

ST. JOHN'S	PERS – Application for Building Permit	Planning, Engineering & Regulatory Services
Application for Building Permit		

Internal Use Only	SECTION 1
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Application Number _____ Property Class _____ Structural Type _____

Application Set Up Information _____

Project Information	SECTION 2
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Civic Address _____ Lot # _____

Business Name _____ Project Value Estimate (\$) _____

(if applicable)

Purpose of Application	SECTION 3
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New Construction	Extension/Addition	Renovation/Alternation
Demolition	Change of Occupancy	Repair

Each new construction project requires the submission of a separate application form

Application Type	SECTION 4
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Dwelling	Apartment/Secondary Suite	Commercial Building
Patio/Deck	Fence	Accessory Building
Pool/Hot Tub	Site Work/Driveway	Sign
Wood Stove/Fireplace	Home Office	Other (describe below)

Detailed description of proposed work:

Owner Contact Information **SECTION 5**

Name _____
Address _____ Postal Code _____
Phone (Home) _____ (Work) _____ (Cell) _____
Email Address _____

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

Applicant Contact Information (if different from owner) **SECTION 6**

Name _____
Address _____ Postal Code _____
Phone (Home) _____ (Work) _____ (Cell) _____
Email Address _____

Contractor/Consultant Contact Information (Optional) **SECTION 7**

Name _____
Address _____ Postal Code _____
Phone (Home) _____ (Work) _____ (Cell) _____
Email Address _____

Subsidiary Dwelling Units, Backyard Suites and Tiny Homes Housing Grant:

- A one-time grant of up to \$20,000 will be available to homeowners looking to build a subsidiary dwelling unit (apartment) or backyard suite at their primary residence or a tiny home on its own lot.
- The following HAF application form must be submitted (can you add this hyper link to the HAF application form <https://www.stjohns.ca/en/living-in-st-johns/resources/Documents/Housing-Forms/Housing-Accelerator-Fund-Grant---RE.pdf>)

I would like to apply for the HAF Grant for my Approved Building Project.

Multi-Purpose Built Rentals Incentives:

- The City of St. John's entered a Housing Accelerator Fund (HAF) Agreement with the commitment to provide incentives to encourage the development of, or conversion to, Multi-Unit Purpose Built Rentals housing projects (PBR). PBR projects are defined as: "Attached multi-unit housing of at least four (4) private dwelling units (with private kitchen, bathroom, and living area[s] for each dwelling unit) built specifically for long-term rental tenure." This will apply to redevelopment projects.
- Eligible applicants/projects include approved projects between August 01, 2024, and December 31, 2026, with at least 75% of the dwelling units designated for long-term residential rental accommodation. This incentive will allow for the exemption of permit fees that include: Building Permit, Plumbing Permit, Electrical Permit, and Development Application and Development Permit Fees. ***Development Agreement and Appeal Fees are not subject to exemption. Eligible fee exemptions apply only to projects approved. Approved projects must be completed with a occupancy permit issued by December 31, 2027, failing which any exempted fees will become immediately payable by the applicant.

I would like to apply for the HAF Waiver of Fee Program for my Approved Building Project.

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:

[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) _____

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 Permit 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 or by phone 709-576-8565.

Please send completed form to:

Inspection Services
3rd floor Annex
10 New Gower Street
P.O. Box 908
St. John's, NL A1C 5M2

For further information:

Phone: 709-576-8565
Fax: 709-576-8160
Email: permits@stjohns.ca