

## General Checklist

### Converting a Residential Dwelling into a Commercial Building

The list below is in reference to the 2015 National Building Code of Canada and the City of Moncton Zoning By-law Z-222.

#### Commercial buildings require

- The specific zone to allow the intended commercial use.
- A review of the parking area. If parking is required, the area is to be paved. Other requirements may include the amount and size of parking spaces, barrier free parking spaces, screening, drainage, width of driveways, curbs, etc...
- Barrier free access in the building and barrier free washrooms.
- Toilets and sinks to accommodate the occupant load.
- Floors (and decks) to be verified/designed by an Engineer to accommodate the intended loads.
- Floors separating each level (including basement level) constructed to provide the required fire-resistance rating. Beams, walls and posts supporting the floors to be covered to provide the same determined fire resistance rating.
- Exposed wall and ceiling finishes having an acceptable surface flame-spread rating (gypsum board has an acceptable flame-spread rating).
- Smoke alarms and carbon monoxide alarms as required.
- Exits from each floor. Exit paths shall be fire separated from other floors.
- Exterior doors to swing in the direction of exit travel.
- Exit signs and emergency lighting.
- Verification of materials on the exterior of the building and fire rating requirements due to the proximity to the property lines (the amount of windows and doors may also be subject to review).
- A mechanical ventilation system.
- (If applicable) Fire dampers where mechanical ducts penetrate the fire rated walls or ceilings.
- (If applicable) A kitchen grease hood designed to meet NFPA96 standards where grease laden vapours are emitted.

#### Documents required to submit a Building/Development Permit application for the renovations;

- A completed Building/Development Permit application form (form 1).
- A detailed scope of work describing the project with the associated cost breakdown.
- A site plan detailing the parking area, landscaped areas, screening facilities (fences, trees, hedges), drainage (if required) and the building setbacks.
- A set of scaled, noted and dimensioned plans detailing the complete scope of work.
- Any stamped engineering plans determined to be required (floor/deck/ramp construction, grease hood...)
- A Plumbing Permit application form (form 2) completed by a Plumber certified in the Province if plumbing work is involved (other than replacing fixtures in same location).

*Disclaimer: The information above is a general guideline. Additional requirements may be required.*