

# **New Construction**

## Part 9 National Building Code

refers to Housing and Small Buildings that are 3 storeys or less in height, having a building area not more than 600 square metres and used for residential, business and personal service, mercantile and medium to low hazard industrial occupancies

## Application Checklist & Submission Package



This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

## Building & Development Permit Application

Checklist required for a complete application for:

## New Construction (Part 9 National Building Code)

<u>HERITAGE</u>: If building is in a "Heritage Conservation Area" please contact the Heritage Officer for requirements, analysis and approval prior to applying for a building permit. All aspects of exterior work / alteration to the building require Heritage approval.

FLOOD RISK AREA: If the building is located within the Flood Risk Area, construction of a new building may require analysis and purchase of compensatory storage. Please contact us for Flood Risk Area Development approval prior to applying for a building permit.

Applicant must submit all that are applicable:

- Completed Application Form signed
- Permit Fee and Refundable Deposit
- □ Floor Plans
- Foundation Plans
- □ Cross Section
- □ Elevations (all 4 sides)
- Deck Construction Details
- □ Site Plan showing
  - o size of lot
  - o dimensions from each property line to building(s)
  - o driveway access / width
  - o deck (if applicable)
  - o landscaping (if applicable)
- Storm Water / Rough Grading Plan (1 unit, 2 units or semi-detached residential building) if there is an approved Grading Plan previously approved for the subdivision / lot





- Storm Water Drainage Sketch (1 unit, 2 units or semi-detached residential building) on site plan show storm water arrows indicating the direction of drainage / slope of lot (must include any ditches and swales).
- Storm Drainage Submission (3 or more dwelling units, townhouses, commercial, industrial, institutional)
   Or

Professional Engineer stamped certification letter where practical

- Energy Efficiency Information (our form filled in or info may be on drawings)
- □ Window information
- Door information
- □ Ventilation information / Mechanical information (if applicable)
- □ **Truss Layouts** (for roof and floor)
- If adding a 4<sup>th</sup> dwelling unit, Barrier Free Regulations apply / please contact the One Stop Development Shop for any questions
- Other information may also be required to complete the application. It is therefore strongly recommended that the applicant consult with City staff prior to submission.
- You may be subject to Fire Marshall / Saint John Fire Prevention approval please contact them directly for inquiries at (506)658-2962 or <u>fireprevention@saintjohn.ca</u>

Additional Permits which may be required:

- Water and Sewer Permit (any alteration / connection to city water and/or sewer services)
- Excavation Permit (any alteration within the street right of way)
  - o cutting the curb to create, relocate or widen driveway
  - o create / install culvert
  - o any water and sewer connection into the city water / sewer main







### **General Application Form**

GROWTH & COMMUNITY SERVICES CITY OF SAINT JOHN

LOCATION	CIVIC ADDRESS :			PID # :	
STAFF USE	HERITAGE AREA: Y / N	INTENSIFICATION AREA:	Y / N FLOOD RISK ARE	EA: Y / N APPROVED C	GRADING PLAN: Y / N
	APPLICATION #:		DATE RECEIVED:		
ST/			RECEIVED BY:		
	APPLICANT		EMAIL	PHONE	
z	MAILING ADDRESS			POSTAL C	2005
APPLICANT INFORMATION	MAILING ADDRESS			POSTAL	
RM	CONTRACTOR		EMAIL	PHONE	
NFO					
NT I	MAILING ADDRESS			POSTAL C	CODE
LICA	OWNER		EMAIL	PHONE	
APP					
	MAILING ADDRESS			POSTAL C	CODE
	PRESENT USE:		PROPOSED USE:		
≻.	BUILDING		PLANNING	INFRASTRUCTURE	HERITAGE
СНЕСК АЦГ ТНАТ АРРLY	INTERIOR RENOVATION	NEW CONSTRUCTION		STREET EXCAVATION	HERITAGE DEVELOPMENT
AT A	EXTERIOR RENOVATION	ACCESSORY BLDG	PLANNING LETTER	DRIVEWAY CULVERT	HERITAGE SIGN
E		POOL	PAC APPLICATION	DRAINAGE	HERITAGE INFILL
ALL	DECK		COUNCIL APP	WATER & SEWERAGE	HERITAGE DEMO
ECK	CHANGE OF USE	SIGN			☐ OTHER
CHE	MINIMUM STANDARDS	OTHER		_	-
ц.					
DESCRIPTION OF WORK					
RIPTION WORK					
ESCR					
D					

I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

#### **General Collection Statement**

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building 15 Market Square Saint John, NB E2L 1E8 <u>commonclerk@saintjohn.ca</u> (506) 658-2862



I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

Applicant Name

Applicant Signature

Date



### Schedule C: Fees

The application fees referred to in this By-law are as follows:

Building Permits \$120 + \$8.90/\$1,000 of the Estimate + \$2 per page of paper submitted over 279 millimetres x 420 millimetres in size.

Additional Service Fees	
First 2 Additional Inspections Tier 1	FREE
Any further additional inspections Tier 1	\$75
First 3 additional inspections Tier 2	FREE
Any further additional Inspections Tier 2	\$100
First 3 additional inspection Tier 3	FREE
Any further additional Inspections Tier 3	\$200
Additional Review Tier 1	\$75
Additional Review Tier 2	\$100
Additional Review Tier 3	\$100 per hour or portion of hour per occasion
Modification of application fee	\$8.90/\$1,000 of the difference of Estimate

Demolition Permits	Garage or accessory building associated with a Minor and Medium Residential	\$230	
	All other	\$340	
Relocations	All	The demolition fee and + \$8.90/\$1,000 of the Estimate	



### Schedule D: Assigned Estimate for Minor and Medium Residential

New construction		\$110 per square foot
Finished basements & additional floors		\$55 per square foot
Additions	With foundation	\$110 per square foot
	Crawlspace	Less 20%
	Post and Beam	Less 30%
Renovations		\$22 per square foot
Decks		\$15 per square foot
Garage (attached or detached)		\$40 per square foot
Siding	Vinyl	\$6.50 per square foot
	Aluminum/Steel	\$7.00 per square foot
	Shingles/Clapboards	\$5.00 per square foot
Notwithstanding the above, where the estimate of materials only is available		Twice the Estimate of materials
New construction		\$110 per square foot
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Additions	With foundation	\$110 per square foot
	Crawlspace	Less 20%
	Post and Beam	Less 30%
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Notwithstanding the above, where the estimate of materials only is available		Twice the Estimate of materials



### Schedule E: Refundable Deposits

The refundable amount of the deposit for Building Permits are:

All permits	If less than \$2,000: \$0
Tier 1 permits	If Estimate is \$2,000 or more: \$200
	If Estimate is \$2,000 or more 1% of Estimate:
Tier 2 permits	a maximum of \$2,000 and
	a minimum of \$300
	If Estimate is \$2,000 or more 1% of Estimate:
Tier 3 permits	a maximum of \$5,000 and
	a minimum \$500

The refundable amount of the deposit for Demolition Permits are:

All	If Estimate is less than \$2,000: \$150
	If Estimate is between \$2,000 and \$10,000: \$500 + 5% of Estimate
	If Estimate is over \$10,000: 10% of Estimate to a maximum of \$5,000.

The amount of Refundable Deposit for Relocations are:

All The applicable Demolition Permit and Building Permit deposit



### Schedule F: Tiers

For the purposes of this schedule MICI means:

Multi-unit dwellings of 3 units and above;

Industrial buildings or structures;

Commercial buildings or structures;

Institutional buildings or structures;

And any other building or structure that is not a Minor and Medium Residential.

T-S	D	4	
	ĸ		

Minor and Medium Residential Window andDoor

Minor and Medium Residential Deck

Minor and Medium Residential Siding

Minor and Medium Residential - Interior Renovations Value less than \$20,000

Minor and Medium Residential - Exterior Renovations Value less than \$20,000

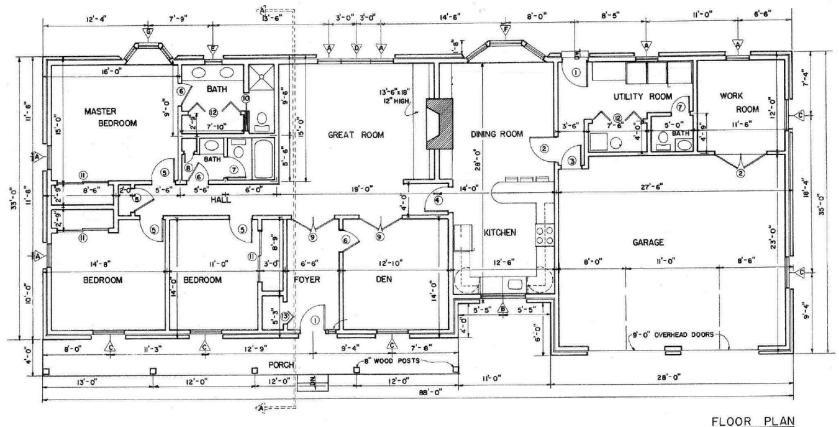
Minor and Medium Residential - Accessory Building and Garage

- All Demolitions
- Electrical

TIER 2
Minor and Medium Residential – New
Minor and Medium Residential - New dwelling unit or secondary suite
Minor and Medium Residential - Addition
Minor and Medium Residential- Interior Renovations Value \$20,000 and greater
Minor and Medium Residential - Exterior Renovations Value \$20,000 and greater
MICI - Interior Renovations Value less than \$25,000
MICI - Exterior Renovations Value less than \$25,000
MICI - Change of Occupancy, no renovations
Mobile Home
Tents

TIER 3
MICI - New
MICI - Addition
MICI - New dwelling unit
MICI - Interior Renovations Value \$25,000 and greater
MICI - Exterior Renovations Value \$25,000 and greater

## **FLOOR PLANS EXAMPLE**

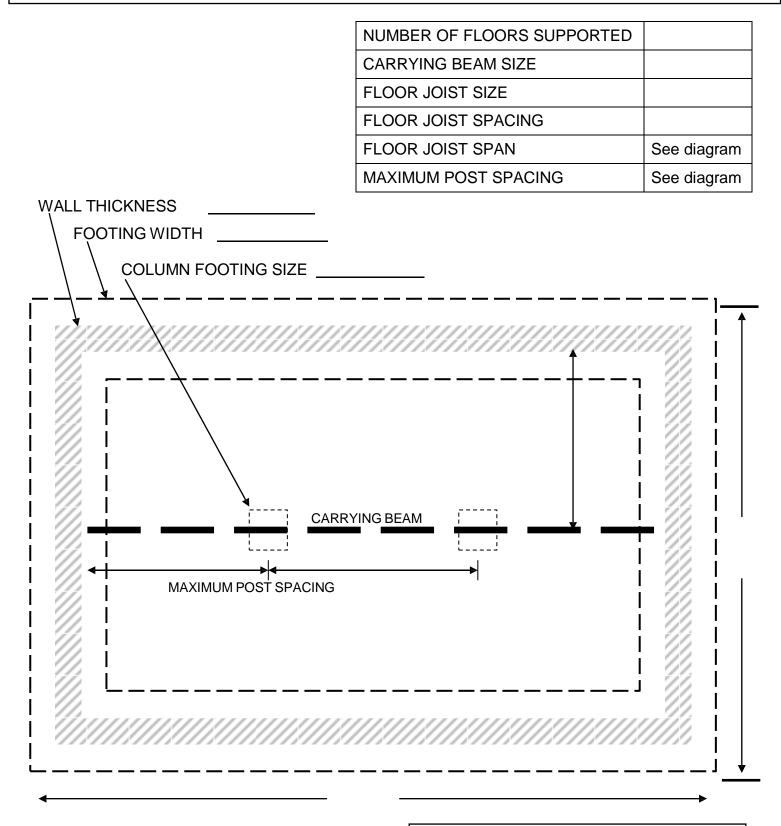


FLUOR PLAN

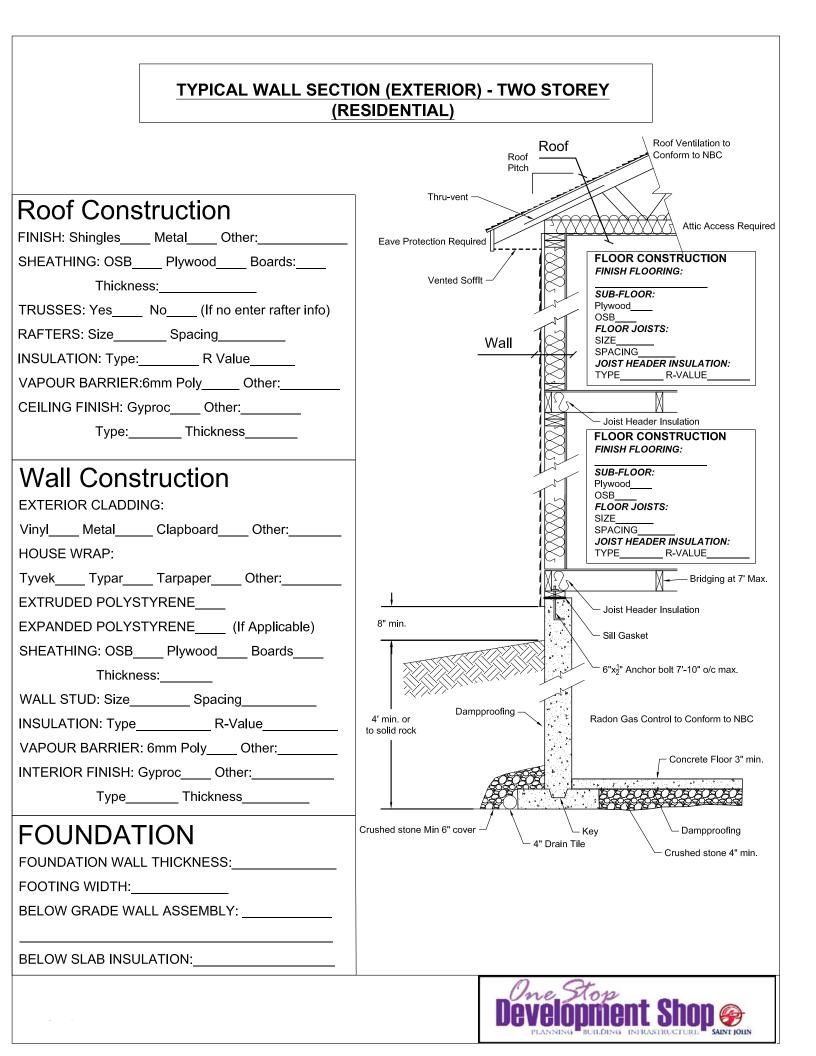
12"0 2 4 7 5 CALE 3/16"=1'-0"

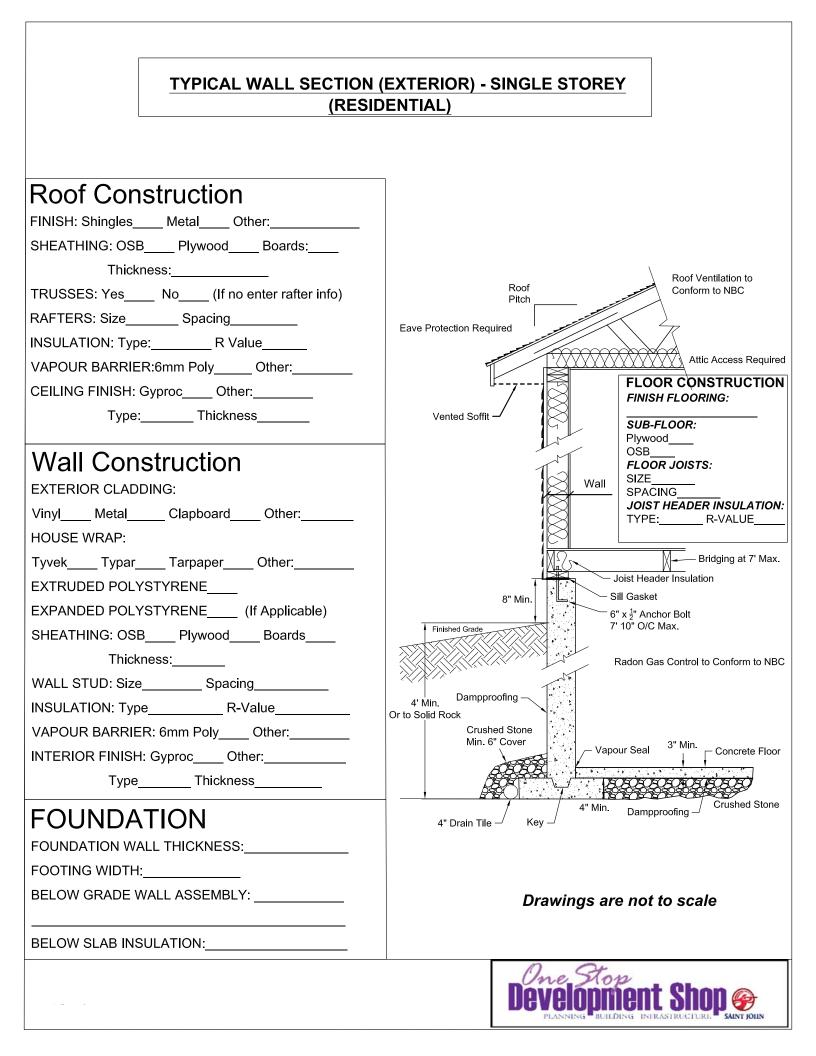


### FOUNDATION - TYPICAL (Part 9 National Building Code – Residential)









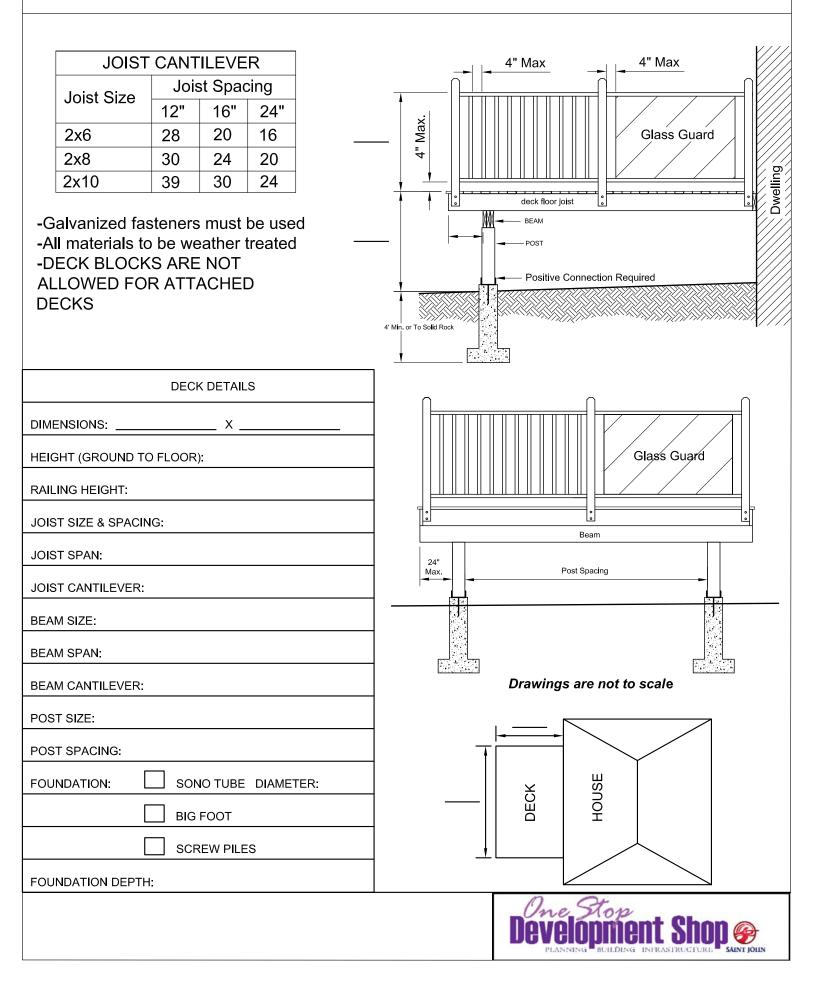
## **ELEVATIONS EXAMPLE**

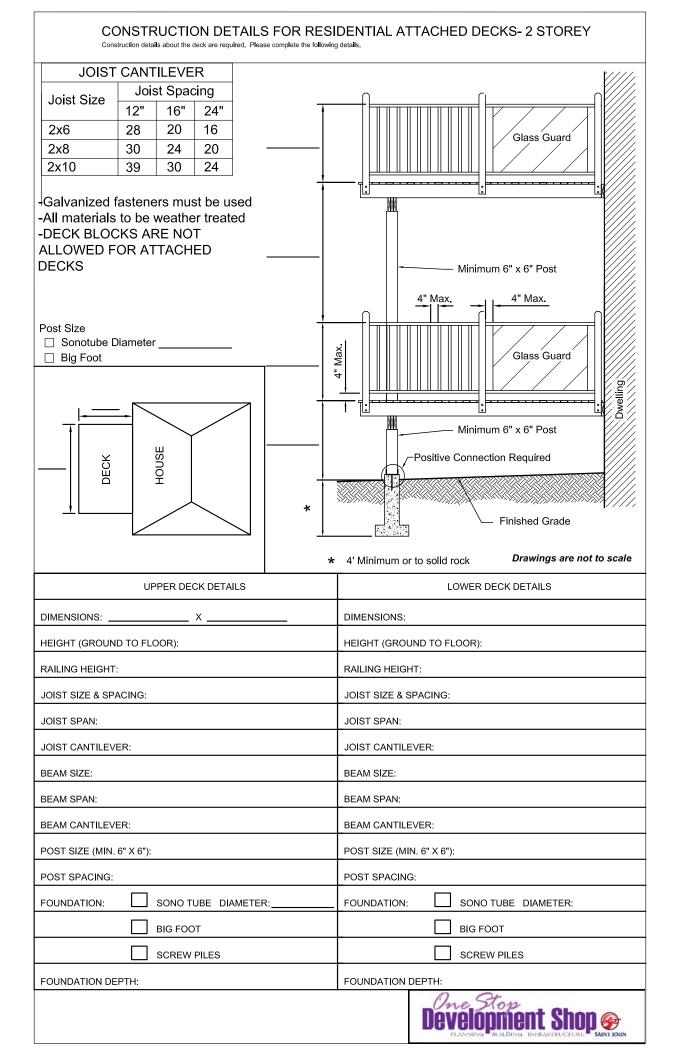




#### CONSTRUCTION DETAILS FOR RESIDENTIAL ATTACHED DECKS

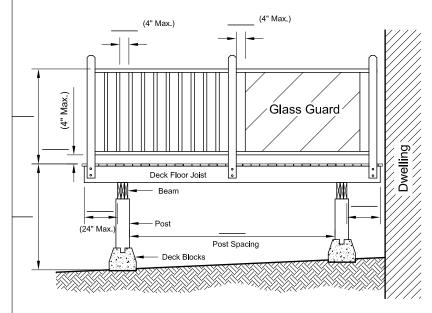
Construction details about the deck are required. Please complete the following details.

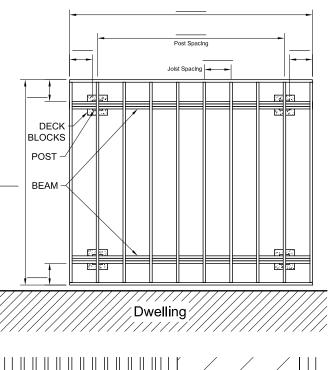




## CONSTRUCTION DETAILS FOR DETACHED DECKS (SINGLE DWELLING UNIT ONLY)

Construction details about the deck are required. Please complete the following details.





#### -Galvanized fasteners must be used -All materials to be weather treated

DECK DETAILS			
DIMENSIONS: X			
HEIGHT (GROUND	TO FLOOR)(MAX. 1.8m):		
RAILING HEIGHT:			
JOIST SIZE & SPA	CING:		
JOIST SPAN:			
JOIST CANTILEVE	R:		
BEAM SIZE:			
BEAM SPAN:			
BEAM CANTILEVER:			
POST SIZE:			
POST SPACING:			
FOUNDATION:	SONO TUBE DIAMETER:		
	BIG FOOT		
	SCREW PILES		
	DECK BLOCKS - DIMENSIONS:		
FOUNDATION DEPTH:			
MAX. DISTANCE BETWEEN SUPPORT COLUMNS:			

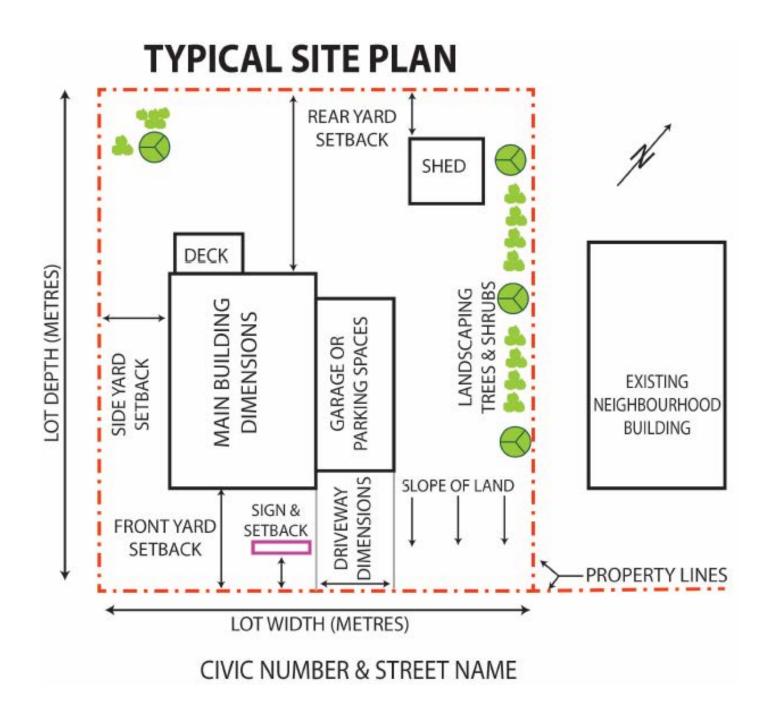
## 1. Beam ╼ Post Spacing (24" Max.

#### Drawings are not to scale

JOIST CANTILEVER				
Joist Size	Joist Spacing			
30131 0126	12"	16"	24"	
2x6	28	20	16	
2x8	30	24	20	
2x10	39	30	24	

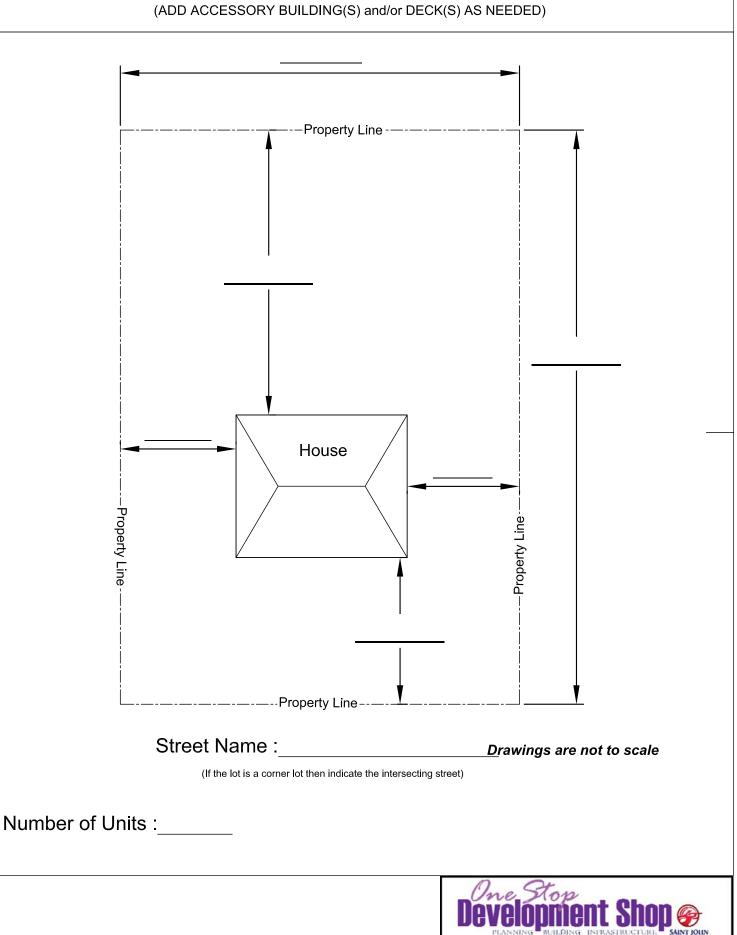


**TYPICAL SITE PLAN EXAMPLE** 





TYPICAL SITE PLAN (ADD ACCESSORY BUILDING(S) and/or DECK(S) AS NEEDED



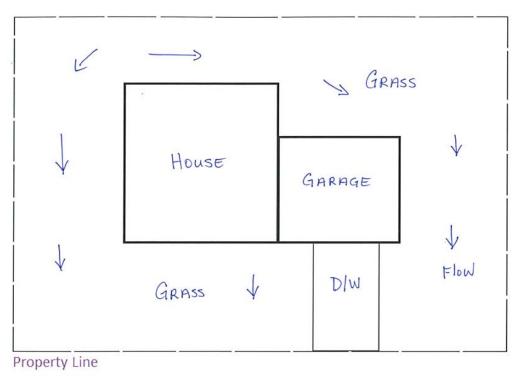




### LOT DRAINAGE SKETCH

Sketch must include direction of Stormwater flow and location and grade of Surface Drainage Features. (*Building By-law; Section 9(4)*)

APPLICANT/OWNER:		
PID #:	_	
ADDRESS:		



Street



### LOT DRAINAGE SKETCH

Sketch must include direction of Stormwater flow and location and grade of Surface Drainage Features. (*Building By-law; Section 9(4)*)

	PPLICANT/OWNER:							
	ADDRESS:		-					
Property Line								
			Property L	ine				

Development Shop @			RESIDENTIAL ROUGH GRADING PLA						
PLANNING BUILDING INFRASTRI	UCTURE SAINT JOHN	SAMPLE SKETCH	N	APPLICAN PID #:	T/OWNER:				
				ADDRESS:					
					O SUBDIVISION/LOT GRADING PLAN:				
	*	8 STREET Property Line	2	All elevatio All elevatio All elevatio	TION REQUIRED: ons to be geodetic; ons to be in metres; ons to be to three decimal places. k and Reference Location:	Approved Grading Plan Elevation (metres)	Building Permit Application Proposed Elevation (metres)	Occupancy Permit Approval As-Built Elevation (metres)	Difference (Proposed vs As-Built) (+/- 100mm)
							(metres)	(metres)	
				1	Elevation at the corner of the Lot				
				2	Elevation at the corner of the Lot				
				3	Elevation at the corner of the Lot				
	_			4	Elevation at the corner of the Lot				
	Driveway			5	Top of foundation wall elevation				
	Drive			6	Basement floor elevation				
				7	Location and grade of all Surface Drainage Features (swales, depressions in finished grades, etc.)				
		(5)			Location and grade of all Surface Drainage				
		*		7	Features				
Property Line	House Garage 6 *		8       Elevation at centreline of Street         PROFESSIONAL ENGINEER OR LAND SURVEYOR CERTIFICATION:         Company Information:         Name:						
		-		Address:					
		Phone:							
Surface Drainage Feature				E-mail:					
	~	Surface Drainage Feature		In accorda	nce with the Saint John Building By-law,				
		$\smile$		"	print name				
4			3		e rough grading of the Lot is in general conforn an and within the accepted tolerance.	nance with the Approved		Profess	ional Seal

One Stop Development Shop @	$\wedge$				RESIDEN	TIAL ROUGH G	RADING PLAN
SKETCH		PID #: ADDRESS:	SUBDIVISION/LOT GRADING PLAN:				
* 8 STREET		All elevatio All elevatio All elevatio	ION REQUIRED: ns to be geodetic; ns to be in metres; ns to be to three decimal places. and Reference Location:	Approved Grading Plan Elevation (metres)	Building Permit Application Proposed Elevation (metres)	Occupancy Permit Approval As-Built Elevation (metres)	Difference (Proposed vs As-Built) (+/- 100mm)
l		1 2 3 4 5 6 7 7 7 8 PROFESSIO	Elevation at the corner of the Lot Elevation at the corner of the Lot Elevation at the corner of the Lot Elevation at the corner of the Lot Top of foundation wall elevation Basement floor elevation Location and grade of all Surface Drainage Features (swales, depressions in finished grades, etc.) Location and grade of all Surface Drainage Features Elevation at centreline of Street <b>NAL ENGINEER OR LAND SURVEYOR CERTIFIC</b>	CATION:			
Property		Name: Address: Phone: E-mail: In accordar I, confirm the	nformation:			Profess	ional Seal
(4)	3	Grading Pla	n and within the accepted tolerance.			11010331	

#### City of Saint John Prescriptive Energy Efficiency Design Detail

#### INSTRUCTIONS

Complete the following chart with the construction details for the project.

**Table 1** - Identify each different building envelope construction and indicate the matching assembly number from those available (see Energy Efficiency Assemblies Guide for details)

http://www.saintjohn.ca/site/media/SaintJohn/Assemblies%20Information%20Binder.pdf.

If you will be providing your own assembly, a blank template is available for you to complete. A cross section of the assembly must be provided.

**Table 2** - Identify the windows and doors in the construction, along with the model and either the ER value, the U value or the Energy Star Zone letter. **(Leave all labels on the windows for final pre-occupancy inspection.)** 

**Table 3** – Identify the mechanical equipment of the building including the equipment's associated efficiency information. A form for ventilation must also be submitted (see page 3).

**Table 4** - Only needs to be completed if trade-offs are being used.

	True of Assombly	A a a a ma h 1-r	RSI or R Value	For office use
1.	Type of Assembly	Assembly number	ksi of k value	For once use
	Ceilings			
	Ceilings (below attic)			
	Ceiling (cathedral and			
	flat roof – if			
	applicable)			
	Ceilings tray			
	Exterior Walls &			
	location			
	Walls			
be	Walls			
elc	Walls			
Δu	Walls			
Ĥ	Shared Garage Wall			
Building Envelope	(if applicable)			
	Joist Headers			
	Floor Joist Cavity			
	Basement Walls			
	Basement wall			
	Basement wall			
	Floors			
	Slab			

#### **PROPERTY ADDRESS:**

City of Saint John Prescriptive Energy Efficiency Design Detail

	In floor heating	Y/N		
2.	Model	Rating (ER, U or Energy Star)	Model	<b>Rating</b> (ER, U or Energy Star)
Doors and Skylights	Windows			
Windows, L	Doors Skylights			

## **3.** MECHANICAL SYSTEMS

Ventilation		
System		
Manufacturer		Model
Ventilation		See attached ventilation form to
Rate		complete (next page)
OFFICE USE	Efficiency At 0°C	At -25°C
Heating & Coo	oling Systems	
Main System		Manufacturer
Fuel Type		Model
Heat Pump	AHRI #	<b>i</b>
OFFICE USE	Efficiency	
Secondary System		Manufacturer
Fuel Type		Model
OFFICE USE	Efficiency	
Other Systems		Manufacturer
Fuel Type		Model
OFFICE USE	Efficiency	
Hot Water Sys	tem	
Туре		Manufacturer
Fuel Type		Model
OFFICE USE	Efficiency	

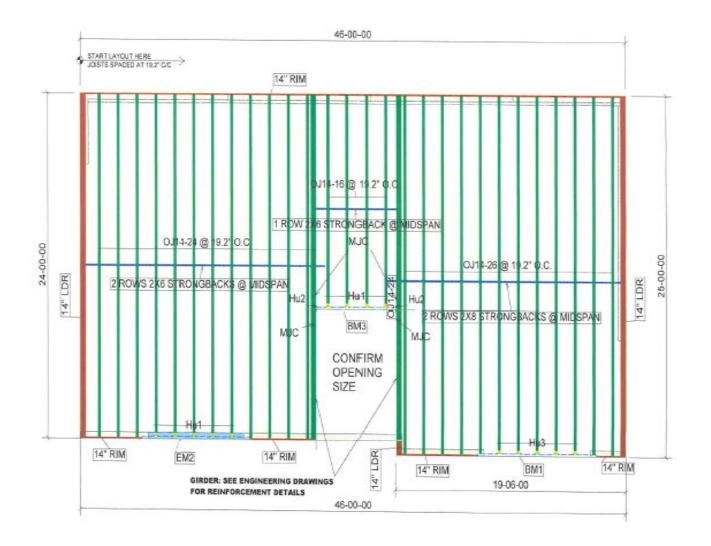
### Mechanical Ventilation Record – Residential (based on HRAI form)

Installer Information							
Company							
Address							
				<u> </u>			
Telephone				Cell			
Contact name			I				
HRAI # (if applicable	()						
Design method for	Ventilation	NRC	2010 (	0 30) L		A F326 □	
		. NDC	, 2010 (	9.52)			
Ventilation Capacit Room Type	Quantity			Vontil	lation C	apacity	
Unfinished	Quantity	a	L/s	venti		apacity	L/s
Basement			L/ 5				L/ 5
Master Bedroom		+	L/s				L/s
Bedrooms		L/					L/S L/S
Kitchen							L/S L/S
Living Room			L/s L/s				L/S L/S
Dining Room		L/s					L/s
Bathroom			/s				L/s
Other Habitable			 L/s				L/s
Rooms			_/ ~				-/ -
			L/s				L/s
Tota	l Ventilatio	n Ca	pacity				L/s
Ventilation System							<b>i</b>
Manufacturer			Model				
Design Air Flow							
Additional Exhaust							
Bathroom Fan (qu	antity x air	chan	ige rate	L/s) =			
Kitchen Range Hood				<u> </u>	s) =		
Other							

### City of Saint John Prescriptive Energy Efficiency Design Detail

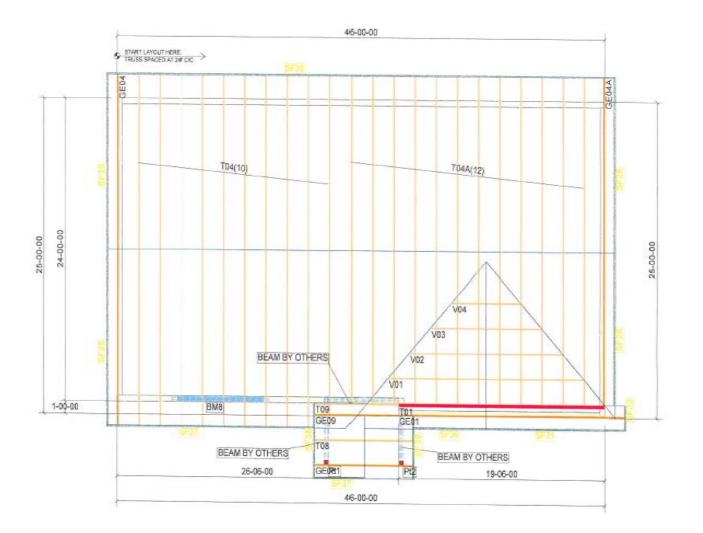
4.	TRADE-OFFS							
	Only complete this form if you are using trade-offs. If you require							
	additional room to complete the form, please attach to the application.							
	1. ABOVE GRADE EXTERIOR WALLS AND CEILINGS							
	Detail the trade offs							
sg								
lin								
Cei								
8								
ls								
val								
L V								
rio								
<u>k</u> te								
ä								
de								
hra								
Above Grade Exterior walls & Ceilings								
ΔO								
Ab								
	2. WINDOWS							
	Trade-offs for windows must be in the same orientation and have same							
	window surface areas.							
	Doors cannot be traded.							
	Only fill out the detail for the elevation you are trading.							
Windows								
op								
Vin								
Ν								
	3. BUILDINGS WITH LOW CEILINGS (9.36.2.11.4)							

## FLOOR TRUSS LAYOUT EXAMPLE





## **ROOF TRUSS LAYOUT EXAMPLE**





## **ROOF TRUSS DRAWING EXAMPLE**

