

Checklist - New Construction

Single-Unit, Two-Unit or Semi-Detached Dwelling*

Requirements for the Building/Development Permit and the Plumbing Permit Applications

*The checklist applies to a single-unit or two-unit dwelling classified as a Part 9 building with the National Building Code of Canada. This is defined as a building not exceeding 600 m² in building area and not exceeding 3 storeys in building height.

Required Action

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

Required Documents

- The completed Building & Development Permit application form (form 1).
- The completed Plumbing Permit application form signed by a plumbing contractor licensed to practice in New Brunswick (form 2).
- A site and a drainage plan.
- A complete set of construction drawings that are legible, drawn and printed to scale with detailed notes and dimensions. This set is to include:
 - foundation plans
 - floor plans
 - elevations
 - relevant cross section with stair detail
 - typical wall/floor sections
 - window sizes
 - deck/sunroom details
 - type of building, number of stories, floor areas (m² or ft²), areas of finished and unfinished basement size of garage, size of deck, etc...
- Stamped engineered documents (if applicable):
 - pre-engineered shop drawings** and layouts for engineered roof trusses, floor joists, beams, lintels, helical piles, etc...
 - engineered designs** for designs outside the scope of the Building Code (foundation openings larger than 1.2m, over spanned roof/floor, tall walls, etc...)

** Pre-engineered shop drawings and engineered designs to be submitted with the address of the project and is to bear a signed and dated seal of a Professional Engineer licensed to practice in New Brunswick.

- The completed Energy Efficiency Design Submittal form (form 30 for Prescriptive Path or form 31 for Performance Path) with the supporting documents. This includes:
 - the effective thermal resistance calculations of all building assemblies
 - the window/door/skylight information showing the sizes and energy performances (U-Value or ER Value)
 - the specification sheets with the equipment performance for all units (heating/cooling, venting and hot water)
 - for the performance path, the report on the proposed and reference building

Additional Documents

- Where the land has been infilled, results and recommendations of a soils investigation report shall be submitted. The document is to bear a signed and dated seal of a Geotechnical Professional Engineer registered or licensed to practice in the Province of NB.
- 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 house 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 required to complete the permit application.