



# MONCTON

Updated May 4, 2010

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

### **Mercantile /Residential /Industrial /Assembly /Institutional /Business & Personal Services**

#### **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 properties, which have not been registered with the Provincial Land Registry Department.
  - Foundation permits will be issued as requested provided payment for the entire building is completed at the time of application and foundation plans, building elevations, floor plans, site services, and soils investigation report are provided at the permit application stage. A Geotechnical Professional Engineer registered or licensed to practice in the Province of New Brunswick shall seal the soils investigation report.
- 2. Building area of each storey 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).
- 3. List of plumbing fixtures, plumber's name and building area calculated in square feet or square meters, along with number of stories and contract award letter (if applicable).
- 4. Owner(s) name, key contact name, address, telephone number (office, cell, home), fax number and email address (as applicable).
- 5. Developer/Contractor's name, key contact name, address, telephone number (office, cell, home) fax number and email address (as applicable).
- 6. Plumbing permit application form completely filled out and signed by plumbing contractor (if applicable).
- 7. Civic number and street name, lot number and street name, or property identification (PID) number.
- 8. Provide detailed explanation of all work that the permit is to include.
- 9. Drainage Plan.

#### **Approval Requirements**

- 10. Department of Health approval certificate where there are no municipal sanitary and water services available
- 11. Department of Environment (Clean Water Act) approval if building is located within 30 meters (98 feet) of restricted bodies of water.
- 12. Fire Marshal's approval (as required by the Fire Prevention Act). Fire Marshal's approval is not required at time of application, as Fire Marshal will forward a copy of letter to Moncton Building Inspection.

#### **Seal Requirements (Part 3 of the National Building Code of Canada (NBCC))**

- 13. All plans and specifications provided in a permit application shall be certified under the seal of an Architect in the case of architectural plans, or a Professional Engineer licensed or registered to practice in the Province of New Brunswick in the applicable engineering discipline, where the work involves the construction of, or the addition to, a building which:
  - Exceeds 600 square meters (6458 square feet) in building area or exceeds 3 storeys in building height.
  - or
  - Is used for Group A, assembly, Group B, institutional, Group F, Division 1, high hazard industrial occupancy.

#### **Documentation Details**

- 14. An accurately prepared Site Plan indicating street name(s), civic and lot number, fire lane (access route), hydrant locations, dimensions of the property and applicable dimensions between structures and property lines and setback lines; easements, corner lot, showing all other structures and decks on the property with dimensions between such other structures; asphalt, green areas, drainage arrows, and reference monument number used in survey including the elevation.
- 15. Provide a Key Plan or Location Plan including the site, property lines if available, surrounding streets for at least 1 km to 2 km around the site and north arrow specific for the Location Plan.
- 16. Part 3, NBCC building requires a code review and shall be part of the permit application indicating under which sections of NBCC the building has been designed and the occupant load of the floor areas or part of the floor areas shall be provided. Confirmation required as to which section(s) of the code the plan(s) were designed and details regarding the occupant load of the building.

- 17. One complete set of legible scaled construction plans (metric or imperial units).  
Plans to include for example:
  - Floor plan(s) (e.g. existing and proposed) showing the use of each individual space,
  - Barrier free design requirements including washrooms;
  - Foundation plan;
  - Typical wall section(s) including fire separations and firewalls;
  - Window sizes;
  - Exits;
  - A relevant cross-section with stair detail and dimensions (e.g. handrails, guards, headroom, etc.);
  - All elevation drawings, access ramp(s) and deck plan(s);
- 18. One (1) additional copy of building elevation plans and floor plans.
- 19. Two (2) additional copies of the site plan, site services, drainage plan and landscaping plans.
- 20. One digital (PDF) format copy of the complete set of plans if available
- 21. Soils investigation report required for Part 3, NBCC and shall bear the seal and signature of a Geotechnical Professional Engineer registered or licensed to practice in New Brunswick. The Geotechnical soil compaction test results to be provided upon completion of the backfilling.
- 22. Truss shop drawings with the layout sheet for roof and girder trusses required by the design 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 and /or contractor and be site specific (civic number and street name).  
Truss shop drawings to be provided hard copy or sent electronically to BI\_Plans@moncton.ca.
- 23. If applicable, supply pre-engineered floor joist layout and shop drawing(s).
- 24. 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.
- 25. Mechanical Ventilation Plan(s).
- 26. Sprinkler Plan(s) indicating the location of the sprinkler heads, pipe sizes in each area for Part 3, NBCC buildings or provide a letter from the contractor with a plan outlining the sprinkler head layout in the building, submitted at time of the building permit application. This is acceptable provided the final sprinkler system drawings with required hydraulic calculations accompanied by a copy of the material's list and test certificate for the aboveground and underground piping are provided to City of Moncton Building Inspector as soon as the information is finalized. The final sprinkler system drawings and hydraulic calculations shall be reviewed and sealed by a Professional Engineer registered or licensed to practice in the Province of New Brunswick.
- 27. Plumbing plan(s). All building plans that have 30 or more plumbing fixtures shall also include a plumbing schematic plan showing the plumbing system details.
- 28. Electrical plan(s) for Part 3, NBCC buildings to include power, lighting, the location of standby batteries, fire detection systems including smoke, heat, gas, carbon dioxide, or other detectors, fire alarm system, exit lighting and exit signage, etc.
- 29. Fire Extinguishing System type: automatic water sprinklers, hose valve, dry chemical extinguishing system or other (specify).
- 30. When building services are penetrating require fire separation with or without a fire resistance rating it shall be fire stop using a listed fire stop system which shall be forwarded to our office four weeks prior to there installation. Listed fire stop systems for penetrations of fire separations, assemblies requiring a fire resistance rating such as penetrations for ventilation ducts, chimneys, piping, tubing, cables, outlet boxes and other penetrations requiring fire stops.

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

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

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

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