

# Building Matters

## SAFETY OF SINGLE-FAMILY DWELLING APARTMENTS

Is your apartment safe?

*Sherry Sparks*

Are you thinking of building or renovating an apartment in a single-family dwelling? You might already have a tenant living in your basement and therefore assume you're meeting all safety requirements. Well, did you know that before beginning any type of construction, you must apply for a building and development permit as well as a plumbing permit?

The City of Moncton prohibits construction without prior approvals of health, safety, and property protection standards, as regulated by the National Building Code of Canada and City of Moncton by-laws. Your plans for proposed construction must meet these requirements before a permit can be issued.

### **WHEN PERMITS ARE REQUIRED**

Building permits are required for all construction. The only exceptions that apply to a single-family dwelling are: painting, reroofing, reflooring, changing same size doors, insulating, removing UFFI, or repairing and reinstalling interior finish. Building code requirements are applicable whether or not a building permit is required.

### **SUPPORTING DOCUMENTATION**

The building permit application to establish an apartment requires the following documentation: floor plans/floor layout, cross section (identifying fire and sound separation details for wall and floor assembly), site plan and scope of work.

On the floor plan you will need to include the location of the ventilation system, fire and sound separation for walls and floor, smoke

alarms, location and sizes of doors and windows (bedroom windows must meet egress requirements), and exit locations if required.

A plumbing permit application completed by a licensed plumber is also required at the same time as the building permit application.

Permit applications should be submitted three weeks in advance as proper land use, health, safety, and property protection standards in your application must be verified. An additional fee will be charged for work that begins prior to filing the proper application.

### **PERMIT COSTS**

Payment of building and plumbing permits must be paid at time of application. Building permits cost \$25, or \$7.50 per \$1,000 or part thereof of the construction value. Development permits cost between \$25 or \$60 as per type of Development. Plumbing permits cost \$50 plus \$20 per plumbing fixture including backflow prevention device, and \$30 per roof drain. Note that the plumbing permit application form must be completely filled out and signed by the plumbing contractor.

Building and plumbing permit applications and sample site plans can be downloaded from the City's website ([moncton.ca](http://moncton.ca); Housing & Building) or picked up at the Building Inspection department at City Hall (655 Main Street; second floor).

First and foremost, this process has been put in place to ensure the safety of apartment tenants as well as homeowners. By ensuring that you have the proper exiting, window sizes, ventilation, and fire and sound separations, you're creating a safe living environment and ensuring peace of mind for all those living in your house.

*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](http://moncton.ca)), e-mail questions to [info@moncton.ca](mailto:info@moncton.ca), or call 856-4375.*