



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  
(Must be drilled)

Private septic installation  
(GSC approval required)

Culvert installation  
(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](http://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 Signature \_\_\_\_\_ Date (yyyy-mm-dd) \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ 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](mailto:service@stjohns.ca)  
Fax: 709-576-7688  
Call: 311 or 709-754-2489

