

	PERS – Interior Renovations	Planning, Engineering & Regulatory Services
	Interior Renovations Checklist	

Interior Renovations Checklist

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
 - Minor renovations (cosmetic upgrades, drywall installation, etc.)
 - Major renovations (kitchen, bathroom, etc.)
 - Basement development
 - Fire rated apartment
 - Secondary suite (apartment less than 80m²(860ft²))
 - Estimated cost of construction
 - Electrical/Plumbing required?
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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:

- Copy of the legal survey (**only if renovation includes a secondary suite or apartment**)
- Floor plan(s) illustrating the following:
 - All applicable dimensions
 - Structural information if applicable:
 - Floor joist direction, size, spacing
 - Bridging, strapping or solid blocking
 - Post spacing for beam support
 - Loadbearing walls
 - Room labels
 - Window sizes
- Wall section outlining building materials.
- Fire rating 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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