

# DOCUMENTS AND INFORMATION REQUIRED FOR DEVELOPMENT AND BUILDING PERMITS BUILDINGS UNDER PART 9 OF THE NATIONAL BUILDING CODE (OTHER THAN SINGLE, TWO-UNIT, SEMI-DETACHED DWELLINGS AND SMALL ACCESSORY BUILDINGS)

Part 9 of the National building code of Canada applies to buildings of three storeys or less in building height, having a building area not exceeding 600 sq. m (6,458 sq. ft.) and used for major occupancies classified as;

- Group C (residential occupancies)
- Group D (business and personal services occupancies)
- Group E (mercantile occupancies)
- Group F, Divisions 2 and 3 (medium and low 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: type of project, floor areas (sq. m or sq. ft.), number of stories areas, 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:
  - \*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 professionally prepared by a competent individual demonstrating good engineering practices, such as described in, but not limited to, ASHRAE handbooks and Standard or SMACNA manuals as referred to in section 6.2.1.1 of the National building code of Canada. Such plans shall include; air flow calculations, distribution ducts, return schedules, fire dampers, type of materials and all other information typically shown on a mechanical design
  - heating system plans if not covered above
  - electrical schematic plans for life safety equipment (fire alarm/emergency lighting/exit signs, etc.)
  - 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.

**NOTE:** If required, 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.

- 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)

This applies to:

- buildings with Group C occupancies
- buildings with Group D, E or F3 occupancies whose total floor area does not exceed 300 sq. m (3,229 sq. ft.)
- buildings with Group C occupancies that are mixed with Group D, E or F3 occupancies where the non-residential portion has a total floor area not exceeding 300 sq. m (3,229 sq. ft.)

**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 engineer registered or licensed to practise in the province of New Brunswick.
- A copy of the review letter from the New Brunswick Office of the Fire Marshal.
- 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 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.