

Midrise Combustible Construction

Alternative Solution
Pursuant to National Building Code of Canada 2015

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.

Midrise Combustible Construction Alternative Solution

Recommend Conceptual Pre-Application Meeting

•If you are considering constructing a midrise combustible building, it is recommended that you take advantage of the City's free service - **Conceptual Pre-application Meeting**. This is available to applicants at the conceptual stage to provide input from service area representatives to enable decision-making and empower you to move forward with the project successfully.

Mandatory Pre-Application Meeting

•As part of the alternative solution approval for a midrise combustible construction project, a Pre-Application Meeting with City staff is mandatory. The Project's key team members must be in attendance. The project description, preliminary site plan and drawings are provided to staff in advance of the meeting. The more detailed the information from the applicant, the more comprehensive the review by staff. . The Alternative solution process for Midrise construction, including the submission and construction-phase requirements will be discussed at the meeting. A subsequent meeting may be required after initial comments are provided.

Application Submissions

•A standard Building Permit application is to be completed as well as any standard Planning and Infrastructure applications or approvals. The Alternative Solution for Midrise Construction Application form and all attachments are to be submitted at the time of submission of the Building Permit application. No additional fees for the alternative solution will be charged

Permit Issued

•Congratulations! Work can now begin once the Pre-Construction meeting is completed.

Mandatory Pre-Construction Meeting

•A pre-construction meeting is mandatory so all parties are aware of the plan moving forward and any questions are answered. In attendance would be the Project team, any necessary contractors, the Fire Safety Coordinator, City inspection staff, Fire inspection staff and any other people who are deemed necessary. Site safety, schedule of progress inspections, submission of progress reports and scheduling of City inspections will be clarified. Point people and communication protocols will be established. Mandatory regularly scheduled meetings with the Project team and the City will be agreed upon at this meeting.

Mandatory Regularly Scheduled Meetings

•The Meetings will take place as agreed at the Pre-Construction meeting to ensure smooth communications and address any issues that may come about.

Inspections by the City of Saint John

•Inspections by the City will take place as agreed upon at the Pre-Construction meeting

Required Progress Inspection Reports

•Progress inspection reports will be submitted by the applicant to the City as per the approved schedule outlined in the approved alternative solution. Reports from the Fire Safety Coordinator confirming the Construction Site Fire Safety Plan is being followed will be submitted to the City on a monthly basis.

Occupancy Permit Issued

•Congratulations! Your building is complete and can now be occupied. A conditional occupancy permit may be issued, subject to the Building By-law.

Building & Development Permit Application

Checklist required for a complete application for:

➤ Midrise Combustible Construction (Pursuant to National Building Code of Canada 2015)

HERITAGE: 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**
- Building Analysis/Matrix**
- Stamped drawings – Structural**
- Stamped drawings – Electrical**
- Stamped drawings – Plumbing**
- Stamped drawings – Mechanical Ventilation**
- Stamped drawings – Storm Drainage Submission**
- Geotechnical Report - Engineered Soils**
- Floor Plans**
- Foundation Plans**
- Cross Sections**
- Elevations** (all 4 sides)
- Site Plan** (including landscaping)
- Storm Drainage Submission Package** by a Professional Engineer
- Engineered Hood System** (if applicable)
- Sign Information** (if applicable)



- **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 will be subject to **Fire Marshall / Saint John Fire Prevention** approval – please contact them directly for inquiries at (506)658-2962 or fireprevention@saintjohn.ca

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)
 - cutting the curb to create, relocate or widen driveway
 - create / install culvert
 - any water and sewer connection into the city water / sewer main



LOCATION	CIVIC ADDRESS :		PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N			
	APPLICATION #:		DATE RECEIVED:	
			RECEIVED BY:	
APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	CONTRACTOR	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	OWNER	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
PRESENT USE:		PROPOSED USE:		
CHECK ALL THAT APPLY	BUILDING	PLANNING	INFRASTRUCTURE	HERITAGE
	<input type="checkbox"/> INTERIOR RENOVATION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> STREET EXCAVATION
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE
<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE	
<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER	
<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	<input type="checkbox"/> HERITAGE DEVELOPMENT	
			<input type="checkbox"/> HERITAGE SIGN	
			<input type="checkbox"/> HERITAGE INFILL	
			<input type="checkbox"/> HERITAGE DEMO	
			<input type="checkbox"/> OTHER	
	REQUIRED:	BUILDING SPRINKLERED: Y / N	FIRE ALARM: Y / N	
DESCRIPTION OF WORK				
	PROJECT ESTIMATE (IF APPLICABLE)			

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
commonclerk@saintjohn.ca
 (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 _____

DECLARATION AND AUTHORIZATION

Applicant agrees to:

- Participate in the mandatory pre-construction meeting.
- Participate in regularly scheduled meetings with the project team and the City of Saint John.
- Conduct approved Professional's Progress Inspections and submit Progress Reports as approved.
- Submit monthly reports from the Fire Safety Coordinator, confirming the CSFSP is being followed.
- Agree to notify the City within 48 hours of changes of any key members of their design/construction team.

APPLICANT NAME

DATE

APPLICANT SIGNATURE

The City of Saint John recognizes that the National Building Code of Canada 2015 allows for the construction of midrise combustible buildings up to six storeys. This streamlined application form for an alternative solution is provided as the National Building Code 2015, published by the National Research Council of Canada and developed by the Canadian Commission on Building and Fire Codes, has allowed for midrise combustible construction, subject to specific conditions and requirements.

General Project Information

- All projects applied for under this application form must meet all aspects of the National Building Code of Canada 2015.
- No additional alternatives to the National Building Code of Canada will be considered if constructing under this alternative solution.
- Occupancy permit will be issued once the project is complete in full; no partial occupancy permits will be issued.

Submission Requirements

- The attached **Code Analysis Template** is to be completed and submitted with the application.
- The approved **Construction Site Fire Safety Plan** is to be submitted to and approved by the Office of the Divisional Chief of Fire Prevention prior to submitting the building permit application, and must include:
 - Identification of the Fire Safety Coordinator for the project
 - Pursuant to the document "Fire Safety during Construction for Five and Six Storey Wood buildings in Ontario: A best practice guideline", the plan must include:
 - Fire safety planning
 - Emergency notification and building egress
 - Site security
 - Construction processes
 - Hot work protocol
 - Control of other ignition sources
 - Storage of combustible and highly flammable materials
 - Housekeeping and waste management
 - Fire protection and fire fighting
 - Protection of exposures to adjacent properties
- Provide **Documentation**, demonstrating sufficient expertise with mid-rise wood design and construction, including:
 - CVs of key design professionals and key builders/contractors
 - Provide evidence that Professional(s) or consultant(s) on record has had sufficient experience with midrise wood frame construction
 - At what stage of the project will these team members be involved
 - Portfolio – examples of similar projects and how was your team and/or specific members of your team involved
- **Schedule of Professional's Progress Inspections and submission of Progress Reports**
 - The City's expectation is that the project Professionals will be conducting regular inspections at set intervals and provide to the City progress reports from those inspections. During the pre-construction meeting, the City will work with the applicant to determine when the City's inspection team will conduct inspections.

CODE ANALYSIS TEMPLATE

Civic Address: _____ PID # _____

Item	Data Matrix	NBC Reference
1.	<p>Project Description</p> <p>New Construction..... <input type="checkbox"/></p>	Part 3
2.	<p>Major Occupancy</p> <p>Basement _____</p> <p>1st floor _____</p> <p>2nd floor _____</p> <p>3rd floor _____</p> <p>4th floor _____</p> <p>5th floor _____</p> <p>6th floor _____</p>	
3.	<p>Mezzanine (Yes / No)</p> <p>Number _____</p> <p>Location(s) _____</p> <p>Area(s) _____</p>	
4.	<p>Floor Area</p> <p>Basement = _____</p> <p>1st floor = _____</p> <p>2nd floor = _____</p> <p>3rd floor = _____</p> <p>4th floor = _____</p> <p>5th floor = _____</p> <p>6th floor = _____</p>	

Item	Data Matrix	NBC Reference
5.	Number of Stories Above grade ____ Below grade ____	Part 3
6.	Number of streets/fire access _____	
7.	Building height	
8.	Building Classification Combustible <input type="checkbox"/> Non-Combustible..... <input type="checkbox"/>	
9.	Interconnected floor area(s) (Yes / No)	
10.	Minimum Travel Distance _____m	
11.	Required number of exits	
12.	Required Fire Resistance Rating Floors Load bearing walls Roof	
13.	Sprinkler System (required)	
14.	Stand pipe required (Yes / No)	

Item	Data Matrix	NBC Reference															
15.	Fire alarm required (Yes)	Part 3															
16.	Stair details																
17.	Occupant Load - design based on m ² per person..... <input type="checkbox"/> Design of building/floor <input type="checkbox"/> Basement _____ 1 st floor _____ 2 nd floor _____ 3 rd floor _____ 4 th floor _____ 5 th floor _____ 6 th floor _____																
18.	Barrier-free design (required)																
19.	Spatial Separation <table border="1"> <thead> <tr> <th>EBF area</th> <th>LD</th> <th>L/H or H/L</th> </tr> </thead> <tbody> <tr> <td>North</td> <td></td> <td></td> </tr> <tr> <td>South</td> <td></td> <td></td> </tr> <tr> <td>East</td> <td></td> <td></td> </tr> <tr> <td>West</td> <td></td> <td></td> </tr> </tbody> </table>	EBF area	LD	L/H or H/L	North			South			East			West			
EBF area	LD	L/H or H/L															
North																	
South																	
East																	
West																	
20.	Percentage of unprotected openings permitted <table border="1"> <thead> <tr> <th>Direction</th> <th>Percentage Permitted</th> <th>Actual Percentage</th> </tr> </thead> <tbody> <tr> <td>North</td> <td></td> <td></td> </tr> <tr> <td>South</td> <td></td> <td></td> </tr> <tr> <td>East</td> <td></td> <td></td> </tr> <tr> <td>West</td> <td></td> <td></td> </tr> </tbody> </table>	Direction	Percentage Permitted	Actual Percentage	North			South			East			West			
Direction	Percentage Permitted	Actual Percentage															
North																	
South																	
East																	
West																	



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.

TIER 1
Minor and Medium Residential Window and Door
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