



**City of Fredericton  
Building Permit  
Frequently Asked Questions  
May 2013**

**Why obtain a Building Permit?**

The Building Permit approval process includes a review for compliance with the National Building Code and other applicable regulations and Legislation, as well as a review of the proposed use or change of use (type of occupancy or activity to take place on the property) for compliance with the Zoning By-law.

The Building permit and inspection process ensures that proposed construction meets the minimum health, safety and accessibility standards of the National Building Code, and that the proposed use or change of use is compatible with neighbouring properties.

The plan reviews and inspections included with a Building permit provide extra assurance that a construction project and associated use is legal, structurally adequate and safe.

**How do you apply?**

Building Permit applications are made at the Building Inspection customer service counter in the ground floor of City Hall, at which time details of the proposed construction project are discussed with the applicant.

All information required for the permit application is obtained, construction drawings are reviewed for accuracy and completeness, and the customer is informed of missing information or apparent complications with the project.

If additional information or drawings are required, or if issues which may interfere with the permit approval process are noted, the customer is notified of such and provided with pertinent contact information to facilitate resolution of such issues.

**How does the approval process work?**

The approval process includes four internal City Divisions:

1. **Planning:** Proposed construction and use of the property is reviewed for compliance with the Zoning By-law, the Provincial Community Planning Act, and other pertinent land use Legislation. Approval includes review of setback distances from buildings to property lines, heritage compatibility, type of occupancy and use of property.
2. **Engineering:** Proposed construction is reviewed for feasibility and compliance with several infrastructure related requirements, including Water/Sewer services, subdivision/lot grading, and well field protection.
3. **Building Inspection:** Proposed construction is reviewed for compliance with the minimum standards of the National Building Code regarding health, safety, structural adequacy and accessibility.
4. **Plumbing Inspection:** Proposed construction is reviewed for compliance with the minimum standards of the National Plumbing Code regarding healthy and effective management of a building's water and sewage systems, and protection against contamination of the City's water supply.

As of October 2012 review is undertaken by all Divisions simultaneously, and any issues requiring rectification review are communicated to pertinent Divisions and the customer immediately.

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<b>Growth &amp; Community Services</b>	<b>Croissance et Services communautaires</b>
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**How does the inspection process work?**

Inspections are performed at crucial points of construction to verify that construction conforms to the approved plans, and the Building Code. Any deficiencies found are noted and rectification and re-inspection is required before construction is permitted to continue.

**How are building permits finalized and closed?**

All Building and Plumbing Permits require a final inspection. Once construction is complete and the final inspections are performed with no outstanding issues, the files on the Permits are closed.

**Can I monitor my building permit and track my inspections?**

As detailed below, customers can track individual Building Permit applications and status of inspections online using their password protected account.

**Permit Application:**

The approval process for each permit application can be tracked online, including the current status of each Division's review. Requests for additional information, notification of issues found during plan reviews, and similar issues holding up the process are visible to all parties involved in the process including the applicant.

**Inspections:**

The results and date of each inspection performed can be viewed online. Although inspection status is updated by the end of each work day, if a customer prefers personal contact for verification of an inspection it is available through email or phone.

**History:**

Upon logging into their account customers can view a report of all their permit applications created since June 2013, including the corresponding permit and inspection status for each application.