



**THE CITY OF
SAINT JOHN**

CALL BEFORE YOU DIG!

**1-866-344-5463
(1-866-DIG-LINE)**

Participating Members for this Service:

**Bell Aliant
Brunswick Pipeline
City of Saint John
Enbridge Gas New Brunswick
Irving Oil
Maritimes & Northeast Pipeline
Saint John Energy**

For more information contact:

The City of Saint John

**Buildings & Inspection Services
City Hall – 10th Floor
658-2911 (w); 632-6199 (fax)
buildinginspection@saintjohn.ca**

**Municipal Operations & Engineering
175 Rothesay Avenue
658-4455 (w); 658-2852 (fax)
municipaloperations@saintjohn.ca**

**Planning & Development
City Hall – 10th Floor
658-2835 (w); 658-2837 (fax)
planning@saintjohn.ca**

Information

Development and Building Permits

Permit requirements for
common projects.



www.saintjohn.ca



SAINT JOHN

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An overview of City requirements for
development, construction projects and
permits.

Buildings & Inspection Services; Planning & Development, and Municipal Operations & Engineering

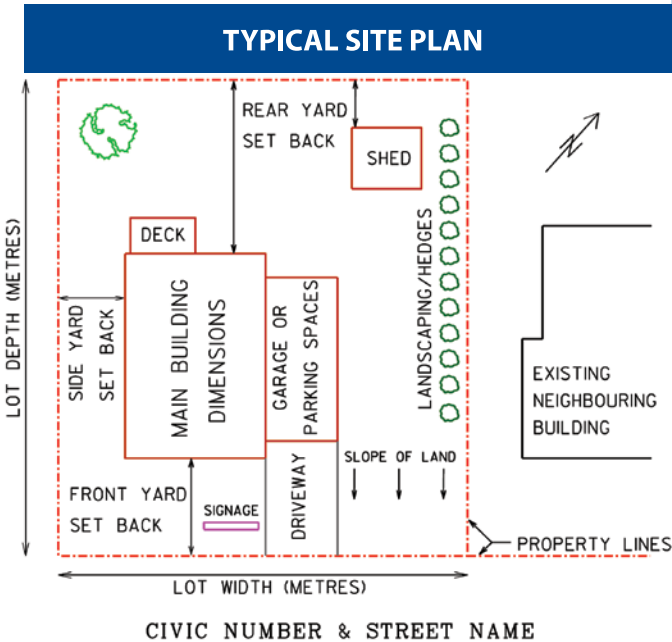
WHEN YOU APPLY FOR A PERMIT, THREE CITY DEPARTMENTS REVIEW THE FOLLOWING. IT IS IMPORTANT FOR YOU TO PROVIDE AS MUCH INFORMATION AS POSSIBLE FOR TIMELY PERMIT REVIEWS AND APPROVALS:

Building Inspection and Planning Requirements (Building By-law; Zoning By-law)

- Describe in **detail the proposed work** and intended use and also provide a construction cost estimate of the proposed work;
- Include a **dimensioned site plan** (drawn to scale) showing the following items (sample below):

- Property boundaries;
- Location of any existing and proposed buildings and structures and their setbacks from the property lines;
- Location of any existing buildings on neighbouring lots;
- Landscaped areas: including trees & hedges;
- Parking areas, loading areas, and vehicle maneuvering areas (including type of finished surface and curbing);
- Relevant topographic features (watercourses; wetlands; changes in slope/grade; etc.)

- Provide two (2) complete, drawn to scale, sets of all **plans and specifications**, showing the intended use of all parts of the building
- Provide **building elevation drawings** (to scale) – these drawings illustrate the design, materials, dimensions, and final appearance of the exterior of a building
- Provide a sketch (as applicable) with the following:
 - Signage:** all existing and proposed, include sign dimensions, text graphics, if sign will be illuminated, location of sign on the property
 - Exterior Lighting:** existing and proposed for the site and any lighting on the building



Municipal Infrastructure and Engineering Requirements

(Water & Sewerage By-law; Excavation By-Law)

Provide a site sketch (sample below) of proposed work with all applicable details for the work:

- Use:** Residential; Commercial; Industrial; Other
- Description of Work:** Within municipal right-of-way (R-O-W) include length, width, and depth of excavation.
- Site/Lot Drainage:** Direction of surface flow
- Site Servicing:** Municipal water and sewer or private well and septic
- For municipal servicing:**

Water Service (Pipe)

- Potable (domestic); fire line (commercial, other)
- Service size;
- Material

Sanitary Lateral (Pipe)

- Pipe size;
- Material

Storm Lateral (Pipe)

- Pipe size (drain tile);
- Material;
- Roof drains

- Concrete:** Curb and/or sidewalk cut
- Asphalt:** Curb and/or sidewalk cut; street cut
- Driveway Location** (New or Existing):
 - Width
- Culvert** (New or Replacement)(Rural Areas):
 - Pipe size (diameter);
 - Pipe length;
 - Pipe material;
 - Depth of cover

