



PER - 3003

Department of Planning, Engineering and Regulatory Services

BUILDING/DEVELOPMENT APPLICATION

(Please Print)

PROPERTY LOCATION **SECTION 1**

Civic Address _____
Subdivision Name _____ Lot # _____
Account/Roll # _____ Date (yyyy-mm-dd) _____

CONTACT INFORMATION **SECTION 2**

Applicant _____
Mailing Address _____
Postal Code _____ Telephone (Home) _____ (Work) _____
(Fax) _____ (Cell) _____ Email _____

Same As Above _____
Property Owner _____
Mailing Address _____ City _____ Province _____
Postal Code _____ Telephone (Home) _____ (Work) _____
(Fax) _____ (Cell) _____ Email _____

Same As Above _____ **N/A** _____
Contractor/Consultant _____
Mailing Address _____
Postal Code _____ Telephone (Home) _____ (Work) _____
(Fax) _____ (Cell) _____ Email _____

PROJECT INFORMATION **SECTION 3**

Have you applied for or will you receive Affordable Housing Funding? YES _____ NO _____
Is selling price of dwelling less than \$275,000 YES _____ NO _____
Building floor area _____ Project floor area _____ Property/lot area _____ # of on-site parking spaces _____

Please check all that apply:

Site Plan Included _____ Building Plan Included _____

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

Description of project _____

Estimated cost of land/site development (\$) _____ Estimated cost of work on structure (\$) _____

APPLICANT SIGNATURE OF AGREEMENT

SECTION 4

I hereby submit this application and confirm that the information supplied is, to the best of my knowledge, correct. I 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, I acknowledge that I 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:

[Planning and Development Fee Schedule](#)
[Inspection Services Fees and Rates](#)

Note: Where the applicant and property owner are not the same, the signature of the property owner is required before the application can be accepted for processing.

Applicant _____ Date (yyyy-mm-dd) _____

Property Owner _____ Date (yyyy-mm-dd) _____

Staff signature _____ Date (yyyy-mm-dd) _____

INTERNAL USE ONLY

SECTION 5

Fee charges required _____

Notes _____

Please send completed form to:

Mail: Access St. John's, City Hall
10 New Gower Street
P.O. Box 908
St. John's NL A1C 5M2

Email: service@stjohns.ca
Fax: 709-576-7688
Call: 311 or 709-754-2489

APPLICATION PROCESSING FEE**SECTION 6**

All application fees are non-refundable. Once an application has been submitted with the City, any additional fees, assessments or charges may apply based on the nature of the application. The applicant will be notified by City staff of any additional fees, assessments, or charges as the application is processed.

Processing Fee \$ _____

Payment Type: Cash _____ Cheque _____ Credit Card _____

Visa _____ Mastercard _____ Amex _____

Card Number _____ EXP _____ / _____

Name on Card _____

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