

## Checklist - New Construction or Addition

### Part 9 Building

#### Requirements for the Building/Development Permit Application

Refer to form 8 for new single-unit, two-unit or semi-detached dwelling.

Refer to form 9 for an addition and renovation to a single-unit, two-unit or semi-detached dwelling.

**Part 9** of the National Building Code of Canada applies to buildings not exceeding 600 m<sup>2</sup> in building area, not exceeding 3 storeys in building height and used for major occupancies classified as;

- a) Group C (residential occupancies),
- b) Group D (business and personal services occupancies),
- c) Group E (mercantile occupancies), or
- d) Group F, Divisions 2 and 3 (medium- and low-hazard industrial occupancies).

#### Required Action

- Property registration with Service New Brunswick (PID number obtained).
- Payment for the Building/Development Permit application (after submitting all the documents listed below).

#### Required Documents

- The completed Building/Development Permit application form (form 1).
- A detailed cost estimate for the building (excluding the cost to create the parking lot and the landscaping).
- A detailed scope of work if the project is a building addition that involves renovation work to the existing building.
- A site plan demonstrating the zoning information as listed in section 1 of form 33.
- Sealed\* civil plans demonstrating site services and drainage information as listed in section 2 and 3 of form 33 (if applicable).
- A sealed\* engineering design brief associated with the site services and drainage plan (if applicable).
- A soil analysis document if the foundation design requires soil bearing capacity exceeding 75 kPa and for infilled lots:
  - a sealed\* geotechnical investigation report, or
  - a sealed\* letter from a Geotechnical Engineer attesting that a foundation subgrade soils assessment will be performed after excavation.
- A complete set of professional construction drawings\*\* (printed to scale if not submitted by email). The package shall include;
  - foundation plans / helical pile document
  - structural plans (if applicable)
  - architectural plans
  - plumbing schematic plans if the building has 30 or more plumbing fixtures
  - mechanical ventilation plans
  - electrical schematic plans for life safety equipment (emergency lighting/exit signs, etc.)
  - fire alarm plan (if applicable)
  - layouts and sealed\* shop drawings of pre-engineered roof trusses, floor joists and LVL beams

- The Confirmation of Commitment form (form 36) completed by the property owner and identifying each Professional involved in the project's design and in the upcoming inspections (if applicable\*\*).
- The Field Review Commitment forms (forms 37) completed by the Professionals involved in the project's design (if applicable\*\*).
- Documents to demonstrate compliance with the applicable energy efficiency requirements:
  - National Building Code of Canada (section 9.36.):
    - the completed Energy Efficiency Design Submittal form (form 30) with the listed supporting documents, available for buildings of Group C occupancies and for buildings of Group D, E or F3 occupancies whose total floor area does not exceed 300 m<sup>2</sup>, or
  - National Energy Code of Canada for Buildings:
    - prescriptive path – detailed and referenced on the architectural, mechanical, and electrical plans, or
    - performance path – a sealed\* energy report
- Where required, a sealed\* letter from a qualified Professional attesting that Integrated Fire Protection and Life Safety Systems Testing will be provided in conformance with the National Building Code of Canada and CAN/ULC-S1001 (where life safety and fire protection systems are integrated).

#### **Additional Documents for Certain Projects**

- Where the building is proposed within 30 meters of a restricted body of water, an approval from the NB Department of Environment (Clean Water Act) shall be submitted.
- Where there are no municipal sanitary services available, a Certificate of Approval to install an on-site sewage disposal system from the NB Department of Public Safety shall be submitted.
- Where the new building will be accessed by a Provincially owned road, an Access/Setback Certificate from the NB Department of Transportation and Infrastructure shall be submitted.

#### **Plumbing Permit (can be submitted separately)**

- The completed Plumbing Permit application form signed by a plumbing contractor licensed to practice in New Brunswick (form 2).

\* The documents and plans are to include the address of the project and include a signed and dated seal from a Professional (Architect, Interior Designer or Engineer applicable in their field of expertise) licenced to practice in New Brunswick.

\*\* Refer to the Confirmation of Commitment form (form 36) to determine if the project or specific items in the project requires the drawings to be sealed and requires site visits from the Consultants (Field Review Process).

**Additional documents may be required to complete the permit application.**