

	PERS – Extension Checklist	Planning, Engineering & Regulatory Services
	Extension Checklist	

Extension Checklist

Copy of legal survey or approved site plan illustrating location of the extension.

Application form to be completed and submitted.

The following information is required prior to submitting the application:

- Property location, civic address.
- Applicant name, address, signature, and email address.
- Property owners name, address, signature, and email address.
- Brief description of project. What is the purpose of the extension?
 - Kitchen, bathroom, living area, attached garage, etc.
 - Fire rated apartment
 - Secondary suite (apartment less than 80m²(860ft²))
- Estimated cost of construction.
- Electrical/Plumbing required?

Please be advised the application is required to be signed by both the property owner and the applicant prior to this application being accepted by the City of St. John's.

Complete set of drawings including the following shall be submitted for review:

- Site plan illustrating the following (is applicable)
 - Building line dimension (setback from front property line).
 - Side yard dimensions
 - Rear yard dimensions
- Floor plan(s) illustrating the following:
 - All applicable dimensions
 - Structural information if applicable:
 - Floor joist direction, size, spacing
 - Bridging strapping or solid blocking
 - Beam size and clear span.
 - Post spacing for beam support.
 - Loadbearing walls.
 - Room labels
 - Window sizes
- Foundation Plan
 - Foundation type (concrete foundation, columns etc.)
 - Footing location & sizes
- Roof plan
- Front, right, rear, and left side elevations illustrating floor to floor heights.
- Wall section outlining building materials.
- Fire ratings for floor/ceiling assembly and common wall assemblies (**required for apartments only**).
- Sound ratings floor/ceiling assembly and common wall assemblies (**required for both secondary suites and apartments**).

Please submit completed form to:	Inspection Services 3 rd Floor Annex 10 New Gower Street P.O. Box 908 St. John's, NL A1C 5M2	Email: permits@stjohns.ca Fax: 709-576-8160 Call: 709-576-8565
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