

Exterior Renovations (Residential)

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.

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.

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

Building & Development Permit Application

Checklist required for a complete application for:

➤ Exterior Renovations (Residential)

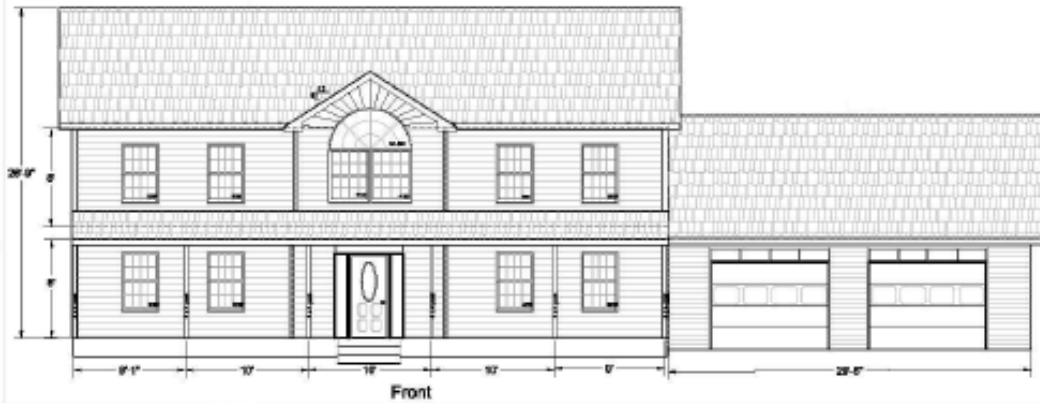
HERITAGE: If building is in a “Heritage Conservation Area” please contact the Heritage Officer for requirements, analysis and approval prior to applying for a building permit. All aspects of exterior work / alteration to the building require Heritage approval.

Applicant must submit all that are applicable:

- Completed **Application Form** signed
- Permit Fee** and **Refundable Deposit**
- Elevations**
 - digital photo of each elevation will be adequate for submission
- Windows and Doors**
- Window/Door Sizes**
 - If building is in the RC Zone windows and garage door installation must be in proportion to the façade of the building, as per the Zoning By-law.
 - as per the National Building Code of Canada, every bedroom must have at least one window that meets egress requirements (unobstructed opening of at least 543 square inches with one dimension not being less than 15 inches)
- Site Plan** showing dimensions to property lines
- Construction Detail** noting any changes to header or lintels (if the original openings have been increased or if new openings are created)
- Siding**
 - **Site Plan** showing size of property and buildings, dimensions from all buildings to all property lines, and how dwellings are situated within the building.
 - **Materials** to be used - combustible or non-combustible cladding
- Structural Information**
 - example: structural repairs to masonry exterior wall – this may require submission from a professional engineer
- 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.

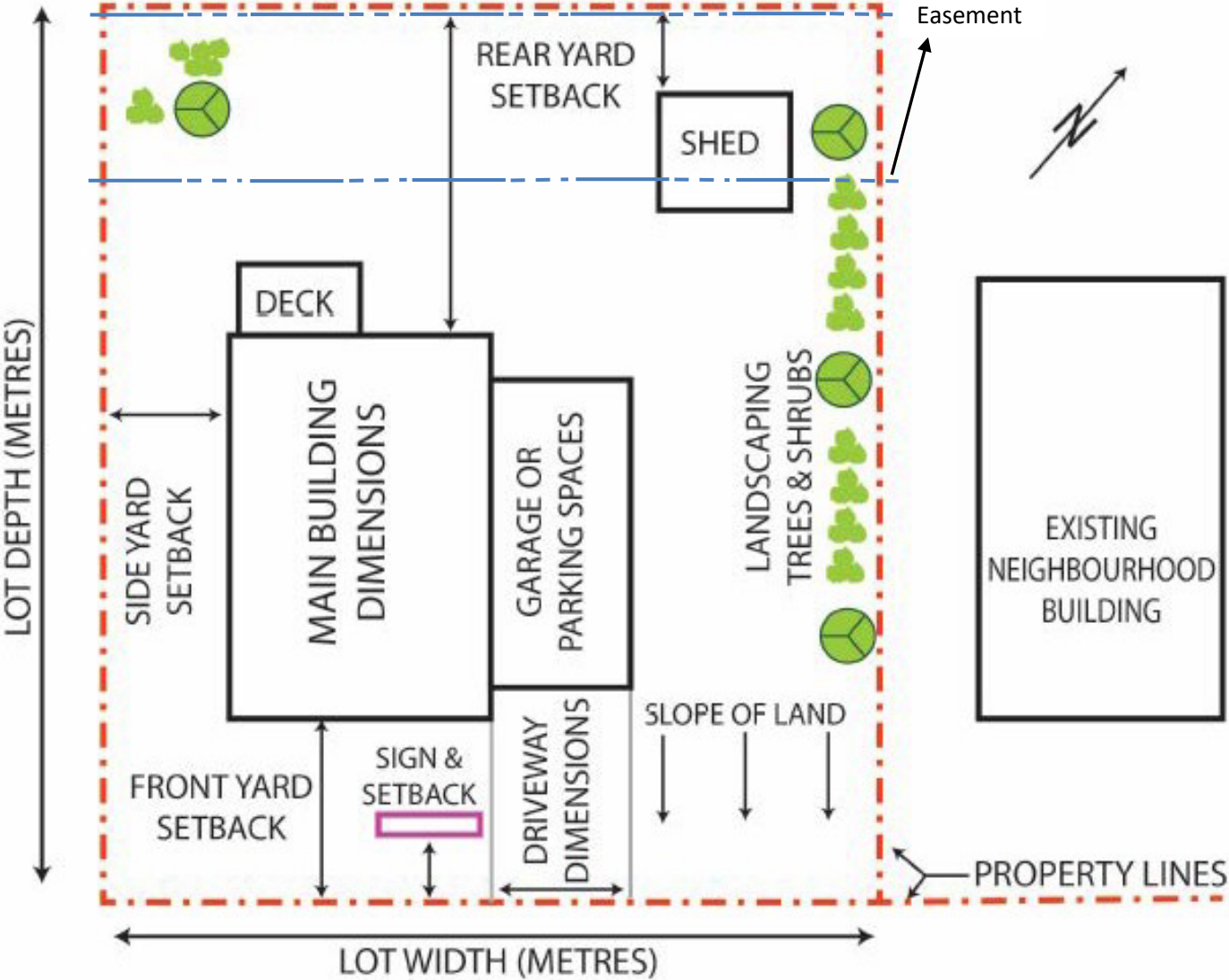


ELEVATIONS EXAMPLE



TYPICAL SITE PLAN EXAMPLE

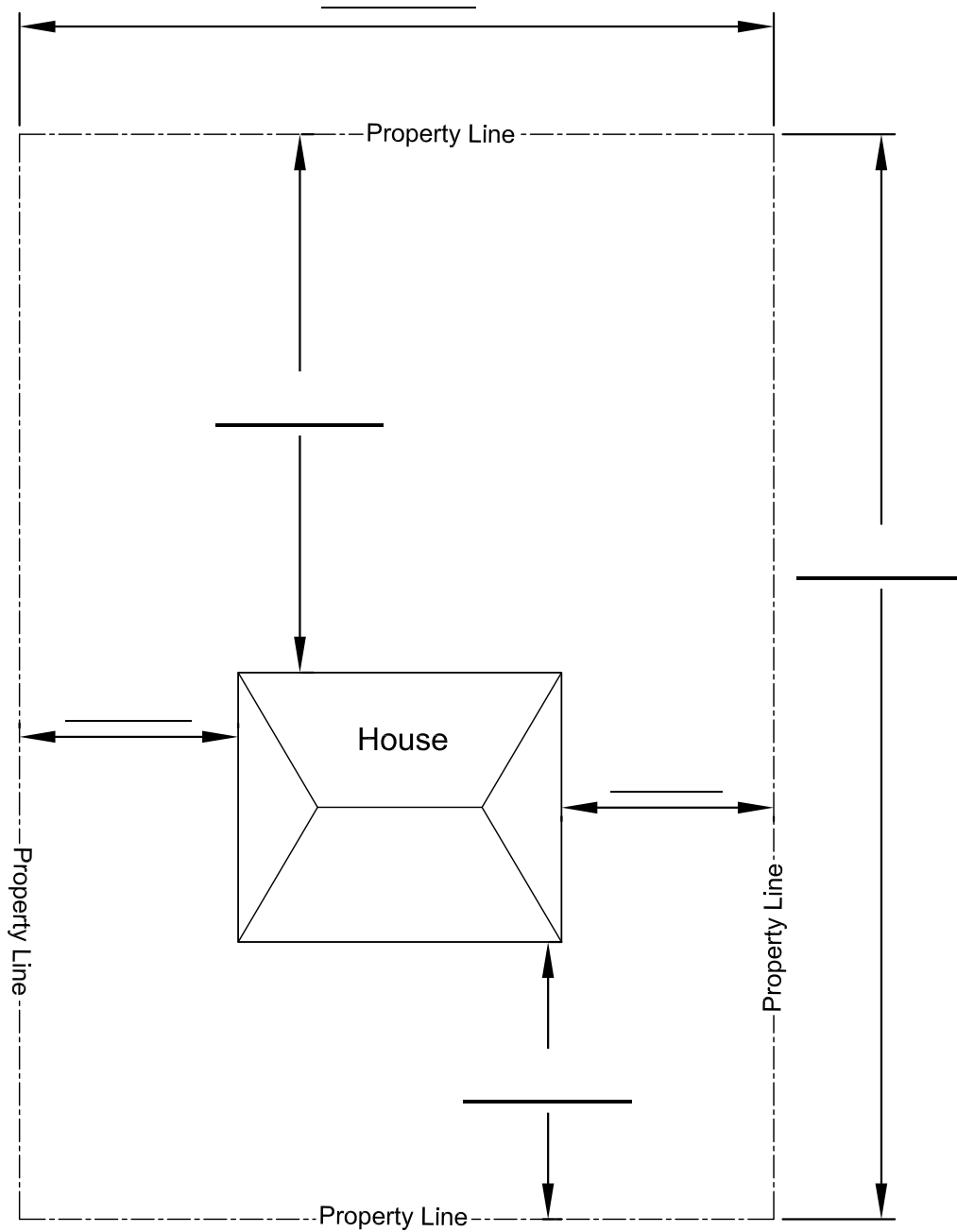
TYPICAL SITE PLAN



CIVIC NUMBER & STREET NAME

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 : _____