

Overview of new

building permit requirements

of single, two-unit and semi-detached dwellings

3 stages



INFO:877.7900

Dieppe



Stage 1 Site Plan

The Site Plan must be based upon the grades contained on the registered Lot Grading and Drainage Plan for the lot being built on. If there is no such plan, an engineered solution must be provided.

An engineered solution is a drainage plan, sealed and signed by a Professional Engineer, providing for drainage and surface water management to prevent surface water from entering any main building for a 100-year period and consistent with any subdivision agreement in effect for the property and which will not negatively impact drainage on adjacent properties.

Site plans must include:

1. The geodetic elevation of the basement floor, garage door floor opening elevation and the top of all the foundation walls.
2. The setback of all the foundation walls (front, rear, flankage and side yards).
3. The foundation's critical elevation, which is the lowest point on a foundation wall where surface water would first enter, and more specifically means the lower of:
 - The lowest point of the top of the foundation wall.
 - The lowest point of any opening or depression in the foundation wall, including windows, doorways or other non-watertight basement openings, but excluding basement windows equipped with window wells in conformity with the National Building Code of Canada.
4. The proposed finished land elevation at each corner of the property and foundation wall and the geodetic

elevations of the land where it meets the outer walls of the main building.

5. Driveway location and slope from the property line adjacent to the public street right-of-way.
6. Geodetic elevation of the finished grade of the centreline of the road where it intersects the extended centreline of the driveway.
7. Existing municipal and private service easements; electrical and telephone installations, underground gas lines and wires, and all other public utility easements.
8. Any physical feature that may impede drainage, such as accessory buildings and structures and natural vegetation such as large trees or landscape gardens.

The critical elevation of the main dwelling's foundation must be at least 0.5 metres (1.64 ft) above the centreline of the road while the critical elevation of an attached garage door opening must be at least 0.35 metres (1.14 ft) above the finished centreline of the road. The elevation of the finished centreline of the road is taken from the point where the centreline of any driveway meets the centreline of the road.

Where the critical elevation is too low on the Site Plan and the lot grading plan, an engineered solution is required along with modelling results, design criteria, calculations, etc.

It is the responsibility of the builder to obtain the applicable geodetic elevations from the registered drainage agreement (to be obtained from Service NB Registry and Mapping Services, also known as Planet) and from the Land Surveyor.



Stage 2
**Foundation
Report**

1. Once the foundation has been placed, the applicant must provide the municipal Planning and Development department with the Foundation Report Form, which indicates foundation wall elevations and foundation location and is prepared by a Land Surveyor, certifying that the foundation has been constructed in conformity with the Site Plan.
2. The builder must request a pre-backfill inspection from Planning and Development prior to backfilling the foundation in order to verify that the foundation, footing and drainage comply with the Building Code.
3. Once Planning and Development has confirmed that the builder has met the requirements of the pre-backfill inspection and that the Foundation Report Form is in conformity with the Site Plan and has been accepted in writing by the municipal Planning and Development department, the builder may proceed with construction upon issuance of the building permit.
4. To expedite the foundation and lot grading approval process, the builder may undertake the lot grading at the same time as the foundation backfill and provide the Surveyor's Real Property Report (Stage 3) during Stage 2.

Foundation walls must be laterally supported as per the latest edition of the National Building Code of Canada, Part 9, prior to backfilling.



Stage 3
**Surveyor's
Real Property
Report**

The Surveyor's Real Property Report shall certify compliance with the Zoning By-law and lot grading requirements, meaning that foundation elevations are less than 100 millimetres (4 inches) above or below the required elevations but not more than 150 millimetres (6 inches) below the proposed finished grade and is consistent with the Site Plan, including any variances that may have been granted by the Urban Planning Advisory Committee.

Once the lot grading is completed, the applicant must submit a Surveyor's Real Property Report to the municipal Planning and Development department to confirm that the property has been developed in compliance with the Site Plan. The Surveyor's Real Property Report must include:

- The actual building setbacks (i.e. distances from the outer walls of the foundation to the property boundary lines).
- The geodetic elevation of the four corners of the property.
- The geodetic elevations of the land where it meets the outer walls of the main building.
- The geodetic elevations of the lowest point on the top of each of the foundation walls.
- The critical elevation.
- The basement floor elevation.
- Where applicable, the attached garage door floor opening elevation.
- Driveway location and slope.

- Geodetic elevation of the finished grade of the centreline of the road at the point where it meets the extended centreline of any driveway.
- Existing municipal and private service easements; electrical and telephone installations, underground gas lines and wires, and all other public utility easements.
- Any physical feature that may impede drainage, such as accessory buildings and structures and natural vegetation such as large trees or landscape gardens.
- The location and geodetic elevation of any swales.
- In the case of a development where an engineered solution is required, any and all data points required to confirm that the engineered solution has been fully complied with.

In the case of a development where no engineered solution is required, the Land Surveyor certifies in the Surveyor's Real Property Report that the foundation wall elevations and critical elevation are consistent with those shown on the Site Plan.

In the case of a development where an engineered solution is required, the Professional Engineer certifies that the engineered solution has been implemented.

The actual lot grading shall not be more than 150 millimetres (6 inches) above or below the proposed finished grade.

If weather conditions do not permit lot grading at the foundation backfill stage, the lot grading and final Surveyor's Real Property Report shall be completed within 12 months of the building permit being issued.