



PLEASE PRINT

PER - 3118

Department of Planning, Engineering and Regulatory Services

NEW HOME CONSTRUCTION, RENOVATION AND EXTENSION PERMIT APPLICATION

All information is required to begin processing the application

CONTACT INFORMATION

SECTION 1

Property Owner _____ * Signature _____ **MANDATORY**

Mailing Address _____ Postal Code _____

Daytime Phone _____ Email Address _____

*I as the property owner identified above, hereby declare to be the owner of the property indicated in section 2 of the application.

Information below must be completed if applicant is not the property owner

Applicant/Contractor _____ Signature _____ **MANDATORY**

Is Applicant a Contractor: Yes No

Mailing Address _____ Postal Code _____

Daytime Phone _____ Email Address _____

The above signatories hereby submit this application and confirm that the information supplied is, to the best of their knowledge, correct. The signatories agree to comply with all City Regulations & By-Laws, agree to develop in accordance with the plans approved by the City of St. John's and not to commence development without applicable written approval and permits from the City of St. John's. In addition, the signatories acknowledge that they have reviewed this application and agree to provide any additional information requested and to pay all applicable fees as noted on the City's fee schedule (www.stjohns.ca).

To view these fees, please click on the link below that pertains to your application:
[Inspection Services Fees and Rates](#)

Request for refund of permit fees will be reviewed by City Staff
If approved, fees will be refunded at 75%

Do You Have Both Signatures?

PROJECT LOCATION

SECTION 2

Civic Address _____ If Applicable Unit # _____ Lot # _____

Subdivision Name (if applicable) _____



DESCRIPTION OF WORK**SECTION 3**

New Home Construction Renovation Extension

Brief Description of Work

Please check all that apply:

Electrical work Plumbing work Private well installation Private septic installation Culvert installation
 (Must be drilled) (GSC approval required) (Must be approved by Streets Dept.)

Estimated Cost of Project _____

Contractors Only

Have you submitted this house plan before? Yes No

If yes, project location/address _____

REQUIRED DOCUMENTATION**SECTION 4**

The following documents/information **must** be submitted.
 All information applicable to your project is required to process this application.

New Home Construction & Extensions

- Legal Survey (must be stamped and signed by licensed surveyor)
- Proposed Plot Plan (if not included on legal survey)
- House Construction Plans (i.e. wall section, elevations, floor plans, foundation details, structural information etc.)

Renovation

- Plan if applicable – where interior or structural changes are planned

Do You Have All Required Documentation Attached?

OFFICE USE ONLY**SECTION 5**

Received Online Fax Mail Counter

Received By _____ Date (yyyy-mm-dd) _____ Time _____ a.m. p.m.

Please submit completed form to:

City of St. John's
 Access St. John's
 P.O. Box 908
 St. John's NL A1C 5M2

E-mail: service@stjohns.ca
 Fax: 709-576-7688

Access St. John's
 10 New Gower Street