

DOCUMENTS AND INFORMATION REQUIRED FOR DEVELOPMENT AND BUILDING PERMITS ADDITIONS AND RENOVATIONS – SINGLE, TWO-UNIT AND SEMI-DETACHED DWELLINGS

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.), size of deck(s), 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

- A detailed scope of work describing the project along with a detailed cost estimate/cost breakdown.
- One complete set of construction drawings that are legible, drawn and printed to scale with detailed notes and dimensions, including:
 - foundation plans
 - floor plans
 - elevations
 - relevant cross sections with stair detail
 - typical wall/floor sections and window sizes
 - deck/stair/sunroom details
 - pre-engineered shop drawings* and layouts for roof trusses, floor joists, beams, lintels, helical piles, etc.
 - engineered designs* for designs outside of the scope of the building code (foundation openings larger than 1.2 m (4 ft.), over spanned roof/floor, tall walls, etc.)

*If used, pre-engineered shop drawings and engineered designs to be submitted with the address of the project and is to bear a signed and dated seal of a professional registered engineer licensed to practise in the province of New Brunswick.
- The following energy efficiency documentation:
 - the window/door/skylight information showing the sizes and energy performances (U-Value or ER Value)
 - the specification sheets with the equipment performance for all new and replaced units (heating/cooling, venting and hot water)

Additional documents (if applicable)

- Where the land has been infilled, results and recommendations of a soil investigation report shall be submitted. Document is to bear a signed and dated seal of a geotechnical professional registered engineer licensed to practise in the province of New Brunswick.
- 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.