

Checklist for New Construction and Additions
Part 9 Residential Buildings (Multi Units)
Requirements for Building/Development Permit Application

The following applies to residential buildings not exceeding 600 m² (6,458 ft²) in building area and not exceeding 3 storeys in building height.

Required

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

Required Documents

- Site plan to include zoning information, site servicing and drainage information.
- Soil report by Geo-technical or Professional Engineer skilled in the field, when:
 - Bearing capacity required to exceed 75 kPa
 - Soil is disturbed or site filled
- 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)
- Pre-engineered shop drawings including roof truss and floor joist layouts (where applicable).
- Other engineered designs outside the scope of Part 9 (screw piles, tall walls, hot roofs etc....)
- Confirmation of Commitment* form (form A) completed by the property owner (if applicable*).
- Field Review Commitment* form (form A1) completed by the Professionals (Architect/Engineers) involved in the project design (if applicable*).

*Refer to Form A requirements to determine if it applies.

Additional Information

- 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.
- Other information deemed to be necessary.
- Additional approvals may be required such as the NB Office of the Fire Marshall, NB Public Health (ie: food service), Heritage Conservation and Sidewalk Closure.