

## Checklist - New Construction or Addition

### Part 3 Building

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

**Part 3** of the National Building Code of Canada applies to buildings exceeding 600 m<sup>2</sup> in building area or exceeding 3 storeys in building height or used for major occupancies classified as;

- a) Group A (assembly occupancies),
- b) Group B (care or detention occupancies), or
- c) Group F, Division 1 (high 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).

#### Phase 1 - Foundation Permit

##### Required Documents

- The completed Building/Development Permit application form (form 1).
- A detailed cost estimate for the full 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:
  - 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 (this may be submitted in lieu of the geotechnical investigation report for buildings not exceeding 600 m<sup>2</sup> in building area or not exceeding 3 storeys in building height)
- A sealed\* Building Code design matrix with minimum information outlined on form 35.
- Sealed\* foundation plans.
- Preliminary floor plans.
- Preliminary building elevations.
- Confirmation of Commitment form (form 36) completed by the property owner.
- Field Review Commitment forms (forms 37) pertaining to civil, geotechnical, structural, and architectural.
- If the underground sprinkler work is to be included in the Foundation Permit, the sealed\* underground sprinkler plans are required.
- Documents to demonstrate compliance with the National Energy Code of Canada for Buildings where the building or addition exceeds 10 m<sup>2</sup>:
  - prescriptive path – detailed on the foundation drawings and referenced in the Building Code matrix, or
  - performance path – a sealed\* energy report (for the foundation portion as a minimum).

## Phase 2 - Building Permit

### Required Documents (additional to documents listed in phase 1)

- A sealed\* Building Code design matrix with minimum information outlined on form 35.
- The additional sealed\* plans not submitted during phase 1 to achieve a complete set of construction drawings (printed to scale if not submitted by email). The package shall include:
  - structural plans
  - architectural plans
  - plumbing plans if more than 30 plumbing fixtures
  - mechanical ventilation plans\*\*
  - electrical plans pertaining to life safety
- 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.
- The Field Review Commitment forms (forms 37) completed by each Professional involved in the project's design.
- Documents to demonstrate compliance with the National Energy Code of Canada for Buildings where the building or addition exceeds 10 m<sup>2</sup>:
  - prescriptive path – detailed and referenced on the architectural, mechanical, and electrical plans, or
  - performance path – a sealed\* energy report.
- 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 fire protection and life safety 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.

### Additional Documents (may be submitted after the Building/Development Permit issuance)

- The sealed\* sprinkler plans and the owner's certificate as per NFPA-13 for any occupancy other than residential.
- 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.

\*\* Mechanical ventilation plans for new buildings or new additions with a building area of 300 m<sup>2</sup> or less are accepted without an Engineer's seal. The drawings shall be professionally prepared showing all pertinent mechanical information.

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