

# 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.*

# Development Permit Application

Checklist required for a complete application for:

## ➤ Change of Use

This wording is used when the use of the property is being permanently altered or changed.

- ✓ bed & breakfast
- ✓ garden suite
- ✓ home day care
- ✓ home occupation
- ✓ neighbourhood day care
- ✓ secondary suite
- ✓ creation of additional dwelling units
- ✓ supportive housing

**\*\* NOTE:** Zoning should be verified prior to submitting an application to ensure proposed use / proposal is permitted within the existing zone of the property.

The above noted items are in conjunction with a building permit application submission. This wording would be part of the description of work and, depending on the scenario, will determine what information is required to be submitted.

For example, "Changing the Use" of a single family dwelling to a neighbourhood day care with interior renovations and a small ground sign on the front lawn. For this submission you would provide a **Floor Plan**, construction materials, signage details and a **Site Plan** showing location of the sign, as it relates to the property lines, and showing parking as all the above listed Change of Use submissions require a review of parking requirements as per the Zoning By-law



So you would refer to **Interior Renovations Checklist** and **Signage – Ground signs**.

✓ creation of parking lot

Applicant must submit all that are applicable:

- ☐ Completed **Application Form** signed
- ☐ **Permit Fee** and **Refundable Deposit**
- ☐ **Site Plan** drawn to scale illustrating the following:
  - o Location of lot lines and lot dimensions;
  - o Location and setbacks of buildings and structures;
  - o Location and dimensions of easements and rights-of-way;
  - o Location and nature of site improvements, including driveway accesses, parking (including barrier free and bicycle), loading, drive-thru facilities, landscaping and amenity spaces, and signs;
  - o Topographic features, including watercourses, bodies of water, wetlands, grade changes, and drainage
- ☐ **Storm Drainage Submission Package** by a Professional Engineer

✓ keeping of chickens

Applicant must submit all that are applicable:

- ☐ Completed **Application Form** signed
- ☐ \$120 Permit Fee
- ☐ **Site Plan** showing
  - o size of lot
  - o dimensions from each property line to building(s) and chicken coop
  - o dimensions from each property line to building(s) and chicken run



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"/> HERITAGE DEVELOPMENT
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT	<input type="checkbox"/> HERITAGE SIGN
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE	<input type="checkbox"/> HERITAGE INFILL
	<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE	<input type="checkbox"/> HERITAGE DEMO
	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER
	<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER		
REQUIRED:		BUILDING SPRINKLERED: Y / N		FIRE ALARM: Y / N	
DESCRIPTION OF WORK					
	PROJECT ESTIMATE (IF APPLICABLE)				

☐ 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  
[commonclerk@saintjohn.ca](mailto: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

# TYPICAL SITE PLAN EXAMPLE

