

# 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.*

## 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**
  - o digital photo of each elevation will be adequate for submission
- List of **Materials** used
- Window/Door Sizes**
  - o 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.
  - o 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 / this is the opening that one would escape through and not the full size of the window and frame)
  - o **Site Plan**
    - showing dimensions to property lines
  - o **Construction Detail** noting any changes to header or lintels (if the original openings have been increased or if new openings are created)
- Siding**
  - o **Site Plan**
    - showing size of property
    - size of building(s)
    - dimensions from all buildings to all property lines



- **Height** and **Length** of each side of building
- **Height** and **Length** of each compartment within the building
- how the **Dwelling Units are Situated** within the building
  - example: a 2 storey 4 dwelling unit building may have 1 unit in basement, 1 unit on 1<sup>st</sup> floor and 2 units on 2<sup>nd</sup> floor
- **Materials** to be used - combustible or non-combustible cladding
- Is an **Electrical Service Entrance Disconnect / Reconnect** required.
- 
- **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.



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	<b>BUILDING</b>	<b>PLANNING</b>	<b>INFRASTRUCTURE</b>	<b>HERITAGE</b>
	<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	
DESCRIPTION OF WORK				

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  
 8th Floor - 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



## Schedule C: Fees

The application fees referred to in this By-law are as follows:

Building Permits \$110 + \$8.50/\$1,000 of the Estimate + \$2 per page of paper submitted over 279 millimetres x 420 millimetres in size.

Additional Service Fees	
First 2 Additional Inspections Tier 1	FREE
Any further additional inspections Tier 1	\$75
First 3 additional inspections Tier 2	FREE
Any further additional Inspections Tier 2	\$100
First 3 additional inspection Tier 3	FREE
Any further additional Inspections Tier 3	\$200
Additional Review Tier 1	\$75
Additional Review Tier 2	\$100
Additional Review Tier 3	\$100 per hour or portion of hour per occasion
Modification of application fee	\$8.50/\$1,000 of the difference of Estimate

Demolition Permits	Garage or accessory building associated with a Minor and Medium Residential	\$210
	All other	\$310
Relocations	All	The demolition fee and + \$8.50/\$1,000 of the Estimate



## Schedule D: Assigned Estimate for Minor and Medium Residential

New construction		\$110 per square foot
Finished basements & additional floors		\$55 per square foot
Additions	With foundation	\$110 per square foot
	Crawlspace	Less 20%
	Post and Beam	Less 30%
Renovations		\$22 per square foot
Decks		\$15 per square foot
Garage (attached or detached)		\$40 per square foot
Siding	Vinyl	\$6.50 per square foot
	Aluminum/Steel	\$7.00 per square foot
	Shingles/Clapboards	\$5.00 per square foot
Notwithstanding the above, where the estimate of materials only is available		Twice the Estimate of materials
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## Schedule E: Refundable Deposits

The refundable amount of the deposit for Building Permits are:

All permits	If less than \$2,000: \$0
Tier 1 permits	If Estimate is \$2,000 or more: \$200
Tier 2 permits	If Estimate is \$2,000 or more 1% of Estimate: a maximum of \$2,000 and a minimum of \$300
Tier 3 permits	If Estimate is \$2,000 or more 1% of Estimate: a maximum of \$5,000 and a minimum \$500

The refundable amount of the deposit for Demolition Permits are:

All	If Estimate is less than \$2,000: \$150  If Estimate is between \$2,000 and \$10,000: \$500 + 5% of Estimate  If Estimate is over \$10,000: 10% of Estimate to a maximum of \$5,000.
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The amount of Refundable Deposit for Relocations are:

All	The applicable Demolition Permit and Building Permit deposit
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## Schedule F: Tiers

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

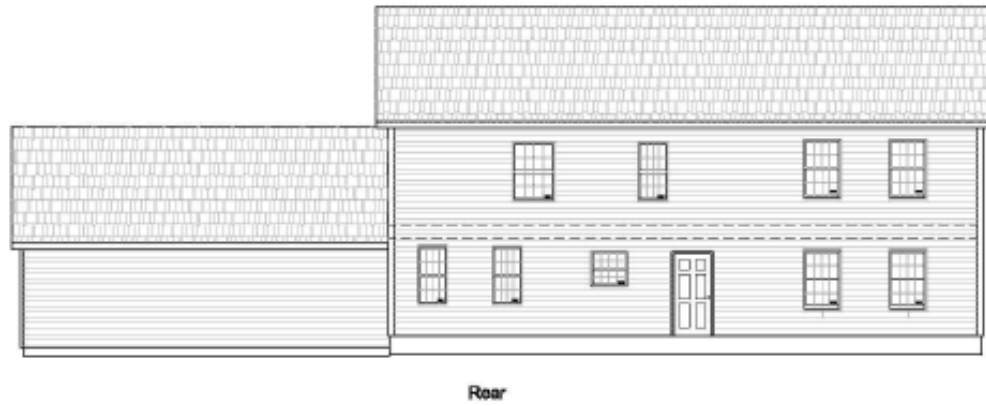
<b>TIER 1</b>
Minor and Medium Residential Window and Door
Minor and Medium Residential Deck
Minor and Medium Residential Siding
Minor and Medium Residential - Interior Renovations Value less than \$20,000
Minor and Medium Residential - Exterior Renovations Value less than \$20,000
Minor and Medium Residential - Accessory Building and Garage
All Demolitions
Electrical

<b>TIER 2</b>
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

<b>TIER 3</b>
MICI - New
MICI - Addition
MICI - New dwelling unit
MICI - Interior Renovations Value \$25,000 and greater
MICI - Exterior Renovations Value \$25,000 and greater



# ELEVATIONS EXAMPLE



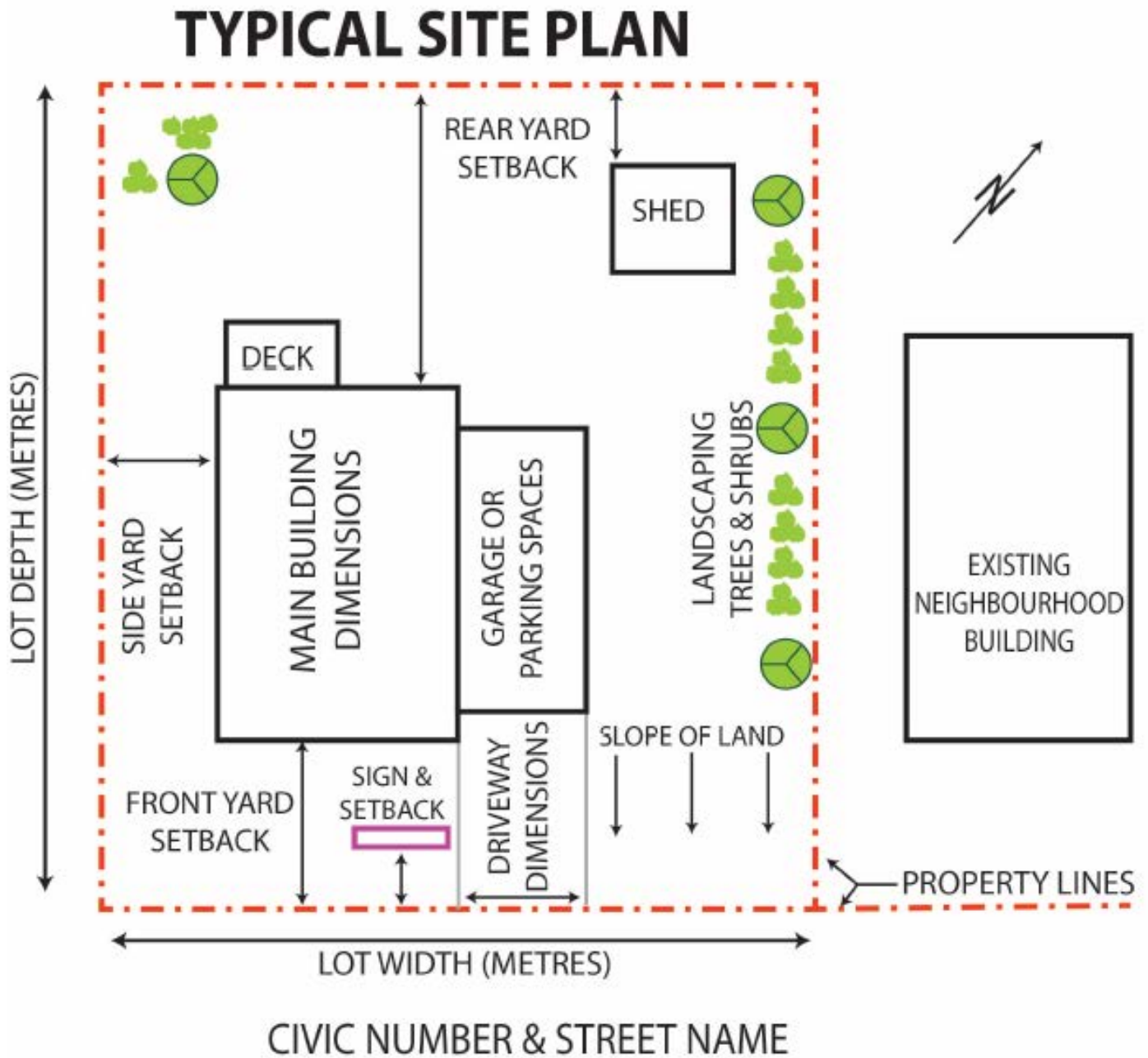
## City of Saint John

Growth and Community Development  
(506)6582911  
[onestop@sainjohn.ca](mailto:onestop@sainjohn.ca)

Updated 01/20/2017

*One Stop*  
**Development Shop**   
PLANNING • BUILDING • INFRASTRUCTURE • SAINT JOHN

# TYPICAL SITE PLAN EXAMPLE



### City of Saint John

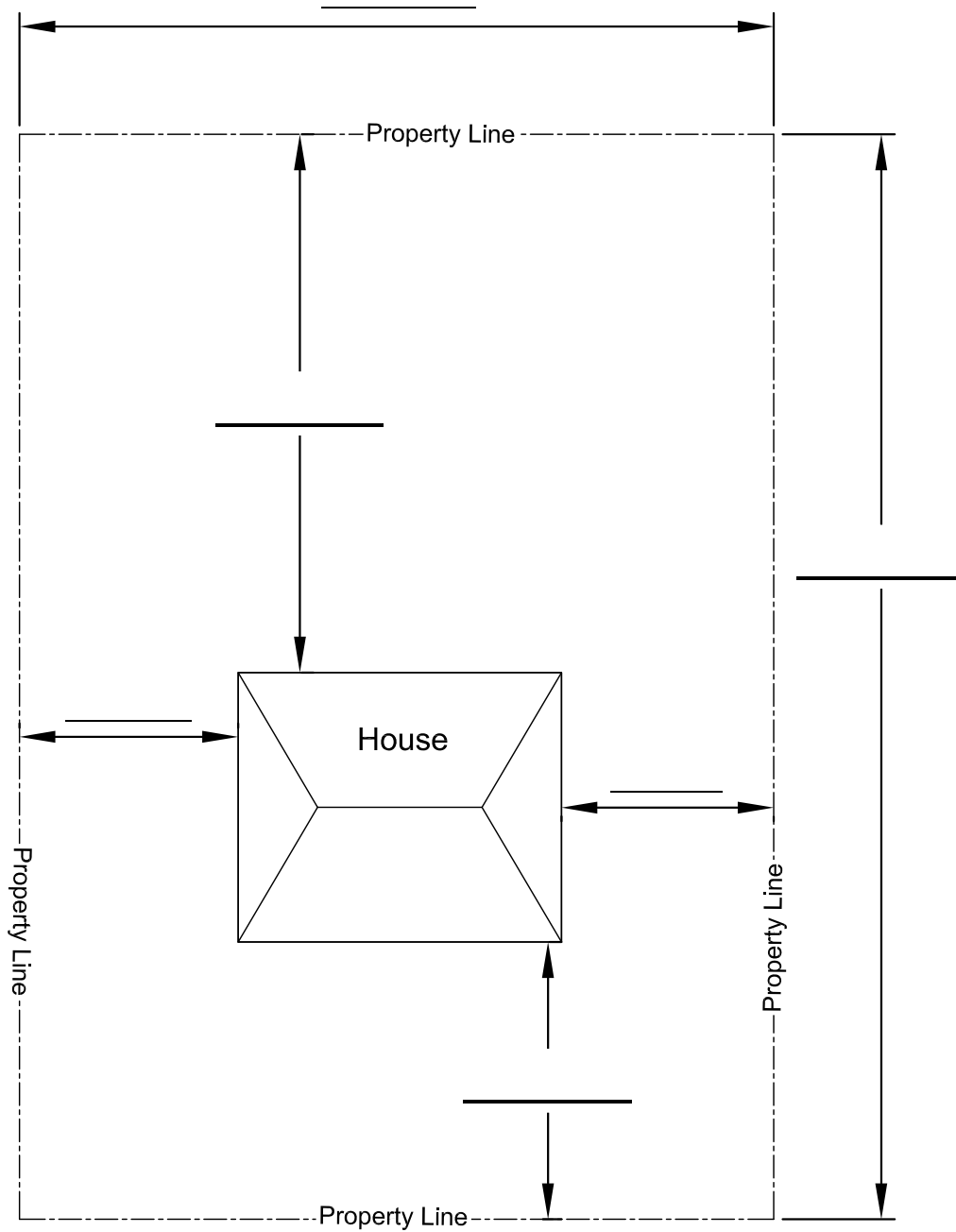
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PLANNING BUILDING INFRASTRUCTURE SAINT JOHN

# 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 : \_\_\_\_\_