

**Checklist for New Construction and Additions**  
**Part 3 NBC Buildings & Commercial/Industrial Buildings**  
**Requirements for Building/Development Application**

The following applies to buildings exceeding 600 m<sup>2</sup> (6,458 ft<sup>2</sup>) in building area or exceeding 3 storeys in building height or used for major occupancies classified as:

- a) Group A (Assembly Occupancies)
- b) Group B (Care or Detention Occupancies)
- c) Group D/E (Commercial Occupancies)
- d) Group F (Industrial Occupancies)

**Required**

- Completed Building/Development Permit application and documents.
- Applicable Permit Fee(s)

**Required Documents**

- Building Code Review Matrix (see form 22-4)
  - Site plan to include zoning information, site servicing and drainage information.
  - Soil report by Geo-technical or Professional Engineer skilled in the field (if available at the time).
  - Complete set of legible construction drawings to scale with sufficient notes and dimensions. The set shall include;
    - Foundation plans
    - Structural plans
    - Floor plans
    - Building Elevations
    - Relevant Cross Sections (thru building, stairs etc...)
    - Plumbing plans
    - Mechanical ventilation plans (P.Eng. design for areas other than individual dwelling unit systems)
    - Electrical plans pertaining to life safety (emergency lighting, exit signage, fire alarm etc...)
- \*Building envelope, mechanical and electrical drawings shall demonstrate compliance with the 2011 NECB, except for buildings containing Group D, E or F3 with combined total floor area not exceeding 300 sq.m. where NBC 9.36 applies.
- Confirmation of Commitment* form (form A) completed by the property owner.
  - Field Review Commitment* form (form A1) completed by the Professionals (Architect/Engineers) involved in the project design.

**Additional Information**

- Sprinkler plans may be submitted after issuance of the building permit.
- Plumbing permit application and fee must be submitted by a plumbing contractor licensed to practice in N.B. prior to the issuance of the building permit.
- 2011 NECB performance compliance documentation if prescriptive path not chosen.
- Other information deemed to be necessary.
- Additional approvals may be required such as the NB Office of the Fire Marshal, NB Public Health (ie: food service), Heritage Conservation and Sidewalk Closure.