

# Demolition of a Structure

## 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.*

## Demolition Permit Application

Checklist required for a complete application for:

### ➤ Demolition of a Structure

**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.

**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.

- Completed **Application Form** signed
- Permit Fee** and **Refundable Deposit**
- General Liability Insurance must be submitted if the estimate is over \$1,000 naming the City of Saint John as an “additional insured”
  - o Estimate over \$1,000 to \$50,000 .....\$1,000,000 liability
  - o Estimate over \$50,000 .....\$20,000 per \$1,000 of estimate to maximum of \$5,000,000 liability
- Pre demolition photos will be taken by an Inspector to capture the condition of the street right of way bordering the property. If there is any damage to the street right of way / sidewalk as a result of the demolition there will be a deduction from the deposit.
- Abandonment of the water and sewer services must not be backfilled until the Infrastructure Development Inspector has confirmed it is completed to their satisfaction. Please call 658-2911 a minimum of one (1) business day prior to the work being done to arrange this inspection.
- Any water meters owned by The City of Saint John must be returned to Saint John Water upon completion of the demolition.



- If property is in the “Intensification Area” then the property must be hydro-seeded (any permit issued after August, the applicant / owner can delay hydro-seeding until the spring).



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 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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