



Building Permits - Frequently Asked Questions

March 2022

Why obtain a Building Permit?

The building permit approval process ensures that construction projects meet health, safety and property protection standards as regulated by the National Building Code and municipal by-laws. Construction should create structures in which it is safe to live and work and should be carried out in a manner that maintains or improves property values. Before a building permit is issued, it must be demonstrated that your proposed construction will meet the building code and local by-law requirements.

When should I apply for a Building Permit?

A building permit is required for all new construction and renovations. The only exemption being non-structural repairs on a structure that contains a maximum of two dwelling units that has an estimated value of construction below \$2,500. Non-structural repairs consist of flooring replacement, painting, eavestroughing, drywall repairs, roofing, retaining walls under 1 metre in height, etc.

An electrical permit from the provincial government is required for electrical work. If the work is of an electrical nature only, the Building Inspector may issue an electrical waiver as the provincial legislation requires that an electrical permit can only be issued if a building permit or waiver has first been issued.

Please apply for building permits or waivers as early as possible since compliance with health, safety and property protection standards in your application must be verified and approved.

How do I apply?

Building permit applications shall be submitted at the front desk service counter at the Village Office located at 584 New Maryland Highway, New Maryland, NB. The Building Inspector will review to ensure that you have submitted all the required preliminary documentation and may need to discuss the application if clarifications are required.

Once all the required information for the permit application is obtained, and the applicable fee received, construction drawings are reviewed for accuracy/completeness and conformance with health, safety and property protection standards as regulated by the National Building Code and municipal by-laws. If additional information, drawings or amendments are required the applicant will be notified and provided with pertinent information to facilitate resolution of such issues.

What is the fee for a Building Permit?

Building Permit fees are based on the total estimated cost of construction of the applicable project. The fees are structured as \$7.25 per \$1,000 of total estimated cost of construction plus a base fee of \$20. Payment for building permits must be completed at the time of application and can be paid by either cash, cheque or debit.

What are some other Important points to remember?

- A building permit must be issued prior to commencing any work.
- All work must comply with all applicable Village by-laws and provincial/federal regulations;
- Do not deviate from the applicable by-laws or from the conditions of a permit or omit work that is required by the by-laws or other conditions of a permit.
- All work must be completed within one year of the date on the permit.

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What information is required with a building permit application?

The following information is to be provided with all building permit applications:

- A completed building permit application form;
- Civic address of the property (worksite);
- Mailing address, e-mail, telephone number of the property owner;
- Mailing address, e-mail, telephone number of the contractor;
- The current and proposed use, and any proposed change in use, of the building;
- Description of the work to be performed;
- Name of all sub-contractors (where applicable); and
- Plans as needed (see lists below based on the scope of work). Please note that all plans shall be drawn to the appropriate scale and the plans must be clearly legible.

New Construction and Additions:

- Required: site plan, foundation plan, proposed use (occupancy), floor plan(s), detail(s), typical wall section(s), window/door size and specifications, a relevant cross-section with stair detail, exterior elevation plan(s) and deck plan(s); and
- Truss and engineered beam shop drawings, stamped by a professional engineer (P. Eng.) registered or licensed to practice in New Brunswick, including the related layout drawing(s).
- In the case of manufactured homes, all construction must conform with CSA Standards for manufactured and modular homes (CSA Z240 and A277).
- May be required: P.Eng. designs, plumbing schematic, mechanical plan, electrical plan, and a lot drainage plan.

Renovations:

- Required: floor plan(s), window/door sizes and specifications.
- May be required: site plan, foundation plan, plumbing schematic, mechanical plan, electrical plan, detail(s), section(s), exterior elevation(s), engineered beam shop drawings stamped by a professional engineer registered or licensed to practice in New Brunswick.

Accessory Building:

- Required: site plan, framing plan or details.
- May be required: foundation plan, detail(s), section(s), P.Eng. design, roof truss/engineered beam shop drawings and layout drawing, NB Power easement release documents (if applicable).

Deck or Steps:

- Required: site plan, framing plan/construction detail(s), section(s).
- May be required: P.Eng. design.

Swimming Pool:

- Required: site plan, electrical inspector notification form.
- May be required: fencing detail(s), section(s), NB Power easement release documents.

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Siding or Roofing:

- Required: Building permit application form only.
- May be required: Roofing or siding material specifications.

Windows and Doors:

- Required: Window and door specifications (NAFS-08 performance specifications, energy efficiency ratings, resistance to forced entry info (i.e. deadbolt locks on dwelling entry doors).
- May be required: N/A.

Change of Building Use or Occupancy:

- Required: proposed use (occupancy).
- May be required: plot plan, foundation plan, floor plan(s), plumbing schematic, mechanical plan, electrical schematic, detail(s), section(s), exterior elevation(s), P.Eng. designs, and other info as prescribed by the National Building Code for the proposed occupancy type.

Demolition:

- Required: Demolition permit application form only.
- May be required: Approval and review by other government departments.

Signs:

- Required: site plan, a dimensioned photo or rendering of the proposed installation.
- May be required: foundation plan, detail(s), section(s), exterior elevation(s), P.Eng. design, Planning Advisory Committee approval for signage proposed to be illuminated in a manner that changes color, has movement, flashes, or may be illuminated from the interior of the sign.

When is the seal of the Architect or Professional Engineer required?

In the case of buildings which exceed 600 square metres in building area or three storeys in building height, or which are used for assembly, institutional, or hazardous industrial or commercial purposes, the Village Building By-Law provides that no permit shall be issued unless the plans and specifications are certified under the seal of an architect or professional engineer registered to practice in the Province of New Brunswick. Engineered designs may also be required in accordance with other specific provisions of the National Building Code of Canada.

When do I need to arrange for an inspection?

Applicants are required to notify the Building Inspector in advance of required inspections as follows:

- Give one full working day's notice prior to the placement of any foundation footings;
- Give one full working day's notice where a foundation wall below land surface has been placed and before any backfilling of the excavation has been carried out;
- Give two full working days' notice for a pre-drywall inspection consisting of a structural, insulation and vapour barrier inspection; and
- Give notice within 10 days of completion of the work described in the permit.

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What other fees, deposits and additional forms may be required?

- The building permit application fee is \$20 plus \$7.25 per \$1000 of the project value, or part hereof. Village staff will confirm the permit fee amount upon our review of the construction drawings.
- A construction deposit (\$1500) may be required for projects where an application for a building permit involves new foundation construction or foundation extensions, the full amount of the deposit is refundable upon completion of a successful final inspection.
- Water/sanitary and storm sewer lateral connection inspection fee. (\$450) (applies to new serviced buildings)
- Driveway opening curb cut fee. (\$85 per metre of driveway width - 2 metre minimum charge) (if applicable)
- Various other administrative forms and fees that may apply will be reviewed with the applicant prior to issuance of the Building Permit.

Where can I get more information on building permits?

If you have any questions or are looking for further information on the building permit application process, do not hesitate to contact us at:

Development Services Department
584 New Maryland Highway
New Maryland, New Brunswick, E3C 1K1
Phone: (506) 451-8508
Fax: (506) 450-1605
Email: Office@vonm.ca