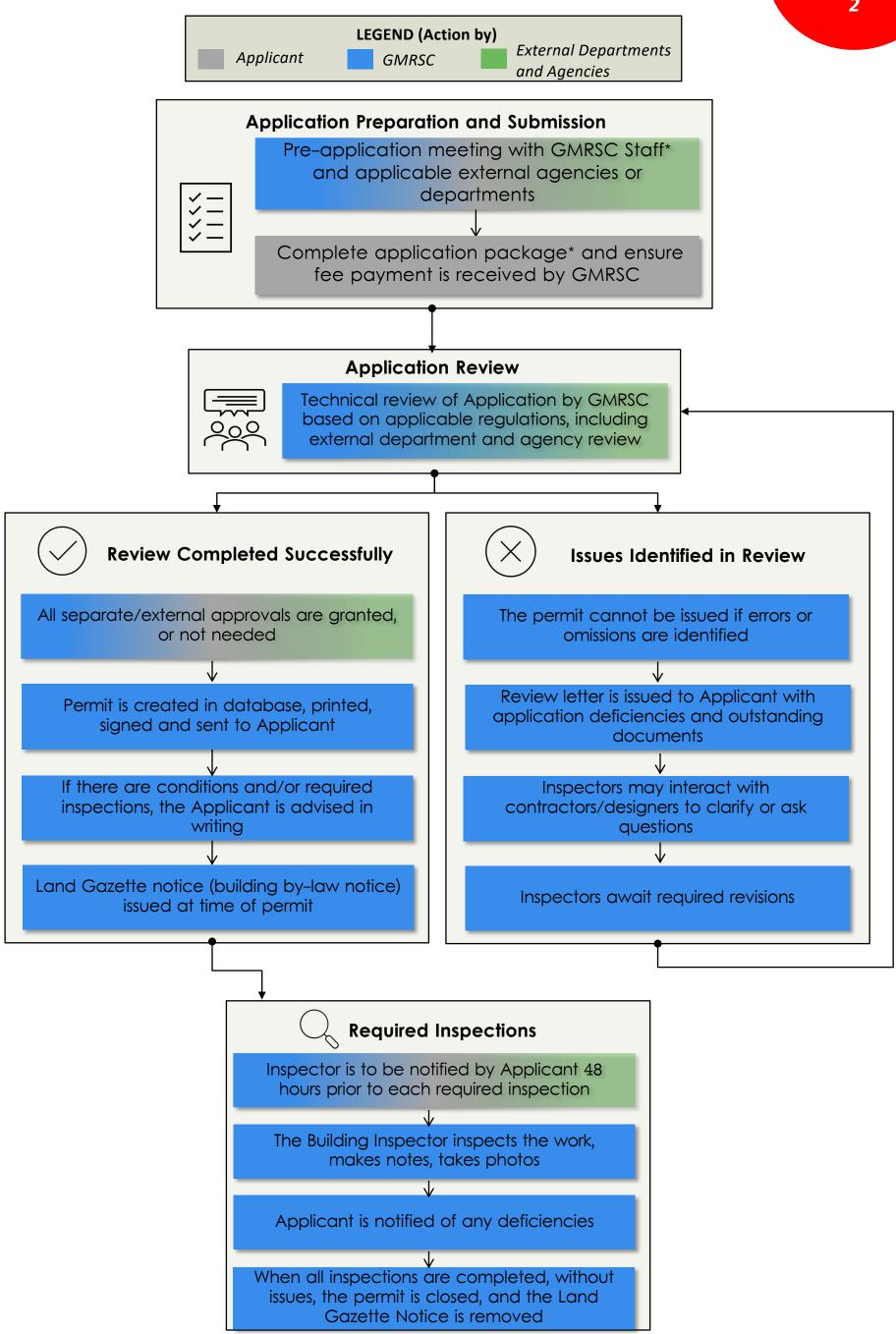
## **Building Permit Application**

**Process Timeline** 

Timelines vary widely – see page 2



### **Building Permit Application**

**Process Timeline** 

### Roles, Responsibilities, and Procedures

Applicant

LEGEND (Action by)

External Departments and Agencies



# Applicant Responsibilities, Roles & Procedures

#### Specific Roles and Procedures

- -\*Pre-application meeting with GMRSC Staff (may include Building Inspectors, Planners, Municipal Staff, and/or Development Officers) and, when required, applicable external agencies or departments (by phone, email, virtually, or in person with COVID-19 protocols)
- —\*A completed application form including project description and fee payment are required. Usually also required a site plan with floor plans and elevation drawings for more complex applications
- -\*Applicants consult with Staff and use provided checklists to determine which plans and documents are required for a complete application package, depending on their type of development
- -The denial or granting of a permit may be appealed to the Assessment and Planning Appeal Board (by the Applicant/Public)

#### Responsibilities

For inspections, the Applicant is required to notify the inspector 48 hours prior to each required inspection
The Applicant must also post the permit document in a visible place on the property



#### Fees

- -Fees differ by jurisdiction and the type of construction (residential, commercial, industrial);
- -Calculated based on the cost of construction



#### Timeline

- -Overall process and timeline can *vary* depending on the type of project; different approvals or plans may be required depending on the project, affecting the approval timeline
- -Generally, the timeline is highly variable based on the quality of application submission, and number of revisions needed to plans

#### Typical Timelines

- Application review: within 2 weeks (but normally within 3 days)
- Successful review: 1 day
- Unsuccessful review: review letter is issued within 1-2
  days and remainder is dependent on the
  applicant/designer, etc.
- Inspections: Inspector inspects within 2 days (per by-law) of the request for inspection. Report of deficiencies, depending on the issues (and amounts of issues) is generally sent within 1 day but can take longer (3 days+)



# GMRSC Responsibilities, Roles & Procedures

#### Specific Roles and Procedures

- -Staff provide advice on making an application: documents that are required, provide checklists and sample packages (i.e., sample plans)
- -Staff review submitted plans and documents against the National Building Code (NBC) or building by-law based on applicable regulations. Staff do not provide consultation on how to do project/how to meet National Building Code
- -Structural safety, occupant health and safety, fire protection (are the main safety objectives of the NBC)
- Review development plans against zoning and building by-laws
- -Review may be completed by external staff (i.e., provincial approvals, including civic addressing, WAWA, setback, septic)
- -Staff create an AIT # (application tracking number) to assign to the application, to input into the database and enter fees
- -Once revised plans are received, review is repeated, revised plans are reviewed against NBC
- -Review letters issued again as required, or permit can be issued if satisfactory
- -If errors or omissions are identified in review: review letter is issued to Applicant with a list of application deficiencies and further required documents (outstanding)
- -Permit is created in database, printed, signed, and sent to the Applicant; if external approvals are still required, permit is held until those are received

#### Responsibilities

-If any special approvals are needed (i.e., variance or rezoning), file is also referred to planning staff -Review can be completed simultaneously with the Site Plan Review/Approval and Development Permit approval process - see processes 1 (Site Plan/Approval), 4 (Development Permit)



#### Inspections

- -Inspectors use review checklists that identify key items (passages of the code) that are relevant to the project -Typically, four inspections are completed, +/- as required.
- -Inspections are completed at four stages: preliminary, pre-backfill, structural, and final

This process has been independently reviewed by a third-party professional engineering and planning consultant and is found to be consistent with the requirements of the Community Planning Act, Local Governance Act, and with the processes used in other jurisdictions across the Province of New Brunswick.

COMMISSION DE SERVICES RÉGIONAUX DU GRAND MIRAMICHI