



## **Building and Plumbing Permit Information Required at Time of Application**

### **New Residential Construction – Single, Two-Unit and Semi-Detached Dwelling**

#### **Applicant Details**

- 1. Payment of building permit and plumbing permit must be completed at time of application. Building permit applications will not be taken for unregistered properties
- 2. Owner/agent's name, key contact name, address, telephone number (office, cell, home), fax number and email address
- 3. Developer/Contractor's name, key contact name, address, telephone number (office, cell, home) fax number and email address
- 4. Plumbing permit application form completed and signed by plumbing contractor (All building plans that have 30 or more plumbing fixtures must include a plumbing schematic plan)
- 5. Civic number and street name, or lot number and street name, or Property Identification (PID) Number
- 6. 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
- 7. Building area of each storey to be calculated in square feet (ft<sup>2</sup>) or square meters (m<sup>2</sup>), along with number of stories and owner's contract award letter (if applicable)
- 8. Drainage Plan, (if applicable)

#### **Site Plan Checklist**

- 9. Use – single, duplex, semi-detached
- 10. Street – civic(s), street name(s), centerline elevations
- 11. PID, Lot number, lot dimensions
- 12. Driveway, (location, width and slope), 3% to 10%
- 13. Driveway centerline and street centerline intersection elevation
- 14. All setbacks (front, flanking, side(s), rear)
- 15. Basement slab elevation
- 16. Garage slab elevation
- 17. Height of foundation wall (0.5 m to 2.0 m)
- 18. Protected openings by window wells
- 19. Critical elevation
- 20. Finished grade at the outside of the foundation wall
- 21. Elevations at the corners of the lot
- 22. Easements / major / minor swales / catch basins with elevations and flow
- 23. Watercourse (if applicable)
- 24. Confirm grading plan benchmark reference and location

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Cont'd**

**Documentation Details**

- 25. 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)**
- 26. Truss shop drawings bearing the seal and signature of a Professional Engineer registered or licensed to practice in New Brunswick, current date and each page identified as to owner or contractor, civic address of the project, and supplied with the layout of all roof and girder trusses required. Truss shop drawings to be provided hard copy or sent electronically to BI\_Plans@moncton.ca**
- 27. If applicable, supply pre-engineered floor truss layout and shop drawing(s)**
- 28. 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**
- 29. 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**

**Approval Requirements**

- 30. Department of Health approval certificate where there are no municipal sanitary and water services available**
- 31. Department of Environment (Clean Water Act) approval if building is located within 30 meters (98 feet) of restricted bodies of water**

**Permit Application Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant's Name (Please print):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_