

New Home Construction Checklist

- Copy of Planning Approval (if subdivision has “**not**” been previously approved).
- Copy of the legal survey.
- 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.
 - Undeveloped basement
 - Fully developed basement
 - Fire rated apartment
 - Secondary suite (apartment less than 80m2(860ft2))
- Area of all floors
- City Services or Septic & Well

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:
 - 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:
 - Floor joist direction, size, spacing.
 - Bridging, strapping or solid blocking.
 - Beam size and clear span.
 - Post spacing for beam support.
 - Room labels
 - Window sizes
- Foundation plan
 - Footing location & sizes
- Roof plan
- Front, right, rear, and left side elevations illustrating floor to floor heights.
- Wall section outlining building material.
- Effective Thermal Resistance Calculation.

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
----------------------------------	---	--