

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)

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.

FLOOD RISK AREA: If the building is located within the Flood Risk Area, any alteration to the footprint of the building may require analysis and purchase of compensatory storage. Please contact us for Flood Risk Area Development approval prior to applying for a building permit.

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**
 - latest report issued noting all items on the report that will be completed under the building permit
- Floor Plans**
 - 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
- list of construction **Materials** used
- **Deck / 2nd Exit (fire escape) Construction Details** (if applicable)
- **Site Plan** (required for siding)
 - showing size of property
 - size of building(s)
 - dimensions from all buildings to all property lines
- **Site Plan** (required for deck /second exit (fire escape) construction or any footprint change to the building)
 - showing size of property
 - size of building(s)
 - dimensions from all buildings to all property lines
 - incorporate **drainage sketch** (showing storm water arrows indicating the direction of drainage / slope of lot / ditches / swales) or provide **professional engineer stamped certification letter**.
- **Building Elevations** showing all windows and exits. (Photos of each side of the building may be sufficient)
- **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

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:

- **Re zoning**
- **Variance**



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

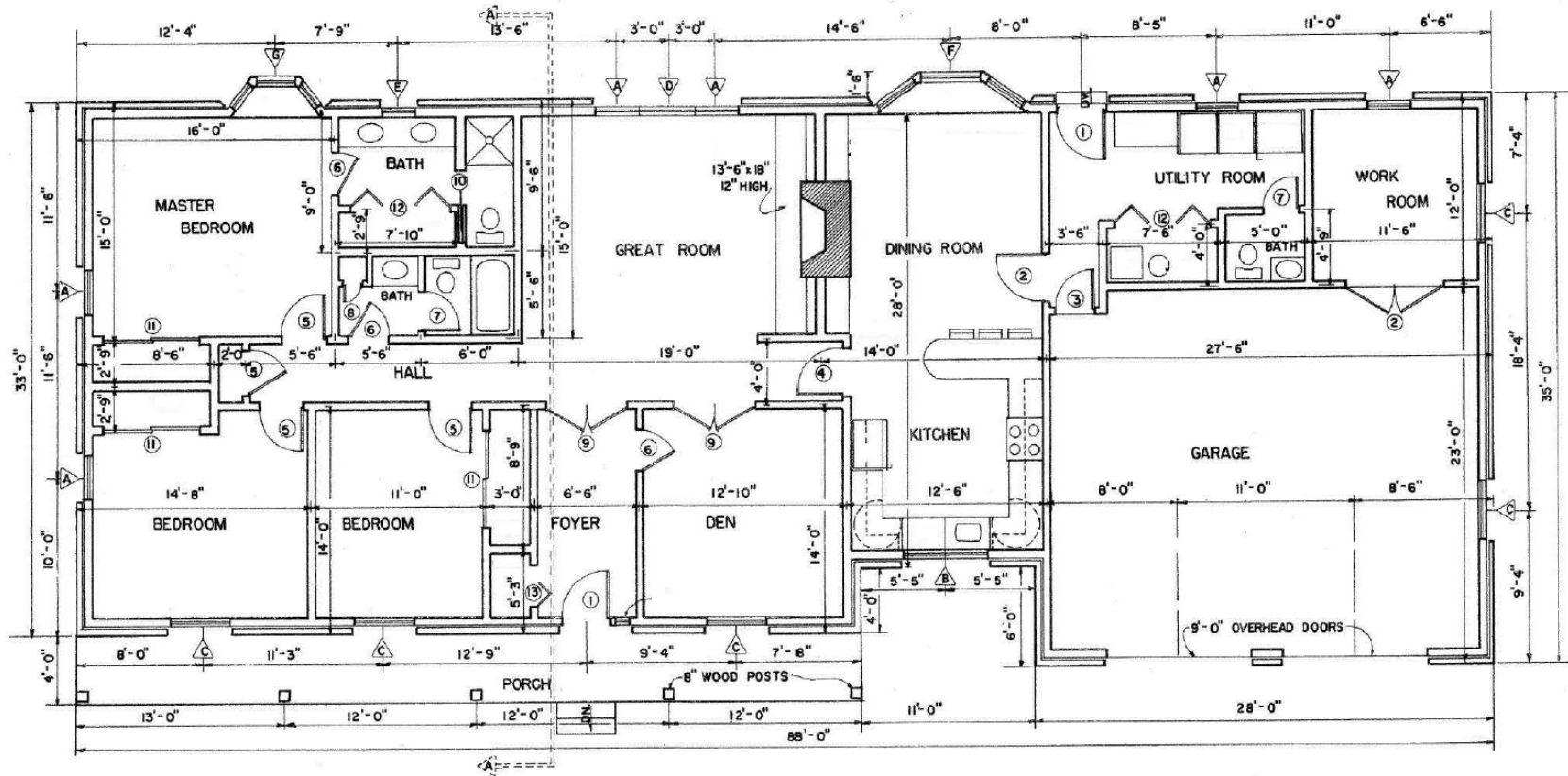
For the purposes of this schedule MICI means:
Multi-unit dwellings of 3 units and above;
Industrial buildings or structures;
Commercial buildings or structures;
Institutional buildings or structures;
And any other building or structure that is not a Minor and Medium Residential.

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

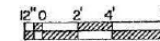
TIER 2
Minor and Medium Residential – New
Minor and Medium Residential - New dwelling unit or secondary suite
Minor and Medium Residential - Addition
Minor and Medium Residential- Interior Renovations Value \$20,000 and greater
Minor and Medium Residential - Exterior Renovations Value \$20,000 and greater
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

FLOOR PLANS EXAMPLE



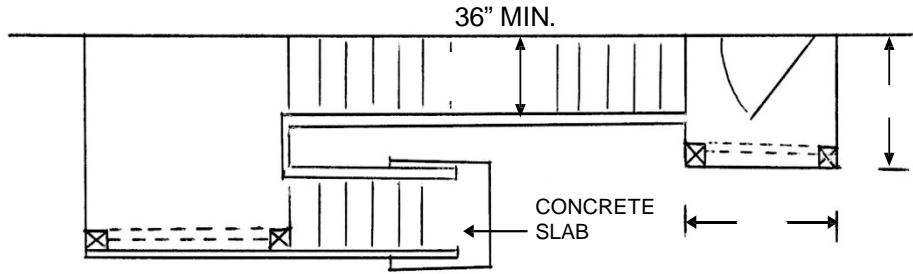
FLOOR PLAN



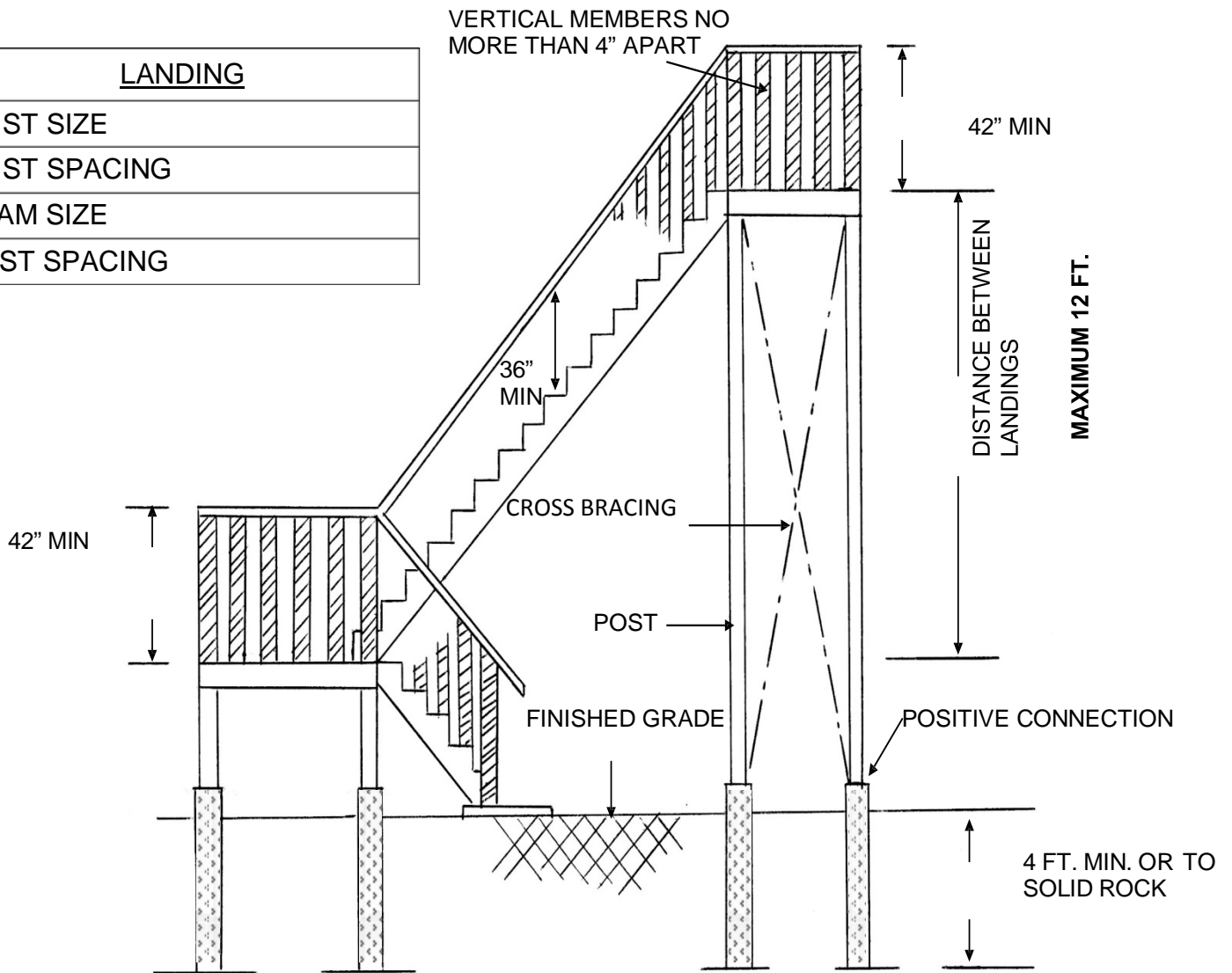
SCALE 3/16" = 1' - 0"

TYPICAL EXTERIOR EXIT STAIRS - Sheet 1

(Part 9 National Building Code – Residential)



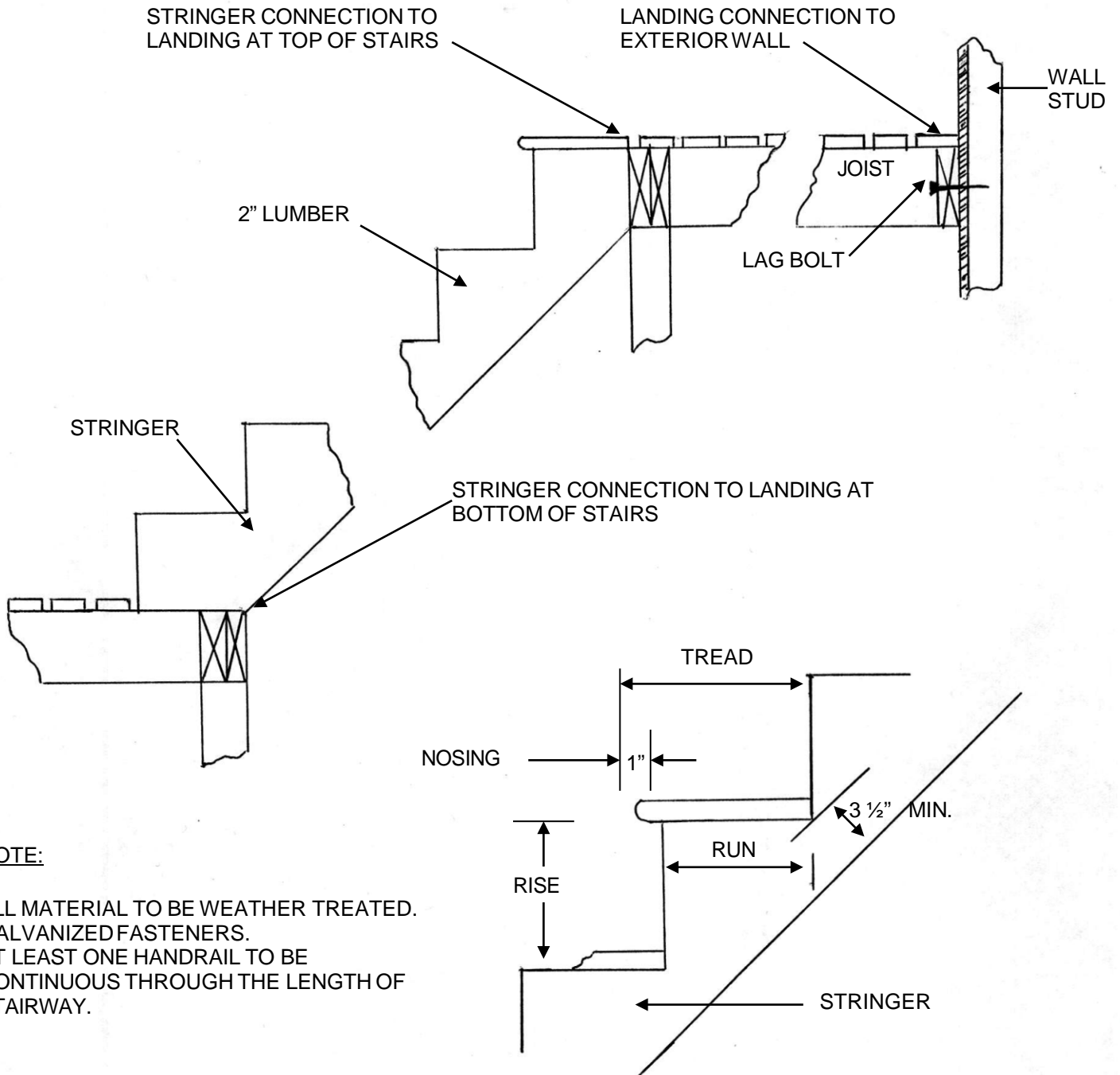
<u>LANDING</u>
JOIST SIZE
JOIST SPACING
BEAM SIZE
POST SPACING



TYPICAL STAIR DETAIL

(Part 9 National Building Code – Residential)

Requirements for stairs as per the following articles of the 2015 NBC
 9.8.4.1 - Dimensions for risers
 9.8.4.3 - Dimensions for treads



NOTE:

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

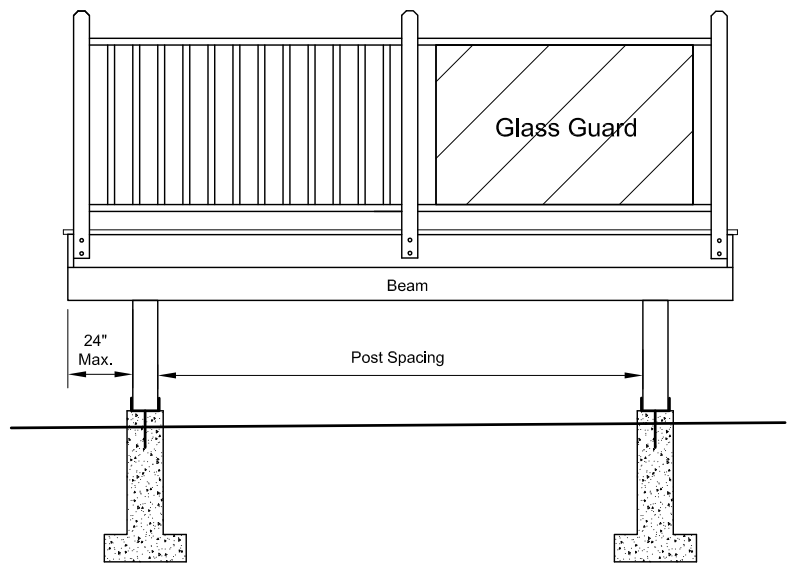
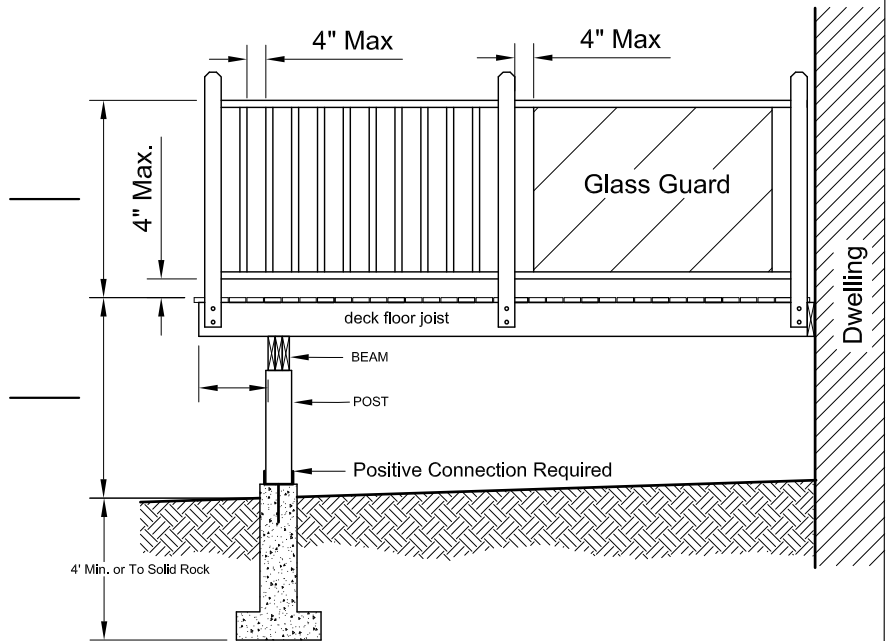
	RISE		RUN		TREAD	
	MAX	MIN	MAX	MIN	MAX	MIN
SINGLE UNIT	8"	5"	14"	9"	14"	10"
MULTIPLE UNITS	7"	5"	No limit	11"	No limit	11"

CONSTRUCTION DETAILS FOR RESIDENTIAL ATTACHED DECKS

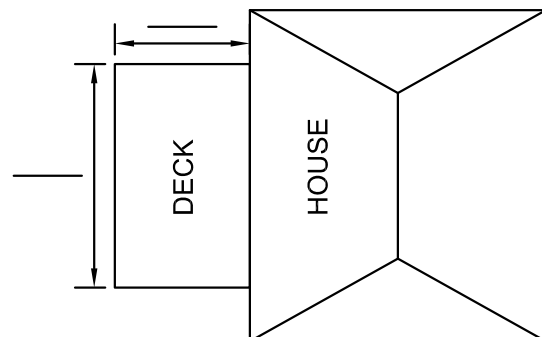
Construction details about the deck are required. Please complete the following details.

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



Drawings are not to scale



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:	<input type="checkbox"/> SONO TUBE DIAMETER:
	<input type="checkbox"/> BIG FOOT
	<input type="checkbox"/> SCREW PILES
FOUNDATION DEPTH:	

CONSTRUCTION DETAILS FOR RESIDENTIAL ATTACHED DECKS- 2 STOREY

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

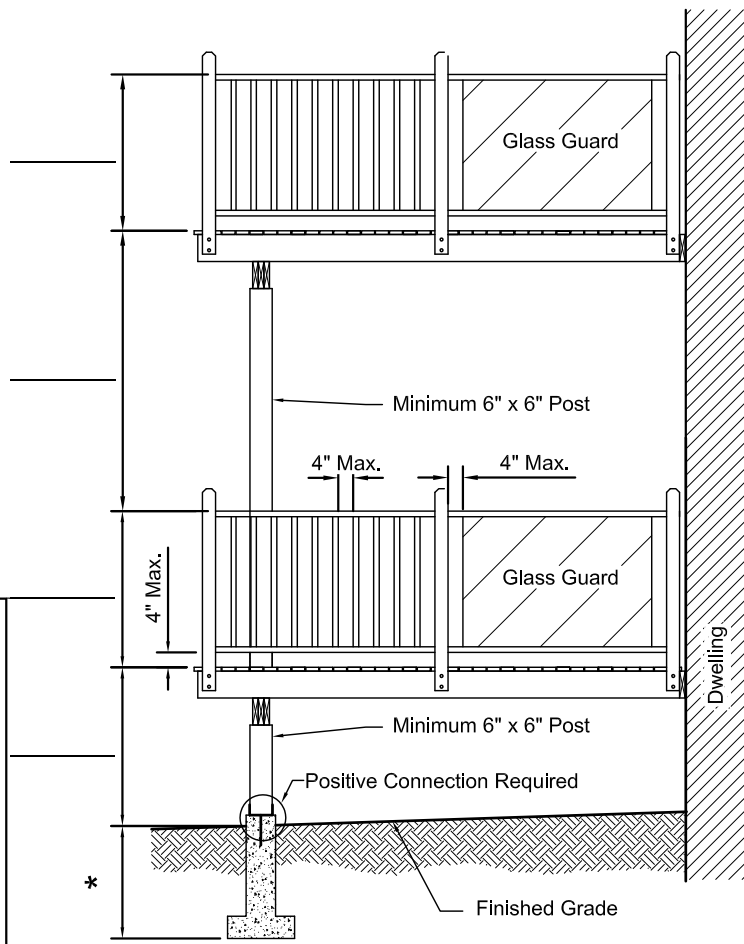
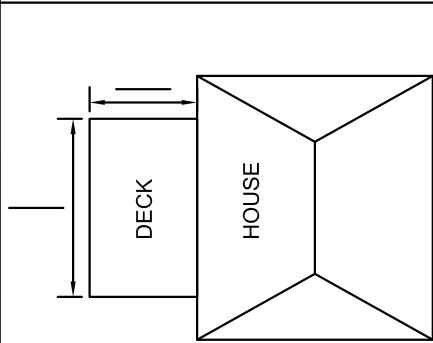
JOIST CANTILEVER

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



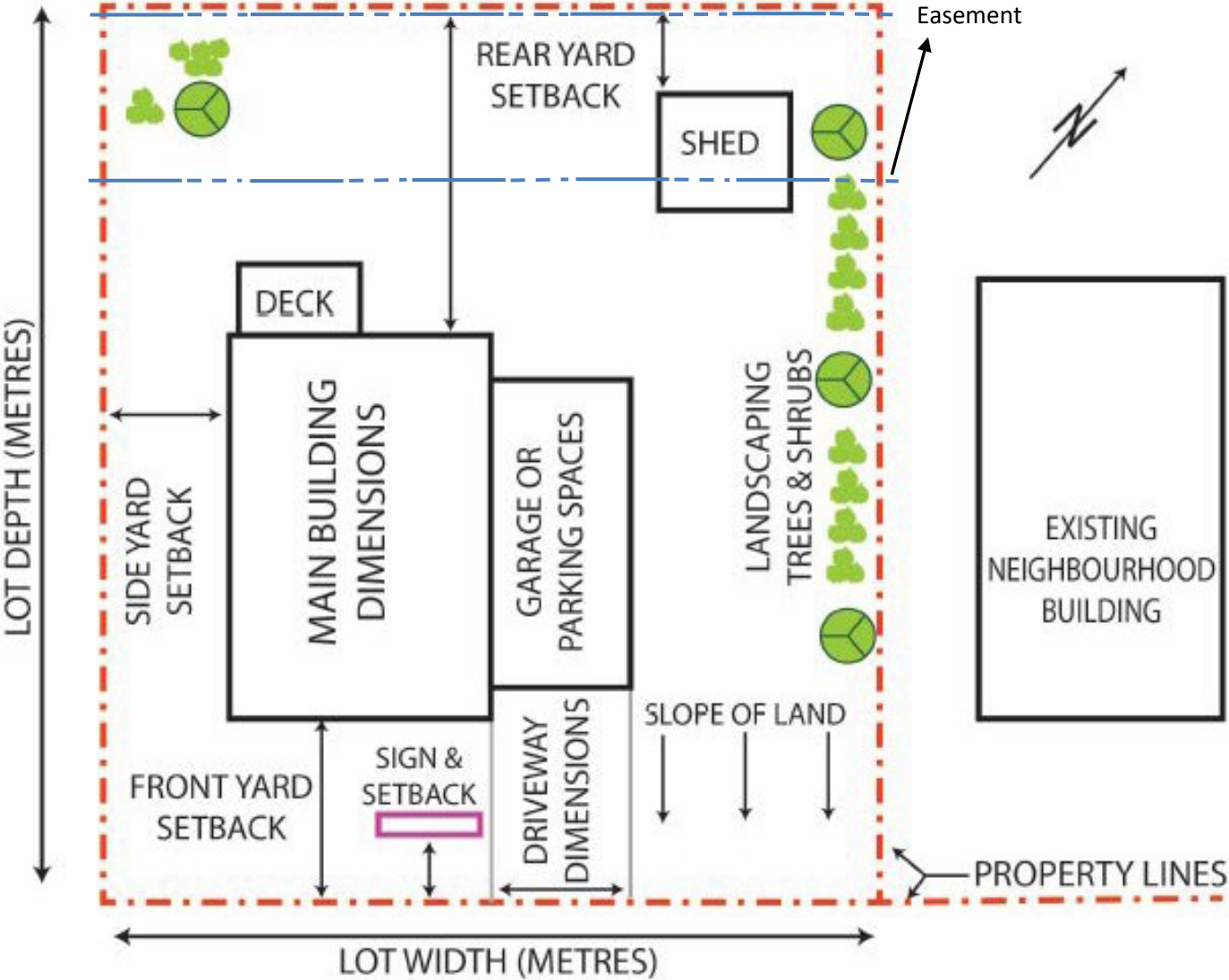
* 4' Minimum or to solid rock

Drawings are not to scale

UPPER DECK DETAILS	LOWER DECK DETAILS
DIMENSIONS: _____ X _____	DIMENSIONS:
HEIGHT (GROUND TO FLOOR):	HEIGHT (GROUND TO FLOOR):
RAILING HEIGHT:	RAILING HEIGHT:
JOIST SIZE & SPACING:	JOIST SIZE & SPACING:
JOIST SPAN:	JOIST SPAN:
JOIST CANTILEVER:	JOIST CANTILEVER:
BEAM SIZE:	BEAM SIZE:
BEAM SPAN:	BEAM SPAN:
BEAM CANTILEVER:	BEAM CANTILEVER:
POST SIZE (MIN. 6" X 6"):	POST SIZE (MIN. 6" X 6"):
POST SPACING:	POST SPACING:
FOUNDATION: <input type="checkbox"/> SONO TUBE DIAMETER: _____	FOUNDATION: <input type="checkbox"/> SONO TUBE DIAMETER:
<input type="checkbox"/> BIG FOOT	<input type="checkbox"/> BIG FOOT
<input type="checkbox"/> SCREW PILES	<input type="checkbox"/> SCREW PILES
FOUNDATION DEPTH:	FOUNDATION DEPTH:

TYPICAL SITE PLAN EXAMPLE

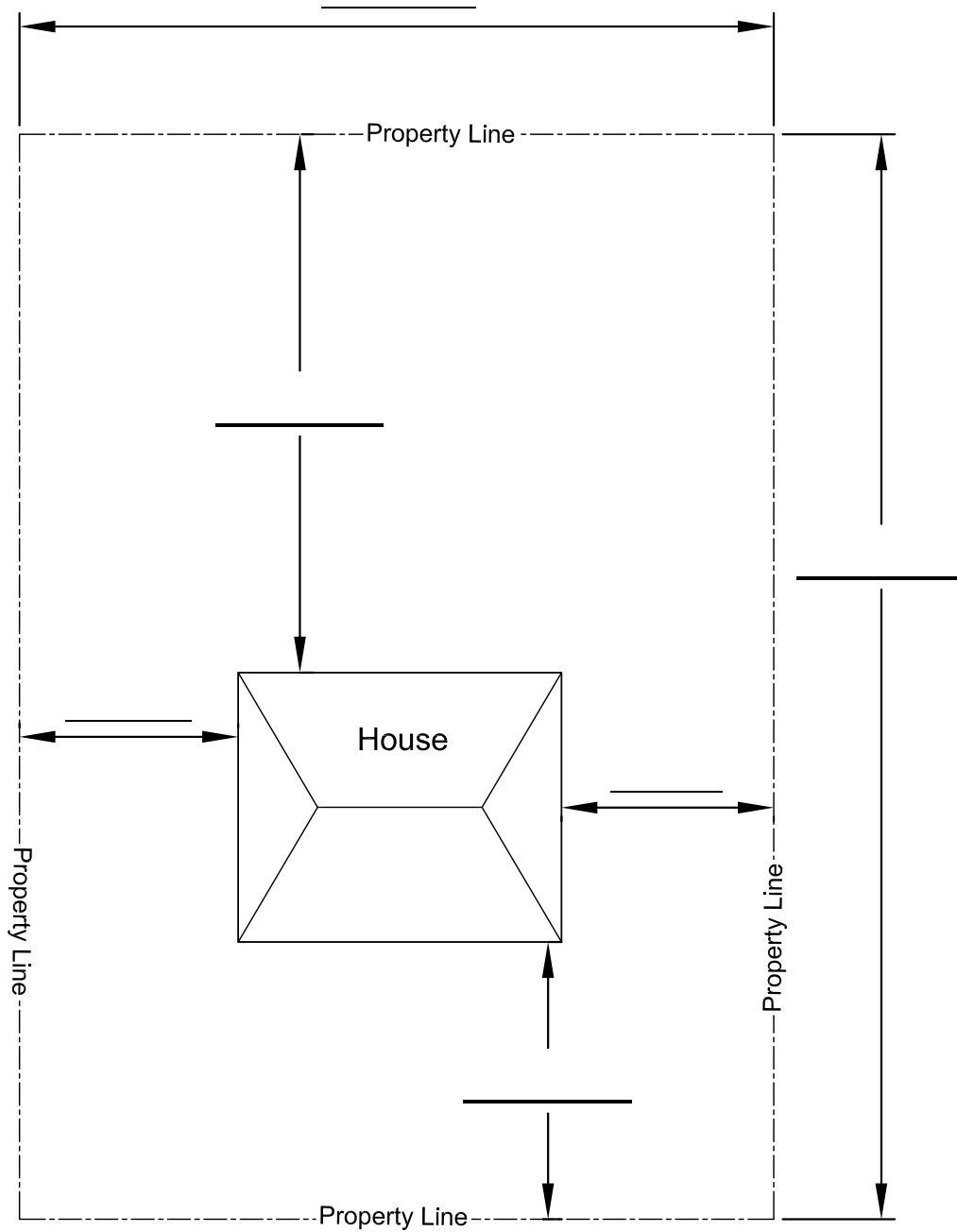
TYPICAL SITE PLAN



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 : _____

ELEVATIONS EXAMPLE

