

Minimum Standards (Rental Buildings)

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:

➤ **Minimum Standards (Residential Rental Buildings)**

A building permit required for Minimum Standards renovations may be a combination of permit types depending on the scope of work.

A Pre-Application Meeting with Building Inspection staff is required prior to applying for your building permit. Bring the information in the check list below that relates to your building and if, after the meeting, it is determined that you have all the required information you can submit your application for a building permit.

Completed **Application Form** signed

Permit Fee and **Refundable Deposit**

Minimum Standards Report

- o latest report issued noting all items on the report that will be completed under the building permit

Floor Plans

- o showing all units, furnace rooms, mechanical rooms, common entrances, etc. and how they are configured within each floor, showing
 - room dimensions
 - each room use labelled (kitchen, dining room, furnace room etc.)
 - exit locations
 - fire separation locations

Construction Materials - list of all being proposed

Deck / 2nd Exit (fire escape) Construction Details (if applicable)

Site Plan showing

- o size of lot and building(s)
- o dimensions from each property line to building(s)
- o driveway access / width and parking stalls/locations
- o deck size and location (if applicable)
- o landscaping and direction of water drainage
- o size and location of proposed and existing structures (including accessory buildings)



Building Elevations showing all windows and exits. (Photos of each side of the building may be sufficient)

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)
- **Heritage Permit** (any exterior alteration in a Heritage Conservation Area)
- **Flood Risk Area Analysis** (any alteration/construction in a Flood Risk Area)

If there are Illegal dwelling units, to legalize the use, you may require submission of the following applications prior to approval of the building permit:

- **Rezoning**
- **Variance**

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.

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



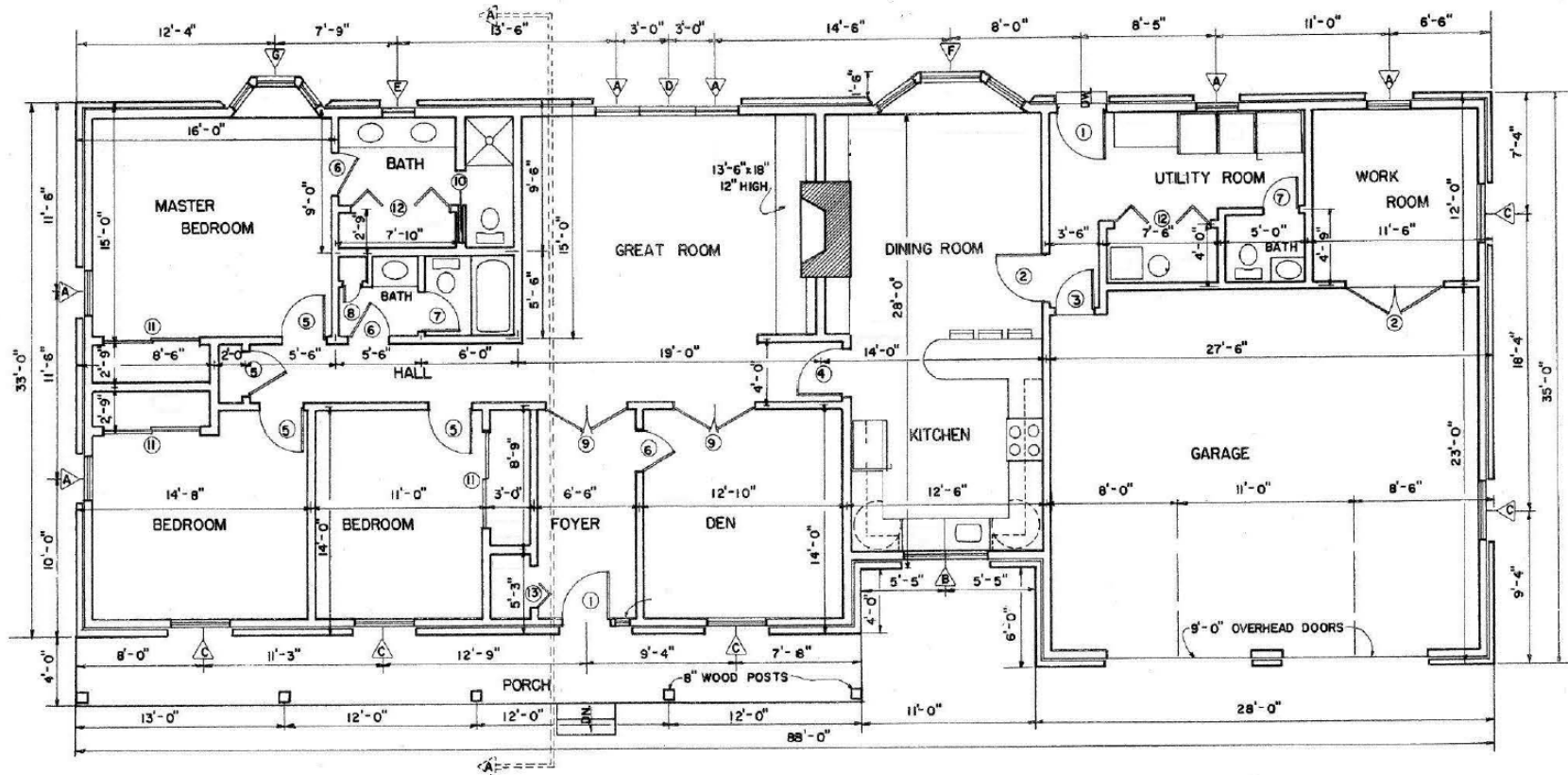
I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans,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

Applicant Name _____

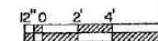
Applicant Signature _____

Date _____

FLOOR PLANS EXAMPLE

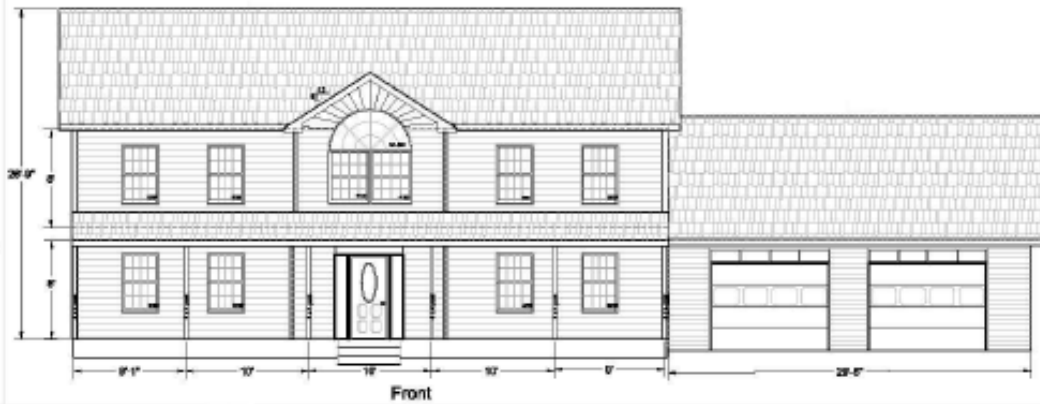


FLOOR PLAN

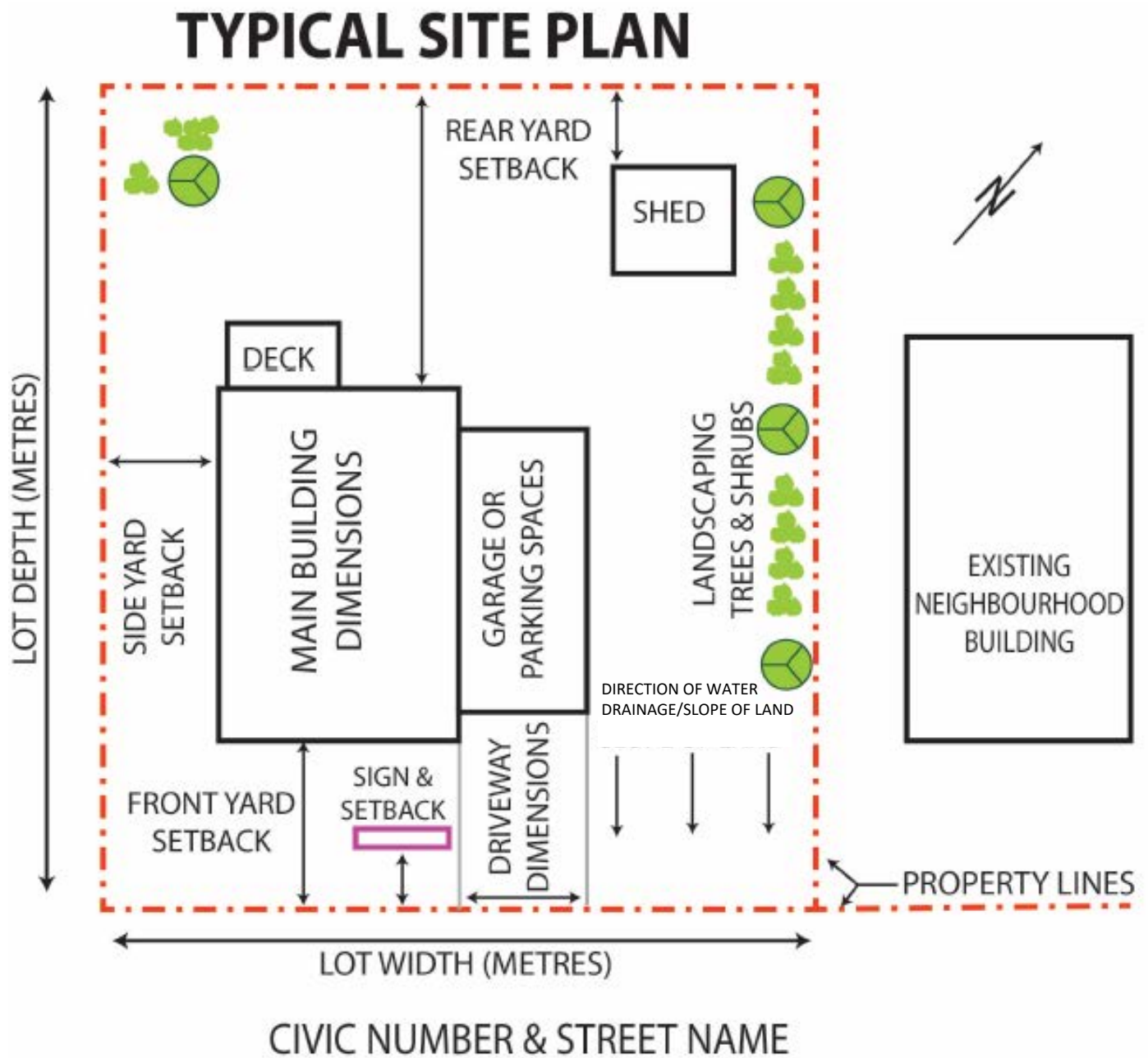


SCALE 3/16" = 1' - 0"

ELEVATIONS EXAMPLE



TYPICAL SITE PLAN EXAMPLE

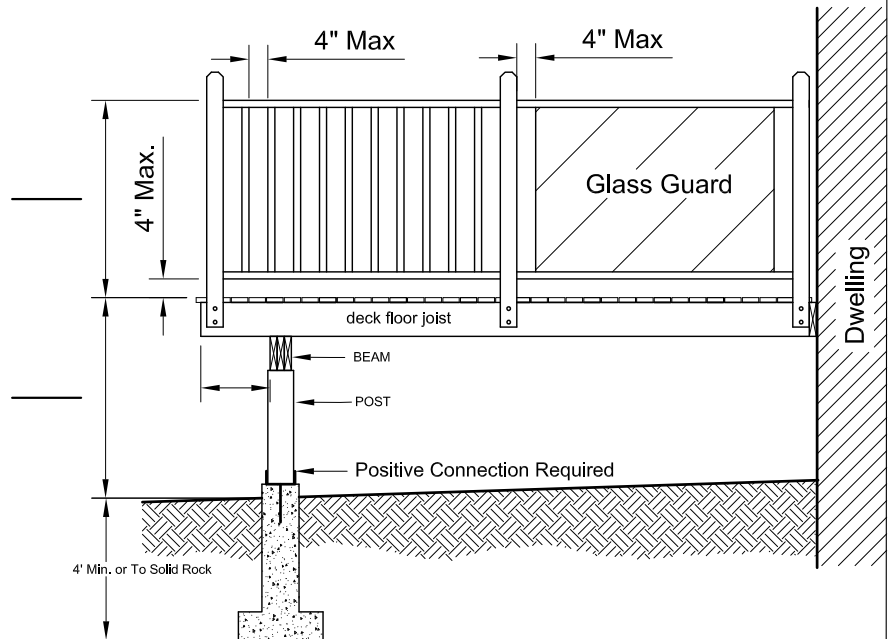


CONSTRUCTION DETAILS FOR RESIDENTIAL ATTACHED DECKS

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:

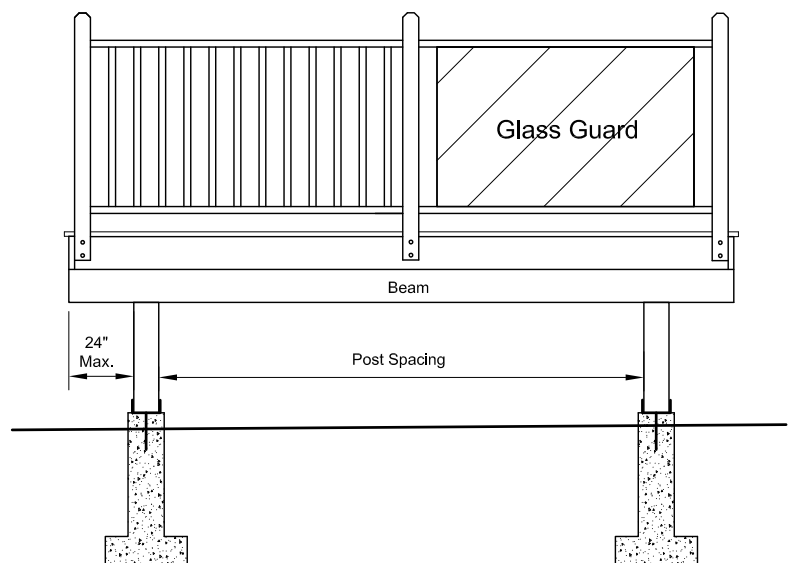
POST SPACING:

FOUNDATION: ☐ SONO TUBE DIAMETER:

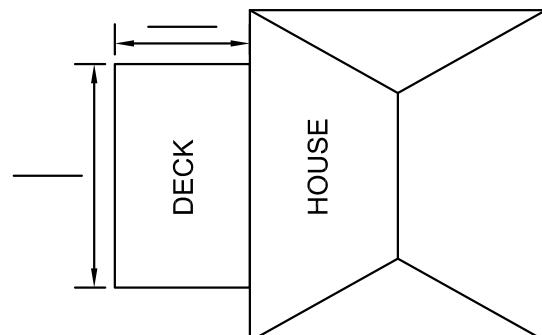
☐ BIG FOOT

☐ SCREW PILES

FOUNDATION DEPTH:



Drawings are not to scale



Updated 01/20/2017

CONSTRUCTION DETAILS FOR RESIDENTIAL ATTACHED DECKS- 2 STOREY

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

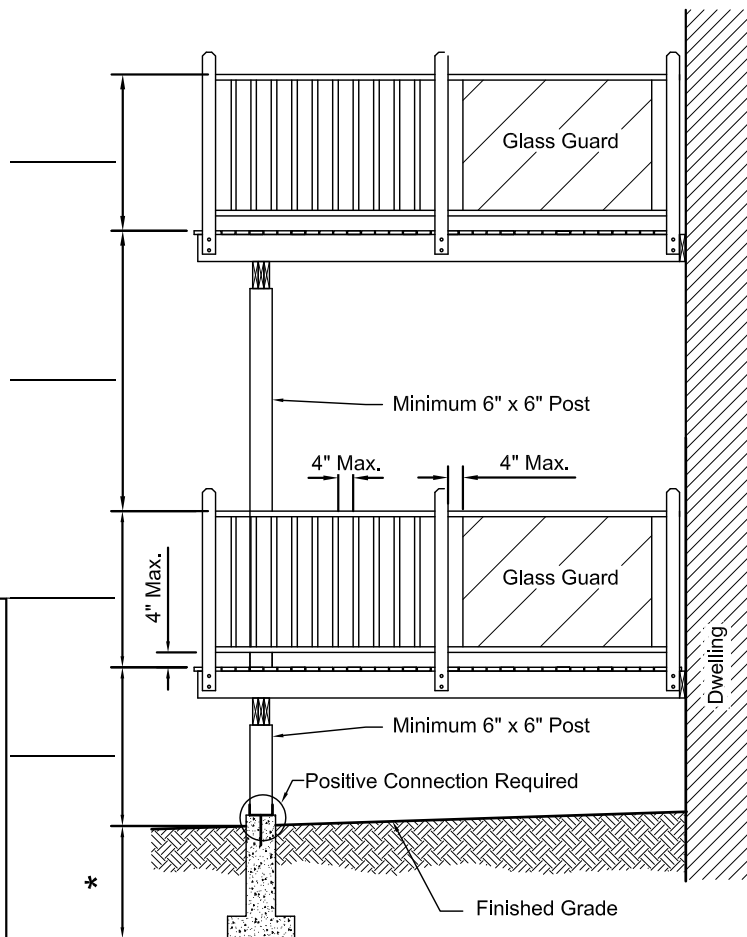
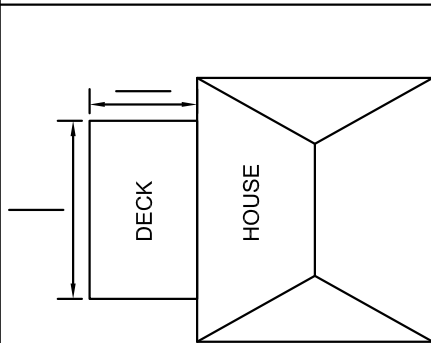
JOIST CANTILEVER

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

Post Size

- ☐ Sonotube Diameter _____
☐ Big Foot



* 4' Minimum or to solid rock

Drawings are not to scale

UPPER 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 (MIN. 6" X 6"):

POST SPACING:

FOUNDATION: ☐ SONO TUBE DIAMETER: _____

☐ BIG FOOT

☐ SCREW PILES

FOUNDATION DEPTH:

LOWER DECK DETAILS

DIMENSIONS:

HEIGHT (GROUND TO FLOOR):

RAILING HEIGHT:

JOIST SIZE & SPACING:

JOIST SPAN:

JOIST CANTILEVER:

BEAM SIZE:

BEAM SPAN:

BEAM CANTILEVER:

POST SIZE (MIN. 6" X 6"):

POST SPACING:

FOUNDATION: ☐ SONO TUBE DIAMETER: _____

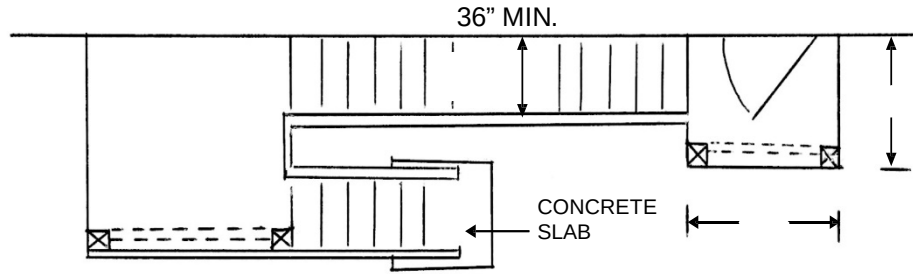
☐ BIG FOOT

☐ SCREW PILES

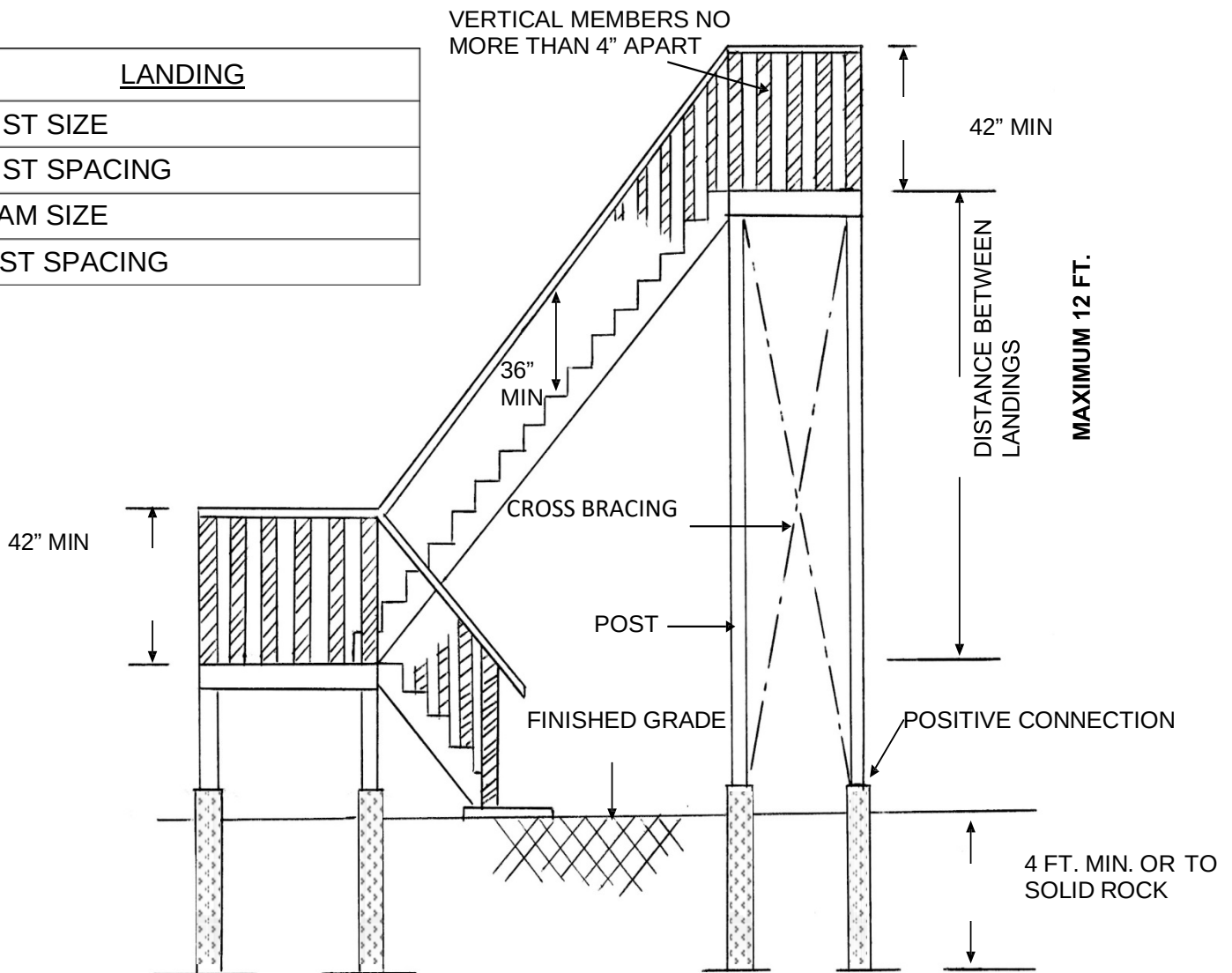
FOUNDATION DEPTH:

Updated 01/20/2017

TYPICAL EXTERIOR EXIT STAIRS - Sheet 1 (Part 9 National Building Code – Residential)



<u>LANDING</u>
JOIST SIZE
JOIST SPACING
BEAM SIZE
POST SPACING



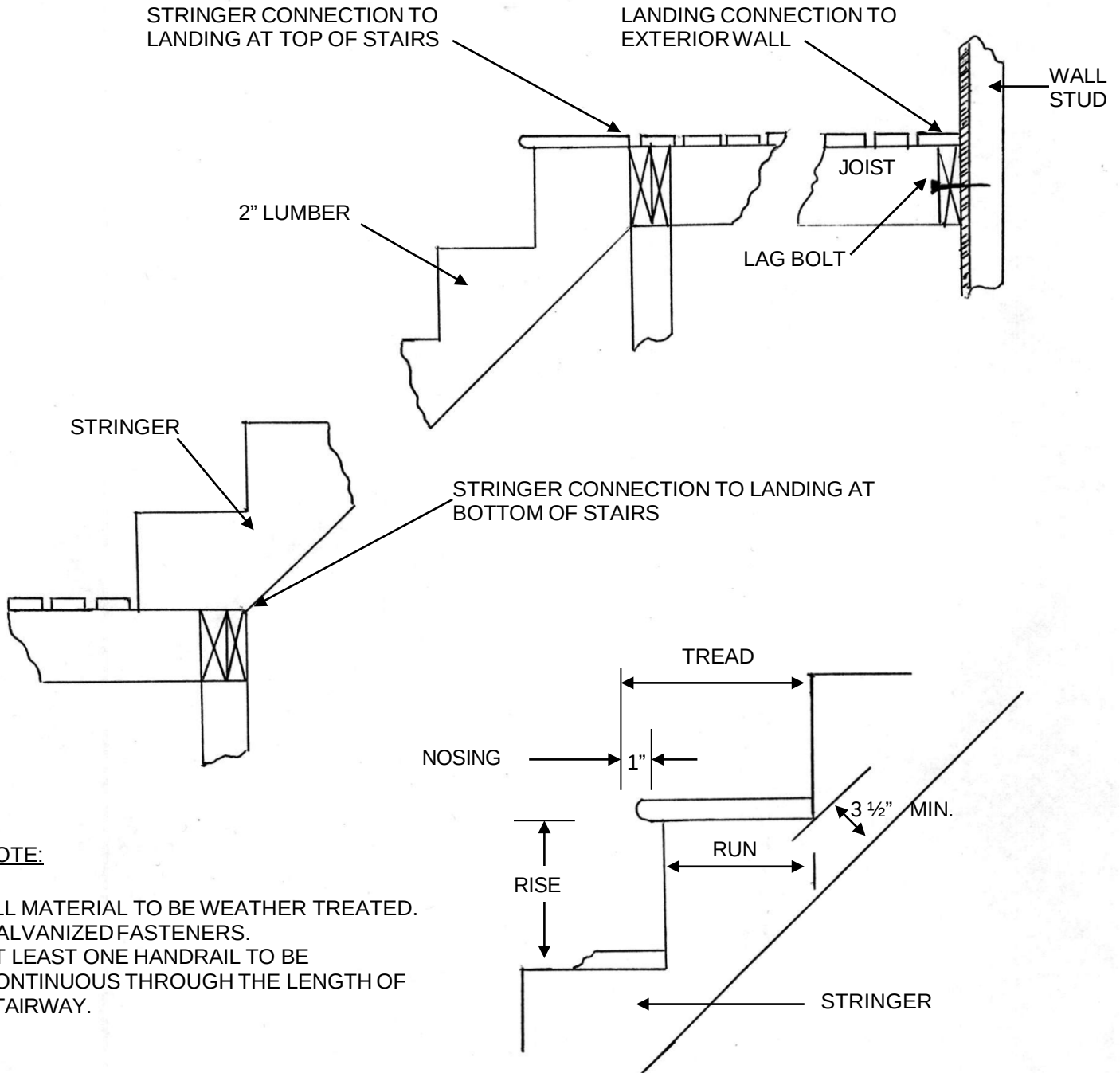
TYPICAL STAIR DETAIL

(Part 9 National Building Code – Residential)

Requirements for stairs as per the following articles of the 2020 NBC

9.8.4.1 - Dimensions for risers

9.8.4.3 - Dimensions for rectangular treads



NOTE:

ALL MATERIAL TO BE WEATHER TREATED.
GALVANIZED FASTENERS.
AT LEAST ONE HANDRAIL TO BE
CONTINUOUS THROUGH THE LENGTH OF
STAIRWAY.

	RISE		RUN		TREAD	
	MAX	MIN	MAX	MIN	MAX	MIN
SINGLE UNIT	7-7/8"	4-15/16"	14"	10-1/16"	15"	10-1/16"
MULTIPLE UNITS	7-1/16"	4-15/16"	No limit	11"	No limit	11"