

# DOCUMENTS AND INFORMATION REQUIRED FOR **DEVELOPMENT AND BUILDING PERMITS CONVERTING A RESIDENTIAL DWELLING INTO A COMMERCIAL BUILDING**

The list below is in reference to the National building code of Canada and the City of Dieppe zoning bylaw (Z-10).

## **Commercial establishments generally require the following:**

- The intended commercial use must be permitted in the zone and additional requirements of the zoning bylaw may also apply.
- The parking area must comply with zoning bylaw requirements and other applicable regulations. Some of the applicable requirements may include the amount and size of parking spaces, barrier free parking spaces, type of surface of the parking area, screening/landscaping features, surface water management/drainage, width of driveways, curbs, etc.
- Barrier free accesses/path of travel and barrier free designed washrooms.
- Toilets and sinks to accommodate the occupant load.
- Floors (and decks) to be verified/designed by an engineer to accommodate 100 lbs per square foot loading.
- Floors separating each level (including basement level) constructed to provide the required fire-resistance rating.
- Beams, walls and posts supporting the floors to be covered to provide the same determined fire resistance rating. Exposed wall and ceiling finishes must have an acceptable surface flame-spread rating (gypsum board with an acceptable flame-spread rating).
- Smoke alarms and carbon monoxide alarms as required.
- Adequate means of exit paths. Exit paths shall be fire separated from other floors. Exterior doors to swing in the direction of exit travel.
- Exit signs and emergency lighting.
- Verification of materials on the exterior of the building and fire rating requirements due to the proximity to the property lines (the amount of windows and doors may also be subject to review).
- A mechanical ventilation system.
- If applicable, fire dampers where mechanical ducts penetrate the fire rated walls or ceilings.
- If applicable, a kitchen grease hood designed to meet standards 96 of the National Fire Protection Association where grease laden vapours are emitted.

## **Required documents for the development and building permits**

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

- A detailed scope of work describing the project along with a detailed cost estimate.
- A site plan detailing the parking area, landscaped areas, screening facilities (fences, trees, hedges), drainage (if required) and the building setbacks.
- A set of scaled, noted and dimensioned plans detailing the complete scope of work.
- Any stamped engineering plans determined to be required (floor/deck/ramp construction, grease hood, etc.).

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