

### Addition to a Single or Two Unit Dwelling

### Checklist C2

Required information and documents to apply for a Building Permit

May 2020 Edition

The following list indicates the information required to apply for a building permit. This information assists the building inspector in making an informed decision regarding the approval of a building permit, in relation to the proposed building's compliance, with the standards of the National Building Code of Canada (Code), Provincial Building Regulations and Municipal By-Laws. In addition, the verification of plans and information helps to ensure the occupant's safety while also protecting the owner's investment. Each application is reviewed individually, and as a result, **other plans or documents may be required.**

**Except where not applicable to your development , all following drawings and documents must submitted at the time of making application for a building permit and prior to a review being conducted by our office.**

<b>PLANS AND DETAILS REQUIRED *Electronic copies may be submitted by email*</b>				
<b>Drawings shall be to scale and prepared by a professional (Draftsmen, Certified Engineering Technologist, Certified Technician, Professional Technologist, Architect or Engineer) capable of designing in accordance with the National Building Code of Canada.</b>				
Type of drawing	Number of copies	Details required on the plans (limited list) <i>*CLEARLY DISTINGUISH BETWEEN EXISTING AND NEW*</i>	Notes	Completed (Applicant)
<b>SITE PLAN</b>	1 electronic <b>AND</b> 1 paper	<ul style="list-style-type: none"> <li>See "Site Plan <b>EXAMPLE – D1</b>" for details.</li> <li>Indicate the building's location in relation to property lines and other buildings or structures.</li> </ul>	<ul style="list-style-type: none"> <li>Property information may be obtained at a Service New Brunswick location.</li> </ul>	<input type="checkbox"/>
<b>FOUNDATION PLAN</b>	1 electronic <b>AND</b> 1 paper	<ul style="list-style-type: none"> <li>See "Foundation Plan <b>EXAMPLE – D2</b>" for details.</li> <li>Include all footings, walls, piers, depths, step footings, windows and doors, radon rough-in, floor drains, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Also include all footings for decks or other exterior platforms.</li> </ul>	<input type="checkbox"/>
<b>FLOOR PLAN(S)</b>	1 electronic <b>AND</b> 1 paper	<ul style="list-style-type: none"> <li>See "Floor Plan <b>EXAMPLE – D3</b>" for details.</li> <li>One for <b>EVERY</b> floor, including the basement.</li> <li>Identify all room uses, dimensions, windows &amp; doors, etc. (including finished and unfinished areas).</li> </ul>	<ul style="list-style-type: none"> <li>Floor Plans shall include necessary structural detail relating to floors, beams, lintels, walls and roof system.</li> </ul>	<input type="checkbox"/>
<b>ELEVATION PLANS</b>	1 electronic <b>AND</b> 1 paper	<ul style="list-style-type: none"> <li>See "Elevation Plan <b>EXAMPLE – D4</b>" for details.</li> <li>For all sides (North, East, South and West).</li> </ul>	<ul style="list-style-type: none"> <li>Include locations for windows, doors, decks etc.</li> </ul>	<input type="checkbox"/>
<b>CROSS SECTIONS and STRUCTURAL DETAILS</b>	1 electronic <b>AND</b> 1 paper	<ul style="list-style-type: none"> <li>See "Cross Section <b>EXAMPLE – D5</b>" for details.</li> <li>Identify the material composition for all assemblies (foundation walls, exterior walls, interior walls, wood floors, concrete floors, ceilings, roofs, wall between garage and house, etc.).</li> <li>Include a stair detail if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Depending on the complexity of the proposed design, multiple cross sections may be required to identify all details.</li> </ul>	<input type="checkbox"/>
<b>DECKS or BALCONIES</b>	1 electronic <b>AND</b> 1 paper	<ul style="list-style-type: none"> <li>See "Deck Details <b>EXAMPLE – D6</b>". Detail shall include size, height, framing and supporting structures.</li> </ul>	<ul style="list-style-type: none"> <li>See <b>Checklist C5</b> for additional detail.</li> </ul>	<input type="checkbox"/>
<b>PRE-ENGINEERED PRODUCT DETAILS</b>	1 electronic <b>OR</b> paper	Such as, but not limited to: <ul style="list-style-type: none"> <li>Pre-Engineered Trusses (design and layout)</li> <li>Pre-Engineered Floor Joists/Trusses (design and layout)</li> <li>Engineered Wood Products (LVL, PSL, LSL, etc.)</li> <li>Screw pile foundation products (Layout and details)</li> </ul>	<ul style="list-style-type: none"> <li>These <b>must</b> be signed and sealed by a Prof. Engineer or Architect, unless signed and sealed design tables are provided.</li> </ul>	<input type="checkbox"/>

### Additional documents required upon application

Where applicable, these documents must be submitted upon applying for a building and development permit, unless specifically noted below “prior to a permit being issued”. Part of our review relies on this information and cannot start prior.

Type/Title of the Document	Number of Copies	Origin of the Document	WHEN IS IT REQUIRED?	Completed (Applicant)
<b>General Application Form – F1</b>	1 paper <u>or</u> electronic	<b>GMRSC - Planning Services</b> ▪ Available at: ○ www.greatermiramichirsc.ca ○ GMRSC office – 1773 Water St.	▪ <u>At all times, upon application.</u>	<input type="checkbox"/>
<b>Valid Civic / 911 Number <u>OR</u> copy of application for a number</b>	1 paper <u>or</u> electronic	<b>N.B. 911 – Public Safety</b> ▪ Available at: ○ www.greatermiramichirsc.ca ○ www.gnb.ca (search “NB 911”) ○ Toll Free: 1-888-353-4444	▪ <u>At all times, upon application.</u>	<input type="checkbox"/>
<b>Certificate of Setback</b>	1 paper <u>or</u> electronic	<b>N.B. Transportation &amp; Infrastructure</b> ▪ Available at: ○ 1310 Water St. Miramichi N.B. and other local DTI garages ○ Call (506) 778-6046	▪ <u>Required prior to a permit being issued.</u> ▪ <u>Only when your property is not within a municipality or rural community, and your building, structure or excavations are within 30m of a highway, street or road boundary.</u>	<input type="checkbox"/>
<b>On-site Septic System Approval <u>OR</u> written permission to utilize existing</b>	1 paper <u>or</u> electronic	<b>Technical Inspection Services Plumbing Inspections - Public Safety</b> ▪ Available from: ○ A licensed installer (for a new system) ○ The Plumbing Inspector (for permission to utilize an existing system). Contact the Plumbing Inspector at 1-844-249-6533.	▪ <u>Required, prior to a permit being issued, when development includes:</u> ○ An existing building with a change of use, or ○ An existing building on a lot 4000m <sup>2</sup> or less that is adding one or more bedrooms or that is increasing in area. ▪ <u>Not required where public services are provided and utilized.</u>	<input type="checkbox"/>
<b>Watercourse and Wetland Alteration Permit (WAWA)</b>	1 paper <u>or</u> electronic	<b>N.B. Environment &amp; Local Government</b> ▪ Available at: ○ www.gnb.ca (search “WAWA”) ○ Call 1-506-778-6032	▪ <u>Required prior to a permit being issued, if developing within 30m of a watercourse or wetland.</u> (includes related excavations and site work within 30m of a watercourse or wetland)	<input type="checkbox"/>
<b>Wellfield Protected Area Exemption</b>	1 paper <u>or</u> electronic	<b>N.B. Environment &amp; Local Government</b> ▪ Available from: ○ Source and Surface Water Management (Branch) (506) 457-4850	▪ <u>Required upon application, if developing within a Wellfield Protected Area</u> (includes related excavations and site work).	<input type="checkbox"/>

### General Notes

To scale plans are required before application can proceed. **No “sketches” or “drafts”** will be accepted for plans.

**IMPORTANT:** The documents and plans required with your application may not be limited to the contents of this list. Each application is individually reviewed. If the plans and documents review raises concerns or questions, related to applicable By-Laws, Regulations or National Building Code of Canada requirements, additional or revised drawings or documentation may be required before an application can be processed. If your application is for a two unit dwelling, basement apartment (secondary suite) or a semi-detached dwelling, further detail regarding fire protection and mechanical systems shall be provided.

If you have any questions regarding the information requested on this list, please contact the *Greater Miramichi Regional Service Commission – Planning Services* using the information provided on Page 1 in the upper right corner.