



# MONCTON



## OVERVIEW of new Building Permit Requirements for construction of single, two unit and semi-detached dwellings

Effective March 1, 2010

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### 1

#### **Building Permit Site Plans are required to address lot grading and drainage plans and to provide more detail on site and foundation elevations.**

In addition to the usual requirements for a building permit, site plans are now required to show all the relevant geodetic elevations (grades) of foundations and the land, as proposed to be once the building and site development is complete.

The site plan must be based upon the grades contained on the **registered Lot Grading and Drainage Plan** for the lot being built on. In some cases, individual lots may not have a registered **Lot Grading and Drainage Plan**. Under these circumstances, the landowner will need to have a site plan which will include an **engineered solution** prepared, sealed and signed by a Professional Engineer authorized to practice in New Brunswick.

The **engineered solution** site plan will then be reviewed and accepted by the City Engineering Department. Similarly, if a builder cannot meet the grading requirements of the registered **Lot Grading and Drainage Plan**, they will be required to incorporate an **engineered solution** acceptable to the City on their site plan.

#### **SITE PLANS MUST INCLUDE:**

- 1)** the geodetic elevation of the basement floor, attached garage floor door opening elevation and the top of all the foundation walls
- 2)** the horizontal location of each of all the foundation walls (front, rear, flankage and side yards)

**Engineered solution** is a drainage plan, sealed and signed by a Professional Engineer, providing for drainage and surface water management adequate to prevent surface water from entering any main building during any precipitation event up to and including a 100-year return period for a 24-hour duration and consistent with any subdivision agreement in effect for the property in question, and which furthermore will not negatively impact drainage on adjacent properties.

**3)** the foundation's **critical elevation** which is the lowest point on a foundation wall where surface water would first enter, and more specifically means the lower of:

- The lowest point of the top of the foundation wall
- The lowest point of any opening or depression in the foundation wall, including basement windows, doorways or other non-watertight openings, but excluding basement windows equipped with window wells in conformity with the *National Building Code of Canada*.

The critical elevation of the main dwelling's foundation must be at least 0.5 metres (1.64 ft.) above the finished centreline of the road while the critical elevation for an attached garage door opening must be at least 0.35 metres (1.14 ft.) above the finished centreline of the road. The elevation of the finished centerline of the road will be taken from the point where the centerline of any driveway meets the centerline of the road.



# New Building Permit Requirements



2

Where the critical elevation is too low on the Building Permit Site Plan and lot-grading plan, or where a Lot Grading and Drainage Plan does not exist, an *engineered solution* is required.

The Professional Engineer will be required to provide supporting documentation (modelling results, design criteria, calculations, etc.).

- 4) the proposed finished land elevation at each corner of the property and foundation wall and the geodetic elevations of the land where it meets the outer walls of the main building
- 5) driveway location and its slope from the property line adjacent to the public street right-of-way
- 6) geodetic elevation of the finished grade of the centreline of the road where it intersects the extended centerline of the driveway
- 7) existing municipal and private service easements, underground electrical, telephone, gas, cable, and all other public utility easements
- 8) any physical feature that may impede drainage such as accessory buildings and structures, and natural vegetation such as large trees or landscape gardens

It is the responsibility of the builder to obtain the applicable geodetic elevations from the registered drainage agreement (to be obtained from Service NB Registry and Mapping Service, also known as Planet) and from their Land Surveyor.

## A Foundation Report Form is required and must be approved once the foundation is placed and prior to further construction

- 1) Once the foundation has been placed, the applicant must provide documentation to the municipal Building Inspection department certifying that the foundation has been constructed in conformity with the Site Plan. This documentation must be provided through a **Foundation Report Form** for Foundation Wall Elevations and Foundation Location prepared by a Land Surveyor.
- 2) No further development and construction can proceed beyond the foundation and floor system, backfilling and lot grading until the Greater Moncton District Planning Commission has confirmed that the Foundation Report Form is consistent with the Site Plan.

*Foundation walls to be laterally supported as per the latest edition of the National Building Code of Canada, Part 9, prior to backfilling.*

- 3) The builder must request a pre-backfill inspection from Building Inspection prior to backfilling the foundation, in order to verify that the foundation, footing and drainage meet the Building Code.
- 4) Once Building Inspection has confirmed that the builder has met the requirements of the pre-backfill inspection and that the foundation location and elevations have been accepted in writing by the municipal Building Inspection department, the builder may proceed with construction.
- 5) The final lot Grading can be done at the same time as the foundation is being backfilled.

3

## A Surveyor's Real Property Report is required once the foundation and lot grading is completed.

- 1) Once the lot grading is completed, the applicant must provide, a Surveyor's Real Property Report to the municipal Building Inspection department to confirm that the property has been developed in compliance with the Site Plan.

*The actual lot grading shall not be more than 150 millimetres (6 inches) below the proposed finished grade and in no instance shall be above the proposed finished grade.*

To expedite the foundation and lot grading approval process, the builder may undertake the lot grading at the same time as the foundation backfill and provide the Surveyor's Real Property Report at Stage 2.

The final report shall certify that foundation elevations are within 100 millimetres (4 inches) above or below the required elevations and the lot grading shall not be more than 150 millimetres (6 inches) below the proposed finished grade and is consistent with the Site Plan. If seasonal weather conditions do not permit lot grading at the foundation backfill stage, the lot grading and final Surveyor's Real Property Report shall be completed within 12 months of the building permit being issued. Failure to do this will result in enforcement procedures and may involve orders being posted against the property on the Service New Brunswick Land Gazette.



# Sample Building Permit Site Plan

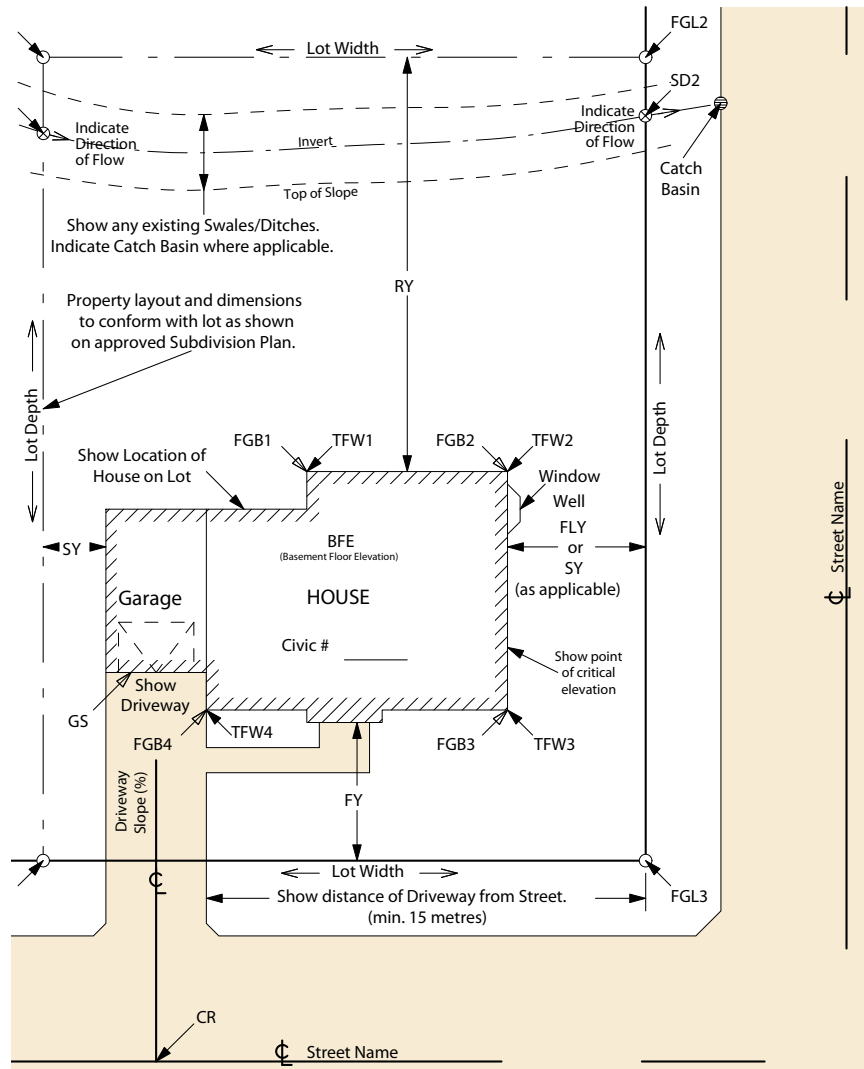
This schematic represents a generalized site plan. **Actual site plans shall be drawn to a scale of 1:250** and shall accurately represent the specific lot and building to be built. All elevations to be geodetic.

PID No.

Lot No.

Plan No.

SUBDIVISION LOT GRADING PLAN ATTACHED



The critical elevation of this building as defined by the Zoning By-law is \_\_\_\_\_ metres.

*We certify and acknowledge responsibility for maintaining lot drainage in compliance with the Subdivision Grading Plan and this Site Plan*

Signature  
Owner / Agent

Name of  
Owner / Agent  
(please print)

Date

## LEGEND

**FY**

Front Yard

**SY**

Side Yard

**RY**

Rear Yard

**FLY**

Flankage Yard  
(if a corner lot – otherwise it's a second side yard)

**FGL1, 2**

Proposed Finished Grade, each corner of lot (minimum 4 points)

**FGB1, 2**

Proposed Finished Grade, land at each corner of main building – excluding garage (minimum 4 points)

**TFW1, 2**

Top of Foundation Wall, each corner (minimum 4 points)

**SD1, 2**

Elevation of swale/ditch (minimum 2 points)

**GS**

Lowest point of edge of garage slab (if applicable)

**CR**

Elevation of the crown of the road at the point where it intersects the extended centerline of the driveway

**BFE**

Basement Floor Elevation