



Please Print

PER - 3003

Department of Planning, Engineering and Regulatory Services

BUILDING/DEVELOPMENT APPLICATION

Property Location **SECTION 1**

Civic Address _____

Subdivision Name _____ Lot # _____

Account/Roll # _____ Date (yyyy-mm-dd) _____

Contact Information (please print) **SECTION 2**

Applicant _____

Mailing Address _____

Postal Code _____ Telephone (Daytime) _____ (Fax) _____

Email _____

Same As Above

Property Owner _____

Mailing Address _____ City _____ Province _____

Postal Code _____ Telephone (Daytime) _____ (Fax) _____

Email _____

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

Same as Above N/A

Contractor/Consultant _____

Mailing Address _____

Postal Code _____ Telephone (Daytime) _____ (Fax) _____

Email _____

Have you applied for or will you receive Affordable Housing Funding? (Ex. Canadian Housing Mortgage Corporation or Newfoundland and Labrador Housing Corporation) Yes No

Is selling price of dwelling less than \$275,000 Yes No

Building floor area Project floor area Property/lot area

Number 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 Roads Division)

Description of project

Estimated cost of land/site development (\$)_____

Estimated cost of work on structure (\$)_____

Privacy Notice: 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 application. Questions about the collection and use of the information may be directed to the Manager of Regulatory Services, by email: building@stjohns.ca or by phone 709-576-8565.

Security Notice: To protect your personal credit card information please do not send your credit card information by mail or by electronic format. Please call 311 (754-2489) and speak with agent to process your payment.

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:

[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) _____

Was ownership confirmed via Assessment Roll Yes No

If no, application will be held until ownership confirmed.

Fee charges required _____

Please send completed form to:

Access St. John's, City Hall
 10 New Gower Street
 P.O. Box 908
 St. John's NL A1C 5M2

Email: service@stjohns.ca
 Fax: 709-576-7688
 Call: 311 or 709-754-2489