°C		55% Min.		
Heating and Cooling	Make:		Model:		
	Efficiency:				
	☐ Oil	☐ Gas	☐ Pellet	☐ Electric	
	☐ Furnace	☐ Boiler	☐ Air Source Heat Pump		
	☐ Ground Source Heat Pump		☐ Electric Baseboard		
Water Heater Section 1.5	Make:		Model:		
	Efficiency:		☐ NB Power Rental		Points
	☐ Conserver		☐ Condensing		
	☐ Instantaneous		☐ Solar		
	☐ Indirect Fired		☐ Desuperheater		
Building Volume Section 1.6					Points
Air Tightness Section 1.7					Points

Refer to Appendix A for the explanatory information of each section referenced above.

Total Points _____ **10 minimum**