

	PERS – Accessory Building Checklist	Planning, Engineering & Regulatory Services
	Accessory Building Checklist	
Accessory Buildings Less than 55m² (592ft²) in Area		
<p>Copy of the legal survey to be submitted indicating location of accessory building.</p> <ul style="list-style-type: none"> • Illustrate dimensions from accessory building to property lines and any building (main or accessory) <ul style="list-style-type: none"> ○ side & rear yard setbacks – 1.2m (4ft) min. ○ distance from any building (main or accessory) – 2.4m (8ft) min. • Accessory building to be located in the side or rear yard, behind the building line. <p>Application form to be completed and submitted.</p> <p>The following information is required prior to submitted the application:</p> <ul style="list-style-type: none"> • Property location, civic address. • Applicant name, address, signature and email address. • Property owners name, address signature and email address. • Brief description of project. • Estimated cost of construction. • Foundation type. • Electrical or plumbing services required? <p>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.</p> <p>Accessory Building Specifications form the be entirely completed and submitted.</p> <p>If the design differs from that outlined on the Accessory Building Specifications form, a sketch of the proposed accessory building shall be provided.</p>		
Accessory Buildings exceeding 55m² (592ft²) in Area		
<p>Copy of the Legal Survey is required to be submitted (same as above).</p> <p>Application form to be completed (same as above).</p> <p>Accessory Building form to be completed and submitted (same as above).</p> <p>Complete set of design drawings including the following shall be submitted for review:</p> <ul style="list-style-type: none"> • Floor plan(s), complete with all applicable dimensions. • Front, right, rear and left side elevations, complete with all applicable dimensions as well as mean height. • Foundation type. 		
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