

# DOCUMENTS AND INFORMATION REQUIRED FOR **DEVELOPMENT AND BUILDING PERMITS BUILDINGS UNDER PART 3 OF THE NATIONAL BUILDING CODE OF CANADA**

Part 3 of the National building code of Canada applies to buildings exceeding 600 sq. m (6,458 sq. ft.) in building area or exceeding three storeys in building height or used for the following major occupancies:

- Group A (assembly occupancies)
- Group B (care or detention occupancies)
- Group F, Division 1 (high hazard industrial occupancies)

## **Required actions and information**

- Property owner's name, mailing address, telephone and fax numbers and email address.
- Contractor's name, mailing address, telephone and fax numbers and email address.
- Applicant's name, mailing address, telephone and fax numbers and email address. (A land owner declaration form must also be filled out if the applicant is different from the property owner(s)).
- Civic number and street name, or lot number and street name, or Property identification (PID) number(s).
- Explanation of all work that the permit is to include: e.g. type of project, floor areas (sq. m or sq. ft.), etc.
- Signature and payment of the development and building permit application.

## **Required documents**

One complete paper set and electronic version of the documents (.pdf). Electronic documents may be sent to [construction@dieppe.ca](mailto:construction@dieppe.ca)

- If the permit application involves a building addition with renovation work to the existing building, detailed scope of work describing the project along with a detailed cost estimate/cost breakdown.
- \*Site plans which include zoning information and, if applicable, sealed site services and drainage information. The plans are to be legible, drawn and printed to scale with detailed notes and dimensions showing all existing and proposed items. The sealed engineering design brief, associated with the site services and drainage plan (including the digital copy).
- Complete set of construction drawings that are legible, drawn and printed to scale with detailed notes and dimensions, including:
  - \*building code review (design matrix)
  - \*foundation plans
  - \*structural plans if applicable
  - \*architectural plans (floor plans, elevations, cross sections, stair detail, typical wall/floor sections, window and door sizes)
  - mechanical ventilation plans
  - electrical plans
  - heating system plans if not covered above
  - if used, sprinkler plans including hydraulic calculations
  - engineered designs, pre-engineered shop drawings and layouts for engineered roof trusses, floor joists, beams, lintels, helical piles, etc.
- \*Sealed geotechnical (soils) investigation report

**NOTE:** The construction drawings and documents are to include the address of the project and include a signed and dated seal from an architect or professional registered engineer (applicable in their field of expertise) licensed to practise in the province of New Brunswick.

## **Additional documents (if applicable)**

- A copy of the review letter from the New Brunswick Office of the Fire Marshal (as per the Fire Prevention Act).
- Four weeks prior to their installation, a copy of each listed fire stop system detail. Listed fire stop systems are required for all penetration locations (ventilation ducts, chimneys, piping, tubing, cables, outlet boxes, etc.) in fire walls, fire separations or assemblies having a fire resistance rating.
- Where there are no municipal sanitary and/or water services available, a certificate of approval to install an onsite sewage disposal system from the Department of Public Safety shall be submitted.
- Where the building is proposed within 30 m (98 ft.) of a restricted body of water, an approval from the Department of Environment and Local Government (Clean Water Act) shall be submitted.

## **Additional documents may be required to complete the permit application.**

A foundation permit may be issued upon request for new construction projects provided that; payment for the entire project is made at the time of permit application, the items listed above in the "required action and information" section are met and the documents marked with an asterisk (\*) are supplied.