

Interior 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"/> 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	
	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 _____

Building & Development Permit Application

Checklist required for a complete application for:

➤ Interior Renovations (Residential)

Applicant must submit all that are applicable:

- ❑ Completed **Application Form** signed
- ❑ **Permit fee** and **refundable deposit**
- ❑ **Site Plan** may be required if
 - replacing siding & windows
- ❑ **Floor Plan**(s) showing
 - 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 Plan** may be required if
 - alterations / repairs are done to foundation
 - creating / increasing opening in foundation wall (window / door openings)
 - altering building structure (i.e. removal of walls to create open concept) showing bearing to existing structural support (beams and/or outer foundation wall)
 - finishing basement – showing
- ❑ **Cross Section Plan** may be required if
 - If structural renovations / repairs are to be done, show existing construction details and any new construction details (example: replacing section of floor joists on 1st floor – plan review will require the existing floor joist size, new joist size, do they align with a beam in the basement and what is the footing size under the existing beam support in basement, to ensure that all meet NBC requirements)



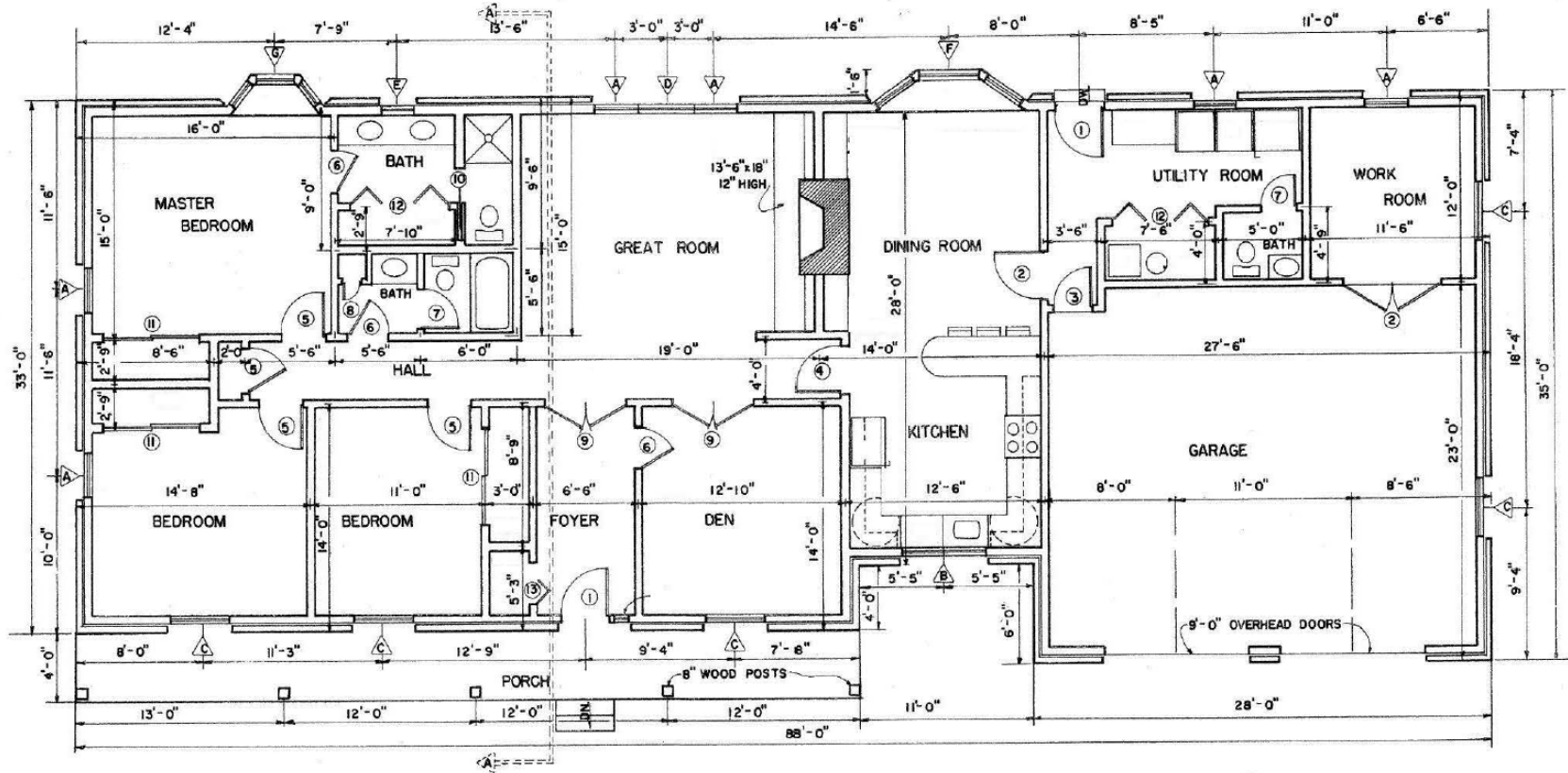
- **Ventilation information** may be required if applicable.
- **Other information** may also be required to complete the application. It is therefore strongly recommended that the applicant consult with City staff prior to submission.
- You may be subject to **Fire Marshall / Saint John Fire Prevention** approval
 - please contact them directly for inquiries at (506)658-2962 or fireprevention@saintjohn.ca

Applicant Signature

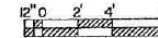
Date



FLOOR PLANS EXAMPLE



FLOOR PLAN



SCALE 3/16" = 1' - 0"