

Change of Use

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:

➤ Interior Renovations and Change of Use

Applicant must submit all that are applicable:

- ☐ Completed **Application Form** signed
- ☐ **Permit fee** and **refundable deposit**
- ☐ **Site Plan** showing
 - size of lot
 - dimensions from each property line to building(s)
 - driveway access / width and parking stalls/locations
- ☐ **Floor Plans (if hand drawn use a straight edge and details must be legible).**
 - room dimensions
 - exit locations
 - each room use labelled (kitchen, dining room, furnace room, etc.)
 - existing & proposed partition & load bearing wall locations and showing bearing to grade (if constructing or removing partition walls)
 - showing fire separations (if applicable)
- ☐ **Foundation Plans** (if applicable)
- ☐ **Cross Section Plan** (if applicable)
- ☐ **Mechanical Ventilation** information - make/model (if applicable)

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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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



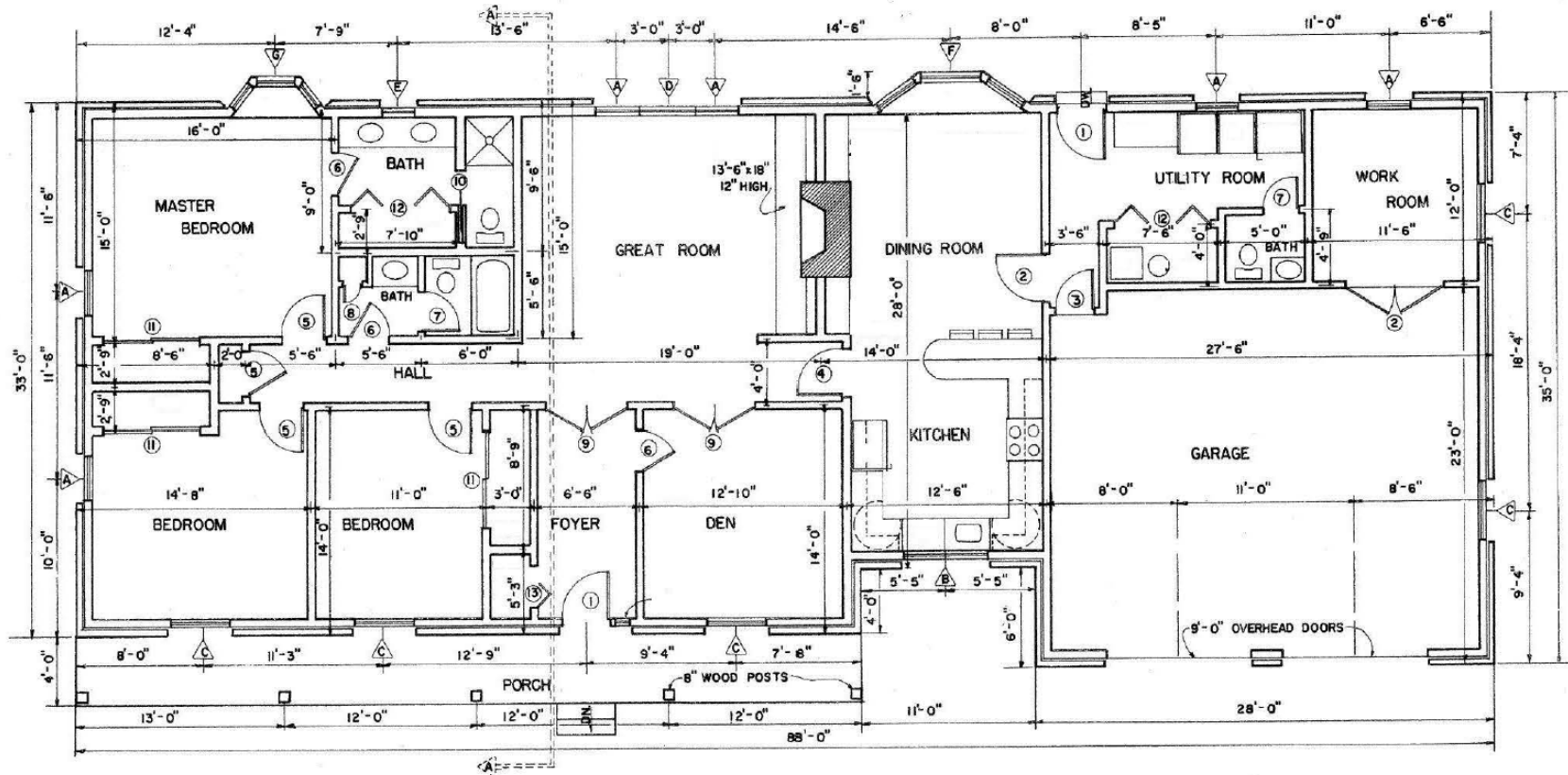
I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans,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

Applicant Name _____

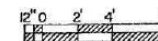
Applicant Signature _____

Date _____

FLOOR PLANS EXAMPLE



FLOOR PLAN



SCALE 3/16" = 1' - 0"

TYPICAL SITE PLAN EXAMPLE

