

Building Matters

BUILDING INSPECTION ROLES AND RESPONSIBILITIES

Everything, including the kitchen sink!

Sherry Sparks

The increasing number of subdivisions and new houses in Moncton are evidence that our City is growing. In fact, the total value of building permits more than doubled over the past 10 years. The City of Moncton's Building Inspection department plays an intricate role in this growth as they are 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.

DEPARTMENT RESPONSIBILITIES

Building Inspection encompasses many facets, including to:

- Issue building, plumbing, tent, demolition, and moving permits
- Issue electrical waivers to allow electrical contractors to obtain electrical permits for the repair or replacement within an electrical system
- Conduct building and plumbing inspections, and file searches
- Address citizen concerns, complaints, and inquiries
- Administer the backflow prevention program
- Maintain quality and safety of municipal water supply
- Provide by-law enforcement and rodent and pest control
- Supervise zoning
- Protect heritage properties
- Carry out an extensive plan review and consultation with all stakeholders
- Keep records of all department transactions

WHEN IS A PERMIT REQUIRED?

Building permits are required for all of the following: New construction/addition; renovation, repair, or replacement; erecting, placing, demolishing, or moving an accessory building on the property; constructing a deck or steps; erecting a tent or stage; plumbing; installing swimming pools and fencing, change of use, such as when an existing structure, which may have been a dwelling unit, has a new owner who wants to change it to a retail shop, signs (billboard, free standing, canopy, fascia)

FOUR-STEP BUILDING PERMIT PROCESS

1. Pre-submission consultation. Contact Building Inspection to determine how the City's plans, policies, and by-laws may affect your construction plans.

2. Complete and submit your application. Building Inspection will not begin processing the application until all required information has been submitted, including payment for permit fees. Payments can now be made at the Building Inspection department.

3. Circulation and review of application. Applications are reviewed by the Building Inspection and Engineering departments and the Greater Moncton Planning District Commission. (Exceptions include accessory buildings, fences, pools, portable signs, single unit dwelling window and siding replacements, where the Building Inspection department issues the development approval and building permit.)

4. Building Permit Approved and Issued. Applications will be approved if all codes and by-law requirements have been addressed. The average application process time is 10 business days for small residential projects and 15 business days for large building projects provided all the required information is submitted at the time of application. Process time is sometimes increased during peak construction period. Applying for the building permit applications well in advance of when the project is scheduled to begin is encouraged to allow for sufficient time for the application processing.

The department also provides standardized sketches for storage sheds, garages, decks, and site plans, and outlines of the building and plumbing permit information required at the time of application. For more information, or to apply for a permit, contact:

Building Inspection
City of Moncton
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Moncton, N.B.
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Phone: 856-4375
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Website: moncton.ca

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 27 years, is currently President of the New Brunswick Building Officials Association and became a fellow of Engineers Canada in 2008. For more information on building guidelines and permits, visit the Housing and Building section of our website (moncton.ca), e-mail questions to info@moncton.ca, or call 856-4375.