

Checklist – Addition and/or Renovation
Single-Unit, Two-Unit and Semi-Detached Dwelling
Requirements for the Building/Development Permit and the Plumbing Permit Applications

Required Documents

- The completed Building/Development Permit application form (form 1).
- The completed Plumbing Permit application form (form 2) signed by a plumbing contractor licensed to practice in New Brunswick if the proposed work includes relocation or new installation of plumbing fixtures.
- A detailed scope of work describing the project with the cost breakdown.
- A site plan for exterior work. Proposed stairs, decks, sunrooms, and additions shall be dimensioned from surrounding property lines. If exterior cladding is to be replaced, the dimensions from all sides of the house to the property lines are to be provided.
- A complete set of construction drawings that are legible and drawn to scale with detailed notes and dimensions. Depending on the scope of work, the set could include:
 - foundation plans
 - floor plans
 - elevations
 - relevant cross sections
 - typical wall/floor sections (including exterior cladding type)
 - window sizes
 - deck/stair/sunroom details
- 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 of the scope of the Building Code (foundation openings larger than 1.2m, overspanned roof/floor, tall walls, etc.)

** If used, 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 window/door/skylight information showing the sizes and energy performances (if new or replaced).
- The specification sheets showing the equipment performance for all new and replaced units (heating/cooling, venting and hot water).
- For renovations where only framing members will remain (including the removal of all building services, windows, and exterior cladding), the Energy Efficiency Design Submittal form (form 30) shall be submitted along with the form's specified supporting documents.
- For house additions exceeding 9.2 m², the Energy Efficiency Design Submittal form (form 30) shall be submitted along with the form's specified supporting documents.

Additional documents may be required to complete the permit application.