

New Construction

Part 3 National Building Code

refers to all other buildings, other than those noted under Part 9, including residential, business and personal service, mercantile and medium to low hazard industrial occupancies that are over 3 storeys and more than 600 square metres and all assembly, care, treatment or detention and high-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 3 National Building Code)**

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 - Architectural**
- 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)
- ❑ **Energy Efficiency Report** meeting the requirements of NECB (Prescriptive or Performance)
- ❑ **Commitment Forms**
- ❑ **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)658-2910 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

Additional Information that may be required upon substantial completion:

- ❑ Sign Off – Structural drawings
- ❑ Sign Off - Architectural drawings
- ❑ Sign Off – Engineered Soils
- ❑ Sign Off – Fire Protection Engineer (if applicable)
- ❑ Sign Off – Alternative Solution (if applicable)
- ❑ Fire Stop Assembly
- ❑ Fire Alarm Test Certificate
- ❑ Sprinkler System Test Certificate
- ❑ High Building Test Requirements 3.2.6.9. of NBC (emergency generator/power/stairwell pressurization/central alarm...)
- ❑ Backflow Device Test Certificates
- ❑ Elevator License Certificate(s)
- ❑ Welding Certification



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

CONFIRMATION OF COMMITMENT BY OWNER/PERMIT APPLICANT Letter of undertaking confirming field review of construction Form A	
Project Description:	
Project Address:	
Permit Number:	<i>(office use only)</i>
<p>In accordance with Section 6 of the Province of New Brunswick – General Regulation - Building Code Administration Act, which states “Before commencing construction or demolition work, an owner or person acting on behalf of an owner shall provide written notice to the local government with the following information:</p> <ul style="list-style-type: none"> the date on which the work on the building site is to commence; the names of all the contractors, architects, engineers, or designers, as the case may be, that will perform work with respect to the building or demolition permit; and the name of all the inspection or testing agencies engaged to monitor the work or part of the work.” <p>This requirement applies to all:</p> <ul style="list-style-type: none"> Design, locating, construction, renovations, modifications, additions (including mezzanine additions and floor infills) or changes of occupancy type in buildings or portions of buildings to which Parts 3, 4, 5, 6, and 7 of the National Building Code apply. New construction, renovations, modifications, and/or additions or changes of occupancy type to which the National Energy Code applies. Installations and/or alterations to the fire alarm system or life safety systems. Installations and/or alterations that impact the exterior wall assembly, building envelope, firewalls, fire-rated separations, fire-rated assemblies and/or fire-rated materials to which Parts 3, 4, 5, or 6 apply. <p>The named contractors, architects, engineers or designers, inspection or testing agencies engaged to design, and monitor, any or all part of the work in Table 1 is referred to further as a “Service Provider(s)”.</p>	
<p>The property owner and/or permit applicant is the person responsible for the new construction, addition, alteration or change of occupancy, and they warrant that:</p> <ul style="list-style-type: none"> The identified Service Provider(s) listed in Table 1 have been retained to design the building, structure or part thereof, and to provide field reviews to determine whether the construction is in general conformity with the plans and other documents that form the basis of the issuance of the building permit, in accordance with the performance standards of the Architects’ Association of New Brunswick (AANB) and the Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB) and the Association of Registered Interior Designers of New Brunswick. Any field review reports by a Service Provider(s) will be forwarded promptly to the Onestop Development Shop. That as per Section 6 of the General Regulation - Building Code Administration Act, the owner or person acting on behalf of the owner, as soon as practicable, give written notice to the local government of any change in, termination of the employment of a Service Provider(s) referred to in Table 1 and in no case shall be later than 72 hours. Failure to do so may result in a stop work order. <p>Upon issuance of the Building/Development permit, a Notice may be placed on the Land Gazette of Service New Brunswick’s Land Registry.</p> <p>If placed, the Notice will only be removed when all required forms (Confirmation of Construction Field Review – Form C) and other required documentation have been submitted and approved and an Occupancy Permit or Certificate of Successful Completion has been issued.</p> <p>The signature of the owner and/or permit applicant on the form is confirmation that the owner/permit applicant is taking on the responsibilities identified here.</p>	

TABLE 1 - Identification of architects, engineers, designers, inspection and testing agents engaged in the project - Service Provider(s) Each Service Provider(s) identified must complete the FIELD REVIEW COMMITMENT FORM (Form B)		
Check where applicable	Discipline (<u>must identify if other</u>)	Professional/Service Provider
<input type="checkbox"/>	Geotechnical Design	
<input type="checkbox"/>	Architectural Design	
<input type="checkbox"/>	Structural Design	
<input type="checkbox"/>	Mechanical Design – Plumbing	
<input type="checkbox"/>	Mechanical Design – HVAC	
<input type="checkbox"/>	Mechanical Design – Fire Suppression	
<input type="checkbox"/>	Electrical Design	
<input type="checkbox"/>	Inspection or Testing Agent(s)	
<input type="checkbox"/>	Registered Interior Designer	
<input type="checkbox"/>	Other -	
<p><i>Not all projects will require every discipline listed or may have a Service Provider(s) selected before their design service is needed (example – fire suppression sprinkler). However, when a Service Provider(s) is required for a project, failing to identify the required Service Provider(s) may result in delays in permit issuance or a stop work order being issued.</i></p> <p><i>See Table 2 to determine when the Service Provider(s) must be identified.</i></p> <p><i>Should the Service Provider(s) fail to submit the FIELD REVIEW COMMITMENT FORM (Form B) the permit issuance may be delayed, or a stop work order may be issued.</i></p> <p><i>See Table 3 for definitions and examples of the owner, permit applicant, project manager, and point of contact.</i></p>		
<p>Property Owner and Contact information <i>(include address, contact phone number and email address)</i></p>		
<p>Signature and Date <i>(if owner)</i></p>		
<p>Permit Applicant Name and Contact Information <i>(if different from Property Owner)</i></p>		
<p>Permit Applicant’s Signature and Date * <i>(required field)</i></p>		
<p>Project Manager Name and Contact Information <i>(if applicable)</i> <i>(include address, contact phone number and email address)</i></p>		
<p>Point of Contact (identify who needs to be contacted for all project-related questions and communications) <i>(include address, contact phone number and email address)</i></p>		

Table 2	
Service provider to be identified and Form B completed for	
Foundation permit only	
Required (Y/N)	Discipline
Y	Geotechnical
Y	Architectural (for floors/basements to be constructed under this phase of the permit)
Y	Structural (for footings, foundation walls, and structural elements of those floors to be constructed under this phase of the permit)
Y	Mechanical (underground only)
Service provider to be identified and Form B completed	
All other permit phases	
Y	Architectural (for all other floors)
Y	Structural (for all other floors, foundations, walls, and structural elements of those floors to be constructed under this phase of the permit)
Y	Mechanical (plumbing)
Y	Electrical
Y	Registered Interior Designer (where applicable)
Form B is to be provided as soon as a service provider has been identified	
	Mechanical (fire suppression)
	Inspection or Testing Agent
	Other
	Other
Table 3	
Definitions and example	
<p>The property owner is the person/company that owns the property. They may or may not be the same person/company applying for the building permit. The property owner does need to be identified on the permit application.</p> <p>The permit applicant is the person/company that is applying for the building permit. This may be the same person as the owner of the property, or it may be a tenant of the property, or a contractor hired by the owner.</p> <p>The project manager is the person/company who will be managing the project. This can be the owner, the permit applicant, the general contractor, or a person hired by the owner to manage the project.</p> <p>The point of contact is the person who needs to be contacted for questions and communications about the project. This can be the owner, the general contractor, the project manager, or some other representative. It is the point of contact's responsibility to know who needs to be contacted or made aware of any concerns, communications, or questions. It is generally a professional who has been engaged to manage the project.</p> <p>Example – Company XYZ owns a shopping centre. Therefore, they are the owner of the property. The tenant may be the permit applicant. The permit application does not require the signature of the owner of the shopping mall to apply for the permit but the tenant as the permit applicant must sign the permit.</p> <p>The tenant may hire an architect to design and manage the project. This architect is now the project manager and point of contact for any questions about the project.</p>	

FIELD REVIEW COMMITMENT FORM (A form must be completed by each required discipline)	Form B
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Project Description:	
Project Address:	
Permit Number	

In accordance with Form A, this is to advise that I am a registered:

- Architect
- Professional Engineer
- Registered Interior Designer

and that I have been retained by the owner to perform the Field Review for:

Check where applicable	Discipline (must identify if other)	Professional/Service Provider Name
<input type="checkbox"/>	Geotechnical Design	
<input type="checkbox"/>	Architectural Design	
<input type="checkbox"/>	Structural Design	
<input type="checkbox"/>	Mechanical Design – plumbing	
<input type="checkbox"/>	Mechanical Design – HVAC	
<input type="checkbox"/>	Mechanical Design – Fire suppression	
<input type="checkbox"/>	Electrical Design	
<input type="checkbox"/>	Registered Interior Designer	
<input type="checkbox"/>	Other -	

I hereby confirm that for the design requirements related to the discipline identified above:

- I will review applicable shop drawings and reports;
- I will review changes to the submitted design during the construction to verify the changes conform to the requirements of the currently adopted National Building Code and/or National Energy Code or other applicable standards;
- I will review the field-testing results required by the currently adopted National Building Code and/or National Energy Code or other applicable standards; and
- I will provide a completed Confirmation of Construction Field Review (Form C) within 5 working days of the project’s substantial completion and prior to the occupancy of the building.

I may delegate some or all of my responsibilities associated with field reviews to another person employed by the undersigned or their firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the Architect’s Association of New Brunswick, the Association of Professional Engineering and Geoscientists of New Brunswick and/or the Association of Interior Designers of New Brunswick.

The undersigned shall notify the OneStop Development Shop, in writing, as soon as practicable but within no later than 5 working days, if the contract for field review is terminated at any time during construction.

Professional Design and Review

It is the responsibility of the Professionals to follow Table 1 of the “Guidelines for Development and Maintenance of the Professional Relationship between Architects and Engineers” as issued on April 3, 2000 by the Architects Association of New Brunswick and the Association of Professional Engineers and Geoscientists of New Brunswick.

Name of Professional or Service Provider	
Company Name	
Mailing Address	
Contact number	
Email Address	

Professional Seal and Signature

CONFIRMATION OF CONSTRUCTION FIELD REVIEW (A schedule must be completed for each required discipline/service provider)		Form C
Project Description:		
Project Address:		
Permit Number:		
<p>In accordance with Form B, I declare that:</p> <ul style="list-style-type: none"> • I am the Professional and/or Service Provider who completed Form B: Field Review Commitment Form for the discipline as identified below, or the successor to the Professional and/or Service Provider who completed the form; • Field reviews for this discipline, at intervals appropriate to the stages of construction, were conducted for the duration of construction; • The construction is in general conformance with the plans and other documents that formed the basis for the issuance of the building permit(s); • All approved changes during construction conform to the requirements of the currently adopted National Building Code and/or National Energy Code, or any other applicable standard; and • The project is now ready for its intended use. 		
Check <small>Where applicable</small>	<u>Discipline (if other, must identify the discipline)</u>	<u>Professional or Service Provider</u>
<input type="checkbox"/>	Geotechnical Design	
<input type="checkbox"/>	Architectural Design	
<input type="checkbox"/>	Structural Design	
<input type="checkbox"/>	Mechanical Design – plumbing	
<input type="checkbox"/>	Mechanical Design – HVAC	
<input type="checkbox"/>	Mechanical Design – Fire suppression	
<input type="checkbox"/>	Electrical Design	
<input type="checkbox"/>	Registered Interior Designer	
<input type="checkbox"/>	Other -	
<p>This schedule shall be submitted to the OneStop Development Shop or assigned Building Inspector within 5 working days of the project’s substantial completion and prior to the occupancy of the building or use of the structure.</p>		
Professional or Service Provider:		<u>Professional Seal & Signature:</u>
Company Name:		
Mailing Address:		
Contact number:		
Email Address:		
Date:		

CONFIRMATION OF COMMITMENT BY OWNER/PERMIT APPLICANT FOR FIRE PROTECTION & LIFE-SAFETY SYSTEMS INTEGRATION TESTING		Form A-1
Project Description:		
Project Address:		
Permit Number	<i>(office use only)</i>	
<p>In accordance with Section 6 of the Province of New Brunswick's General Regulation - Building Code Administration Act, it indicates "Before commencing construction or demolition work, an owner or person acting on behalf of the owner shall provide written notice to the local government with the following information:</p> <ul style="list-style-type: none"> • the date on which work on the building site is to commence; • the names of constructors, architects, engineers, or designers, as the case may be, that will perform work with respect to the building or demolition permit; and • the names of all inspections or testing agencies engaged to monitor the work or part of the work." <p>As per Division B, Sentence 3.2.9.1(1) of the National Building Code 2015 - Where fire protection and life safety systems and systems with fire protection and life safety functions are integrated with each other, they shall be tested as a whole in accordance with CAN/ULC S1001-11, "Integrated Systems Testing of Fire Protection and Life Safety Systems", to verify that they have been properly integrated."</p> <p><u>This may apply in:</u></p> <ul style="list-style-type: none"> • New construction, renovations, modifications, additions, or changes of occupancy of buildings and; • Installations and/or alterations to the fire alarm systems or life-safety systems, including mechanical or electrical installations or alterations. <p>An Integrated Testing Coordinator is best identified at the start of a project, to develop a testing integration plan in accordance with input from the mechanical, electrical, and fire protection designers.</p> <p>Prior to occupancy of a building, the testing plan is to be executed by the Integrated Testing Coordinator and all required tests must demonstrate successful results. The Coordinator is required to provide a formal report confirming that fire protection and life safety systems are properly functioning and integrated before occupancy.</p> <p style="text-align: center;"><i>No occupancy certificate or conditional occupancy permit will be issued until a sealed commissioning report, with all supporting documentation, is submitted to the Building Inspector.</i></p>		
Integrated Testing Coordinator (must be a Professional or Professional Agency)		
Name:		
Address:		
Phone Number:		
Email:		

Responsibilities of the Owner/Permit Applicant

The property owner and/or permit applicant, being the person responsible for the new construction, addition, alteration, or change of occupancy, warrants that:

- The identified Integrated Testing Coordinator listed in this form has been retained to create and execute the fire protection and life safety systems integration testing, in accordance with Division B, Sentence 3.2.9.1(1) of the National Building Code of Canada.
- Plans and any modifications to the plans will be provided to the Integrated Testing Coordinator as per their requirements.
- Should the Integrated Testing Coordinator no longer be engaged to provide the services, you will notify the OneStop Development Shop immediately and another service provider will be appointed to fill the integrated testing coordinator role.
- Upon issuance of the Building/Development permit a notice may be placed on Land Gazette of Service New Brunswick's Land Registry, and if placed, will only be removed when all forms have been submitted and approved and an Occupancy Permit or Certificate of Successful Completion has been issued.

Property Owner and/or Permit Applicant's Name:

Address:

Phone Number:

Email:

Signature:

Date:

CONFIRMATION OF COMMITMENT BY A PROFESSIONAL FOR FIRE PROTECTION AND LIFE-SAFETY SYSTEMS INTEGRATION TESTING		Form B-1
Project Description:		
Project Address:		
Permit Number	<i>(office use only)</i>	
<p>In accordance with Section 6 of the Province of New Brunswick's General Regulation - Building Code Administration Act, it indicates "Before commencing construction or demolition work, an owner or person acting on behalf of the owner shall provide written notice to the local government with the following information:</p> <ul style="list-style-type: none"> • the date on which work on the building site is to commence; • the names of constructors, architects, engineers, or designers, as the case may be, that will perform work with respect to the building or demolition permit; and • the names of all inspections or testing agencies engaged to monitor the work or part of the work." <p>As per Division B, Sentence 3.2.9.1(1) of the National Building Code 2015 - Where fire protection and life safety systems and systems with fire protection and life safety functions are integrated with each other, they shall be tested as a whole in accordance with CAN/ULC S1001-11, "Integrated Systems Testing of Fire Protection and Life Safety Systems", to verify that they have been properly integrated."</p> <p><u>This may apply in:</u></p> <ul style="list-style-type: none"> • New construction, renovations, modifications, additions, or changes of occupancy of buildings and; • Installations and/or alterations to the fire alarm systems or life-safety systems, including mechanical or electrical installations or alterations. <p>An Integrated Testing Coordinator is best identified at the start of a project, to develop a testing integration plan in accordance with input from the mechanical, electrical, and fire protection designers.</p> <p>Prior to occupancy of a building, the testing plan is to be executed by the Integrated Testing Coordinator and all required tests must demonstrate successful results. The Coordinator is required to provide a formal report confirming that fire protection and life safety systems are properly functioning and integrated before occupancy.</p> <p><i>No occupancy certificate or conditional occupancy permit will be issued until a sealed commissioning report, with all supporting documentation, is submitted to the Building Inspector.</i></p>		
Integrated Testing Coordinator (must be a Professional or Professional Agency)		
Name:		
Address:		
Phone Number:		
Email:		

Integrated Testing Coordinator Commitment

It is the responsibility of the professional or professional agency to review CAN/ULC S1001-11. “Integrated Systems Testing of Fire Protection and Life Safety Systems” and develop a testing plan in accordance with good practice and the applicable standards.

The integrated Testing Coordinator is required to provide written confirmation that the integrated fire protection and life safety systems are functioning correctly prior to occupancy.

A sealed report is required to be submitted before an Occupancy Permit or Conditional Occupancy Permit will be issued.

Signature:

Date:



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