

HEADER: New Mandatory Building Inspections

DECK: New building inspection process for single, two unit and semi-detached dwellings

Whether you're applying for a building permit for a single, two unit or semi-detached dwelling, you'll need to read the following information to ensure you're complying with the City of Moncton's by-law relating to buildings. As new building inspections will be in effect as of March 1st, 2010, builders will need to take additional steps at specific phases of the building process.

The following is the first part of a two-part article. The second part will be published on March 6 and will focus on specific by-law changes, relating to these new mandatory building inspections.

How is a building permit approved and issued?

Applications will be approved when all codes and by-law requirements have been addressed. The average application process time is 10 working days for small residential projects and 15 working days for large building projects, provided all the required information is submitted at the time of application. Process time may increase during peak construction periods.

What fees are involved?

Fees to be paid shall include: Development Fee, Damage Deposit, Plumbing Permit, and Building Permit (based on the value of construction). Information on calculating these fees are on our website at moncton.ca.

Building and Plumbing Permit Information Required at Time of Application. New Residential Construction – Single, Two Unit and Semi-Detached Dwellings

Applicant Details:

1. Payment of building and plumbing permits to be completed at the time of application. Building permit applications will not be taken for properties that have not been registered.
2. Owner and agent's name (if applicable), key contact name, address, telephone number (office, cell, home), fax number and email address. If using an agent, provide a signed Landowner Declaration form
3. Developer/contractor's name, key contact name, address, telephone number (office, cell, home), fax number and email address.
4. Building area of each storey calculated in square feet or square meters along with number of stories
5. A plumbing permit application form, completely filled out and signed by plumbing contractor.
6. Civic number, street name, lot number (if applicable), and property identification (PID) number.
7. Provide detailed explanation of all work that the permit is to include: i.e. type of building, number of stories, size of all floors, size of garage, deck, etc. Any and all engineered documents must be provided at the time of application.
8. Site Plan is to comply with the registered Drainage Plan (where applicable).

Approval Requirements

1. Department of Health approval certificate where there are no municipal sanitary and water services available.
2. Department of Environment (Clean Water Act) approval if building is located within 30 meters (98 feet) of a watercourse.

Documentation Details

1. One complete set of legible scaled construction drawings including: floor plan(s), foundation plan, typical wall section(s), window sizes, a relevant cross section with stair detail, all elevation drawings and deck plan(s).
2. Truss shop drawings bearing the seal and signature of a professional engineer registered or licensed to practice in New Brunswick. If applicable, supply pre-engineered floor truss layout and shop drawing(s).
3. For each engineered lintel or beam provide a design bearing the seal and signature of a professional engineer registered or licensed to practice in New Brunswick.
4. An accurately prepared Site Plan indicating street name(s), and civic and/or lot number. All applicable dimensions, setbacks and required yard dimensions shall also be shown.
5. All building plans that have 30 or more plumbing fixtures must include a plumbing schematic plan.
6. Application for proposed structures to be constructed on lands known to have been backfilled will include results and recommendations of a soils investigation, bearing the seal and signature of a geotechnical professional engineer registered or licensed to practice in New Brunswick.

Your building plans have been approved and your building permit has been issued. You, the applicant, are responsible for ensuring compliance with City of Moncton By-laws and the National Building Code of Canada.

I now have my building permit. How often should I keep in touch with the Building Inspection department for inspection purposes?

It is a mandatory requirement that you call and advise the Building Inspection department when you reach particular points in your construction stage. A permit holder shall call the department and provide adequate access to the building site at the following stages:

1. **Pre-backfill inspection consisting of foundation inspection ready for backfilling.**
2. **Framing inspection prior to installation of insulation and vapor barrier and after plumbing, ventilation and electrical rough-in is completed.**
3. **Pre-drywall inspection after the installation of insulation and vapor barrier.**
4. **A “final” pre-occupancy inspection.**

Written approval from the Building Inspection department is required prior to proceeding with each new phase of construction.

- Please note that the civic number or lot number shall be posted on the Building site.

The City of Moncton’s Building Inspection department is responsible for safeguarding life, property, and public welfare by ensuring compliance to property and zoning by-laws, whether it is in the area of design, construction, or alteration of buildings.

Sherry Sparks is the director of Building Inspection for the City of Moncton. She holds a diploma in civil engineering technology and a bachelor of science in civil engineering. Sherry has been working in the field for 25 years, is currently the Atlantic Region Vice-President for the Canadian Society for Civil Engineering, and became a fellow of Engineers Canada in 2008.