



PLEASE PRINT

PER - 3218

Department of Planning, Engineering and Regulatory Services

NEW HOME CONSTRUCTION, RENOVATION AND EXTENSION PERMIT APPLICATION

Contact Information

SECTION 1

Property Owner \_\_\_\_\_ \*Signature (Mandatory) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

\*I as the property owner identified above, hereby declare to be the owner of the property indicated in Section 3 of the application.

Please select your preferred method of correspondence regarding this application:

Email Regular Postal Mail

Information below **must** be completed if applicant is not the property owner.

Applicant \_\_\_\_\_ \*Signature (Mandatory) \_\_\_\_\_

Is Applicant also the Contractor? Yes No

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

The above signatories hereby submit this application and confirm that the information supplied is, to the best of their knowledge, correct. The signatories 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, the signatories acknowledge that they 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](#)

Do You Have Both Signatures?

**Privacy Notice** SECTION 2

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 the Regulatory Services Division, by email: [building@stjohns.ca](mailto:building@stjohns.ca) or by phone 709-576-8565.

**Project Location** SECTION 3

Civic Address \_\_\_\_\_ If Applicable, Unit # \_\_\_\_\_ Lot # \_\_\_\_\_  
Subdivision Name (if applicable) \_\_\_\_\_

**Description of Work** SECTION 4

New Home Construction      Renovation      Extension

Brief description of work

**Please check all that apply:**

Electrical work

Plumbing work

Private well installation  
(Must be drilled)

Private septic installation  
(GSC approval required)

Culvert installation  
(must be approved by Roads Division)

Estimated cost of Project (\$) \_\_\_\_\_

## Required Documentation

## SECTION 5

The following documents/information must be submitted.  
All information applicable to your project is required to process this application.

**New Home Construction & Extensions**

Legal Survey (must be stamped and signed by licensed surveyor)

Proposed Plot Plan (if not included on legal survey)

Complete House Design Plans (please see the information sheet for more information).

House design plans conform to the approved grading plan (i.e. house design is suitable for the lot)

Wall sections

Elevations

Floor and roof plans

Foundation details

Structural information

**Renovation**

Plan if applicable (where interior or structural changes are planned)

**Contractors Only**

Have you submitted this house plan before?    Yes    No

If yes, project location/address \_\_\_\_\_

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

**Do You Have All Required Documentation Attached?**

Received:    Online        Fax        Mail        Counter

Received By \_\_\_\_\_ Date (yyyy-mm-dd) \_\_\_\_\_

Time \_\_\_\_\_ a.m.        p.m.

Notes

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](mailto:service@stjohns.ca)  
 Fax: 709-576-7688  
 Call: 311 or 709-754-2489