

Commercial Development - PART 9

Checklist C6

(New construction, additions and renovations of Part 9 buildings other than single or two unit dwellings)

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.**

For examples of **PART 9** buildings, see page 4. Certain details for PART 9 buildings may require a Professional Engineer (P.Eng.) or Architect Seal and Signature.

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.**

PLANS AND DETAILS REQUIRED *Electronic copies may be submitted by email*				
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.				
Type of drawing	Number of copies	Details required on the plans (limited list)	Notes	Completed (Applicant)
SITE and CIVIL PLANS	1 electronic AND 1 paper	<ul style="list-style-type: none"> ▪ See "Example D8 - Site Plan for Commercial Development" for details. ▪ Contact a GMRSC Planner at 506-778-5359 for more information. 	<ul style="list-style-type: none"> ▪ Property information may be obtained at a Service New Brunswick location. 	<input type="checkbox"/>
ARCHITECTURAL PLAN	1 electronic AND 1 paper	<ul style="list-style-type: none"> ▪ Floor plans and elevations (new and existing) ▪ Building fire safety (fire separations, closures, etc.) ▪ Safety within floor areas ▪ Exit and egress ▪ Health requirements (washrooms, etc.) ▪ Barrier-free design (accessibility) – See the NB Barrier-Free Design Building Code Regulation 2011-61 ▪ Energy Efficiency ▪ Layout of all plumbing fixtures and drains. 	<ul style="list-style-type: none"> ▪ In some cases, such as small or simple buildings, Architectural plans may include other details related to structural, electrical, HVAC, Plumbing, etc. instead of having separate drawings for such. 	<input type="checkbox"/>
STRUCTURAL PLANS	1 electronic AND 1 paper	<ul style="list-style-type: none"> ▪ Foundations ▪ Building envelope and structural assemblies (wall, floor, ceiling, roof, columns, beams, etc.) ▪ Cross-sections and specifications ▪ Existing and new 	<ul style="list-style-type: none"> ▪ Some details may require the <u>seal and signature of a P.Eng. or Architect</u>, such as but not limited to <u>floors constructed out of wood</u>, exceeding Part 9 loads. 	<input type="checkbox"/>

PLANS AND DETAILS REQUIRED *Electronic copies may be submitted by email*

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.**

Type of drawing	Number of copies	Details required on the plans (limited list)	Notes	Completed (Applicant)
MECHANICAL HVAC PLANS (P.Eng or Architectural seal required)	1 electronic AND 1 paper	<ul style="list-style-type: none"> ▪ Layout of all mechanical heating, cooling and ventilation equipment – Existing and new. ▪ Location of fire dampers and rating (if applicable). ▪ All equipment and installation specifications. ▪ Size of ductwork and related equipment, including direction of air flow. 	<ul style="list-style-type: none"> ▪ Requires the seal and signature of a P.Eng. or Architect. ▪ If you intend to utilize an existing HVAC system, a signed and sealed report from a P.Eng. or Architect is required. 	<input type="checkbox"/>
ELECTRICAL PLANS (not required to be sealed by a P.Eng. or Architect)	1 electronic AND 1 paper	<ul style="list-style-type: none"> ▪ Layout of all outlets and equipment (including receptacles, switches, lighting, etc.). ▪ Include all existing and new. ▪ Exit signage and emergency lighting. ▪ Fire alarm, smoke alarm and carbon monoxide alarm systems, if applicable. ▪ Indicate installation height. See the NB Barrier-Free Design Building Code Regulation (2011-61) for requirements. 	<ul style="list-style-type: none"> ▪ Our electrical review is focused on fire protection, barrier-free design and occupant safety; not the electrical system itself. ▪ Please be aware the barrier-free regulation has installation height requirements. 	<input type="checkbox"/>
PRE-ENGINEERED PRODUCT DETAILS	1 electronic OR paper	Such as, but not limited to: <ul style="list-style-type: none"> ▪ Pre-Engineered Trusses (design and layout) ▪ Pre-Engineered Floor Joists/Trusses (design and layout) ▪ Engineered Wood Products (LVL, PSL, LSL, etc.) ▪ Screw pile foundation products (Layout and details) 	<ul style="list-style-type: none"> ▪ These must be signed and sealed by a Prof. Engineer or Architect, unless signed and sealed design tables are provided. 	<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)
General Application Form – F1	1 paper or electronic	GMRSC - Planning Services <ul style="list-style-type: none"> ▪ Available at: <ul style="list-style-type: none"> ○ www.greatermiramichirsc.ca ○ GMRSC office – 1773 Water St. 	<ul style="list-style-type: none"> ▪ At all times, upon application. 	<input type="checkbox"/>
Cost Estimate OR Appraisal (signed)	1 paper or electronic	Provided by a contractor, estimator or appraiser - Cost of work must include all building materials, service equipment and labour.	<ul style="list-style-type: none"> ▪ At all times where the cost of work exceeds \$50,000, a cost estimate is required upon application. 	<input type="checkbox"/>
Confirmation of Commitment Form - B3	1 paper or electronic	GMRSC - Planning Services <ul style="list-style-type: none"> ▪ Available at: <ul style="list-style-type: none"> ○ www.greatermiramichirsc.ca ○ GMRSC office – 1773 Water St. ▪ To be completed by the Applicant. 	<ul style="list-style-type: none"> ▪ Required upon application, at all times where a Professional Engineer or Architect is involved. 	<input type="checkbox"/>
Field Review Commitment Form - B4	1 paper or electronic	GMRSC - Planning Services <ul style="list-style-type: none"> ▪ Available at: <ul style="list-style-type: none"> ○ www.greatermiramichirsc.ca ○ GMRSC office – 1773 Water St. ▪ 1 Form required by each Professional Engineer or Architect involved. 	<ul style="list-style-type: none"> ▪ Required upon application, at all times where a Professional Engineer or Architect is involved. 	<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)
2010 Building Code Analysis Form – B6	1 paper <u>or</u> electronic	GMRSC - Planning Services ▪ Available at: ○ www.greatermiramichirsc.ca ○ GMRSC office – 1773 Water St. ▪ To be completed by the lead designer.	▪ At all times, upon application.	<input type="checkbox"/>
Valid Civic / 911 Number <u>OR</u> copy of application for a number	1 paper <u>or</u> electronic	N.B. 911 – Public Safety ▪ Available at: ○ www.greatermiramichirsc.ca ○ www.gnb.ca (search “NB 911”) ○ Toll Free: 1-888-353-4444	▪ At all times, upon application.	<input type="checkbox"/>
Certificate of Setback	1 paper <u>or</u> electronic	N.B. Transportation & Infrastructure ▪ Available at: ○ 1310 Water St. Miramichi N.B. and other local DTI garages ○ Call (506) 778-6046	▪ Required prior to a permit being issued. ▪ 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.	<input type="checkbox"/>
Confirmation of Access/Services	1 paper <u>or</u> electronic	City of Miramichi - Public Works 1-506-623-2020	▪ Only within the City of Miramichi, prior to a permit being issued.	<input type="checkbox"/>
On-site Septic System Approval <u>OR</u> written permission to utilize existing	1 paper <u>or</u> electronic	Technical Inspection Services Plumbing Inspections - Public Safety ▪ 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.	▪ Required, prior to a permit being issued, when development includes: ○ New construction, ○ An existing building with a change of use, or ○ An existing building on a lot 4000m ² or less that is adding one or more bedrooms or that is increasing in area. ▪ Not required where public services are provided and utilized.	<input type="checkbox"/>
Watercourse and Wetland Alteration Permit (WAWA)	1 paper <u>or</u> electronic	N.B. Environment & Local Government ▪ Available at: ○ www.gnb.ca (search “WAWA”) ○ Call 1-506-778-6032	▪ Required prior to a permit being issued, if developing within 30m of a watercourse or wetland. (includes related excavations and site work within 30m of a watercourse or wetland)	<input type="checkbox"/>
Wellfield Protected Area Exemption	1 paper <u>or</u> electronic	N.B. Environment & Local Government ▪ Available from: ○ Source and Surface Water Management (Branch) (506) 457-4850	▪ Required upon application, if developing within a Wellfield Protected Area (includes related excavations and site work).	<input type="checkbox"/>

VERY IMPORTANT – More Information and Design Considerations

The information below may prevent common design or construction errors.

- Plan ahead. Organization and preparation can result in a shorter waiting and approval time when applying for a Building Permit. **Do not expect a permit to be issued on the same day as when making application.**
- **Discuss in detail**, the design of the building with both your contractors and design professionals. All persons involved should be in agreement when it comes to the design of the project. **During construction, inspections are performed and the work shall be consistent with the approved plans. Varying from the plans is a violation of the Building Permit’s conditions.**

- **Where life safety and fire protection systems are installed** to comply with the provisions of the National Building Code or the NFC, it is the responsibility of the Professional Engineer(s) responsible for the design of such system(s) to **insure the commissioning of these integrated systems has been performed as a whole** to ensure the proper operation and inter-relationship between systems.
- **PLEASE CONTACT The Office of the Fire Marshall**, you may be required to submit an application for review and approval to their office as well. Call 1-506-453-2004 or email at fire-feu@gnb.ca.

General Notes

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 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.

Examples of PART 9 buildings

(this is not an exhaustive list)

- **Buildings that meet ALL of the following criteria:**
 - **Does not** exceed 3 storeys in building height,
 - **Does not** exceed 600 m² (6458 ft²) in building area,
 - **Are not** classified as post-disaster buildings, **AND**
 - **Are only used for one or more of the following Major Occupancies:**
 - ✓ **Group C – Residential Occupancies**
 - Apartments
 - Condos
 - Hotel / Motel
 - Boarding House / Dormitories
 - ✓ **Group D – Business and Personal Services Occupancies**
 - Banks
 - Offices
 - Medical, dental and similar health offices
 - Beauty, hair and similar salons
 - Self-serve laundry
 - ✓ **Group E – Mercantile Occupancies**
 - Retail and department stores
 - Markets
 - Shops
 - Supermarkets
 - ✓ **Group F2 – Medium-Hazard Industrial or F3 – Low-Hazard Industrial Occupancies**
 - Aircraft hangars
 - Service stations and repair garages
 - Warehouses and storage rooms
 - Wholesale rooms
 - Workshops and laboratories
 - Parking and storage garages
 - Factories

F2 Occupancies are industrial buildings which the combustible contents are more than 50 kg/m² or 1200 MJ/m² of *floor area* and not classified as a *high-hazard industrial occupancy*.

F3 Occupancies are industrial buildings which the *combustible* content is not more than 50 kg/m² or 1200 MJ/m² of *floor area*.