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| ST. JOHN'S | PERS – Application for Building Permit | Planning, Engineering & Regulatory Services |
| Application for Building Permit | | |

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|-------------------|------------------|
| Internal Use Only | SECTION 1 |
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Application Number _____ Property Class _____ Structural Type _____

Application Set Up Information _____

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|---------------------|------------------|
| Project Information | SECTION 2 |
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Civic Address _____ Lot # _____

Business Name _____ Project Value Estimate (\$) _____

(if applicable)

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| Purpose of Application | SECTION 3 |
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| New Construction | Extension/Addition | Renovation/Alternation |
| Demolition | Change of Occupancy | Repair |

Each new construction project requires the submission of a separate application form

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| Application Type | SECTION 4 |
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|----------------------|---------------------------|------------------------|
| Dwelling | Apartment/Secondary Suite | Commercial Building |
| Patio/Deck | Fence | Accessory Building |
| Pool/Hot Tub | Site Work/Driveway | Sign |
| Wood Stove/Fireplace | Home Office | Other (describe below) |

Detailed description of proposed work:

Owner Contact Information **SECTION 5**

Name _____
Address _____ Postal Code _____
Phone (Home) _____ (Work) _____ (Cell) _____
Email Address _____

Note: Name of property owner must match that listed on the City of St. John’s Assessment Roll

Applicant Contact Information (if different from owner) **SECTION 6**

Name _____
Address _____ Postal Code _____
Phone (Home) _____ (Work) _____ (Cell) _____
Email Address _____

Contractor/Consultant Contact Information (Optional) **SECTION 7**

Name _____
Address _____ Postal Code _____
Phone (Home) _____ (Work) _____ (Cell) _____
Email Address _____

Applicant Signature of Agreement **SECTION 8**

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:

[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) _____

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| PERS – Application for Building Permit | | Planning, Engineering & Regulatory Services |
| Privacy Notice | | SECTION 9 |
| <p>Collection of Personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your Permit Application. Questions about the collection and use of the information may be directed to the Manager of the Regulatory Services Division, by email: building@stjohns.ca or by phone 709-576-8565.</p> | | |
| <p>Please send completed form to:</p> | <p>Inspection Services 3rd floor Annex 10 New Gower Street P.O. Box 908 St. John's, NL A1C 5M2</p> | <p>For further information: Phone: 709-576-8565 Fax: 709-576-8160 Email: permits@stjohns.ca</p> |