### Need More Info? Have Questions? Come See Us or Contact Us:

GREATER MIRAMICHI REGIONAL SERVICE COMMISSION

Planning Services

Services d'aménagement

COMMISSION DE SERVICES RÉGIONAUX DU GRAND MIRAMICHI

### City of Miramichi Location



#### Greater Miramichi Regional Service Commission – Planning Services

1773 Water St., 2nd Fl., Miramichi, NB, E1N 1B2

Telephone: (506) 778-5359 Toll Free: 1-855-647-5359

> Fax: (506) 778-5360 Email: info@rsc5.ca

Business Hours: 8:00am to 4:00pm, excluding stat holidays

### Village of Doaktown Location (Seasonal)



#### Doaktown Village Office

8 Miramichi St. Doaktown, NB, E9C 1C8

Telephone: (506) 365-7331

Fax: (506) 365-7111 Email: info@rsc5.ca

**Business Hours**: 9:00am to 3:00pm, every Tuesday beginning early May to late September, excluding stat holidays (call for exact opening date)

**Please Note:** This brochure is for informational purposes only. Where there is conflict between this brochure and current municipal by-laws and/or provincial legislation, the latter prevails.

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# **Building Basics**

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## When is a Building Permit Required?

Building permits are required throughout the Province of New Brunswick for the construction of a new building or structure as well as the demolition, relocation, alteration or replacement of an existing building or structure.

The primary role of the building permit is to protect the property owner and community by assuring that the proposed development is in conformity with regulations, by-laws, and the minimum standards set out in the National Building Code of Canada (NBCC).

'Electrical'-type building permits are issued when a home owner is doing electrical work only on an existing building. If you are making changes, relocating, or demolishing a structure, you require a full building permit application.

Provincial regulation requires that a building permit be acquired before your contractor or electrician can obtain their electrical wiring permit. Therefore, make certain that you apply for your permit in advance of the date when work is intended to begin.

## When Should I Apply for a Building Permit?

Within a community with a zoning by-law or rural plan, the process for obtaining a building permit may take more time if a rezoning or variance is required. It is therefore recommended that you submit your building permit application a few

#### **Terms**

Please note that terms used in these info booklets are not legal definitions. Please contact us directly if you need assistance understanding jargon.

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weeks before you intend to start the work. For multi-unit residential, commercial, industrial or public buildings, the process may also be longer because they usually require specific approvals. Therefore it is recommended that, for these types of projects, you contact Planning Services four to six months in advance of the anticipated start of construction.

# Who is Responsible for Obtaining a Building Permit?

As the homeowner, you are responsible for obtaining the necessary permit(s). If you choose to have your contractor take out a permit on your behalf, make sure that it's done before the project gets started. Also, please ensure that your contractor has a signed letter of authorization to act on your behalf in obtaining the required permit(s).

## How do I Obtain a Building Permit?

To obtain building permit, you must provide the Building Inspector with detailed information about your project and complete a building permit application form. The type of detailed information (e.g. plans,

# Expediting Your Project

You can save time and resources in seeing your project through by:

- Meeting and speaking with Planning Services Staff to review information/submission requirements;
- Providing complete information in a timely manner; and
- Employing qualified professionals (e.g. engineers, surveyors, architects, planners, etc.) to assist you with your application.

drawings, approvals) required to be submitted depends on the nature of your project.

Applications generally fall into one of two categories:

Houses and small residential projects; or

2) More complex projects

Generally, you will need to provide:

- Site plan;
- Floor plan;
- Elevation drawings;
- Foundation plan; and
- Cross-section details

Please note that this list is not exhaustive and you may be required to submit additional documents.

## What Inspections are Required?

Generally speaking, <u>four</u> inspections are required. However, depending on the scope and nature of your project, fewer inspections may be required; please contact us and ask for a Building Inspector to find out exactly what inspections are required.

It is the responsibility of the permit holder to inform the Building Inspector when they are ready for the required inspections.

#### Did You Know?

Permits are required for all buildings and structures, such as:

- Accessory buildings (e.g. garages, 'baby barns', sheds, and gazebos)
- Decks, ramps, and stairs;
- Fences;
- Swimming pool enclosures;
- Signs;
- Electrical work (e.g. changing out an electrical panel);
- Residential buildings (e.g. houses, cottages, camps, and mini-homes); and
- Commercial, industrial, and institutional buildings

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### 4) Fourth (Final) Inspection:

### Required 10 days prior to completion

- Railings and guards
- Smoke alarms
- Self-closing hinges on doors to attached garage
- Construction of exterior decks and entrance stairs
- Working ventilation system



E.g. Internal staircase



E.g. External deck

### 1) First (Preliminary) Inspection:

### Required 48 hours prior to start of work

- Excavation depth
- Removal of organic materials
- Soil type / compaction
- Setbacks



E.g. Foundation excavation



E.g. Foundation excavation

### 2) Second (Pre–Backfill) Inspection:

### Required 48 hours prior to backfill of foundations

- Placement of drain tile and cover
- Damproofing (tar)
- Foundation depth
- Quality of concrete
- Backfill material
- Footing and wall sizes
- Anchor bolts



E.g. Backfill material



E.g. Drain tile and granular fill

### 3) Third (Structural) Inspection:

### Required 72 hours prior to interior wall finishing

- Structural components (beams, lintels, walls, trusses, floor joist, framing, etc.)
- Insulation
- Vapour and Air Barrier
- Ventilation systems
- Stair framing (headroom) dimensions
- Bedroom window sizes
- Backfill height (exterior)
- Roofing & Siding



E.g. Framing and ventilation



E.g. Insulation

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