

Construction of a Deck serving a Single or Two Dwelling

Checklist C5

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.**

Depending on the location of your property and relevant By-law or Regulation, you may only require a site plan. Please contact a GMRSC Building Inspector to inquire.

Except where not applicable to your development, **all following drawings and documents must be 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 PLAN	1 electronic AND 1 paper	<ul style="list-style-type: none"> See "Site Plan <u>EXAMPLE – D1</u>" for details. Indicates the building's location in relation to property lines and other buildings. 	<ul style="list-style-type: none"> Property information may be obtained at a Service New Brunswick location. 	<input type="checkbox"/>
FOUNDATION PLAN	1 electronic AND 1 paper	<ul style="list-style-type: none"> See "Foundation Plan <u>EXAMPLE – D6</u>" for details. Type, location and dimensions of all footings (perimeter, blocking, helical pile, pier type, etc.) 	<ul style="list-style-type: none"> Deck blocks may be used if properly spaced according to footing size. 	<input type="checkbox"/>
FLOOR PLAN(S)	1 electronic AND 1 paper	<ul style="list-style-type: none"> See "Floor Plan <u>EXAMPLE – D6</u>" for details. One for every level. Identify direction, size, spacing and span of joists and beams. 	<ul style="list-style-type: none"> Floor Plans shall include necessary structural detail relating to floors, beams, lintels, walls, and roof. 	<input type="checkbox"/>
ELEVATION PLANS	1 electronic AND 1 paper	<ul style="list-style-type: none"> See "Elevation Plan <u>EXAMPLE – D6</u>" for details. For all applicable sides (North, East, South, West). 	<ul style="list-style-type: none"> Include height from grade and height of guards. 	<input type="checkbox"/>
CROSS SECTIONS and STRUCTURAL DETAILS	1 electronic AND 1 paper	<ul style="list-style-type: none"> See "Cross Section <u>EXAMPLE – D6</u>" for details. If attached to the house, identify how. Include a flashing detail. Indicate how the floor beams will be supported. If supported by hanger, please specify. Include stair detail if applicable. 	<ul style="list-style-type: none"> Floor beams are required to bear directly on top of the columns. 89 mm x 89 mm (4"x4") columns are not permitted by Code. 	<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 <u>or</u> electronic	GMRSC - Planning Services ▪ Available at: ○ www.greatermiramichirsc.ca ○ GMRSC office – 1773 Water St.	▪ <u>At all times, upon application.</u>	<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	▪ <u>At all times, upon application.</u>	<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	▪ <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"/>
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	▪ <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"/>
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	▪ <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: When applying for a building permit, 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 drawings or documentation may be required before an application can be processed.

Additionally, if the review reveals violations, related to applicable By-Laws, Regulations or National Building Code of Canada requirements, additional or revised drawings or documentation may be required.

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.