

DWELLING

BUILDING PERMIT APPLICATION AND INFORMATION PACKAGE



Town of Quispamsis
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Residents Constructing or locating a main dwelling on their property must obtain a building permit from the town of Quispamsis. To obtain a building permit, return this COMPLETE PACKAGE to the Building Inspection Department. For more information please call (506) 849-5741.

DEFINITION:

A *dwelling* is defined in the Town's By-law No. 038, as: means a main building or a portion thereof containing one or more dwelling units. A *single family dwelling* means a dwelling containing only one (1) dwelling unit and commonly referred to as a "single detached dwelling".

Please refer to *Zoning By-law 038* for further definitions on dwellings.

IMPORTANT THINGS TO REMEMBER:

1. Building permit must be issued prior to commencing work.
2. All work must comply with the most recent Zoning By-law regarding setbacks (see below).
3. As per Building By-law 044, all construction shall conform to the latest edition of the National Building Code of Canada as adopted by the Province of New Brunswick and all amendments thereto (hereinafter referred to as the "National Building Code").
4. If an easement is located within the boundary of construction, the application must be accompanied by written approval from the proper authority granting permission of the structure.
5. In the case of manufactured homes, all construction must conform with CSA Standards for manufactured and modular homes (CSA Z240 and A277).

INFORMATION WE WILL NEED TO PROCESS YOUR PERMIT:

- Completed Building Application Form
- Two (2) copies of the specifications and legible scale drawings of the building or structure, to which the proposed work is to be carried out and any engineering detail drawings such as a floor system or roof system
- A Site Plan as per the attached "Schedule B – Sample Building Permit Site Plan and Preparation Guidelines"
- Any lot that requires a septic system must obtain approvals from the Department of Health prior to the issuance of a Building Permit
- If applicable, complete Water and Sewer Service connection permit applications
- Estimated construction cost of project
- Where a variance has been granted, attach a copy of the decision to the application

Highlights of Recent Changes to Building Permit Process

TOWN OF QUISPAMISIS

Building By-law 044 – SCHEDULE “A” PERMIT FEES AND REFUNDABLE DEPOSITS

1. PERMIT AND WAIVER FEES

A. In the case of Residential, Commercial, Industrial, and Institutional Construction:

- i. a fee of ten dollars (\$10) per thousand dollars (\$1,000) of construction value or any portion thereof on the first five thousand dollars (\$5,000) of construction value; and
- ii. a fee of six dollars (\$6.00) for each additional thousand dollars (\$1,000) of construction value or portion thereof in excess of five thousand dollars (\$5,000); and
- iii. in the case of accessory buildings having a floor space of twenty (20) square metres or less, and/or any accessory building valued at two thousand dollars (\$2,000) or less, the sum of twenty dollars (\$20).
- iv. in the case of a Demolition Permit, a fee of:
 - a. twenty dollars (\$20) where the estimated cost of the demolition work is up to and including one thousand dollars (\$1,000);
 - b. one hundred dollars (\$100) where the estimated cost of the demolition work is more than one thousand (\$1,000) up to and including five thousand dollars (\$5,000); and
 - c. five hundred dollars (\$500) where the estimated cost of the demolition work exceeds five thousand dollars(\$5,000).

B. There shall be no fee charged for a permit issued on any detached construction which does not exceed five (5) square metres in area and three hundred dollars (\$300) in value.

C. The construction value shall be that value as determined by the Building Inspector to be the estimated cost of the building or structure excluding land value.

D. Electrical Waiver fee shall be twenty dollars (\$20).

E. In the case of Building Permit or Demolition Permit renewal issued in accordance with Subsection 9(B) herein, the processing fee shall be three hundred dollars (\$300).

Continued

SCHEDULE "A" PERMIT FEES AND REFUNDABLE DEPOSITS, Con't.

2. REFUNDABLE DEPOSITS

A. In the case of Residential construction:

- i. a refundable deposit equal to one percent (1%) of estimated cost of work to a maximum of two thousand dollars (\$2,000); and
- ii. where any one (1) person has multiple building permits with the Town;
 - a. the total refundable deposits held by the Town shall not exceed five thousand dollars (\$5000); and
 - b. where the total refundable deposits held by the Town is five thousand dollars (\$5000), all or any portion of the refundable deposit may be transferable to additional permits to fulfill refundable deposit requirements provided:
 - (i) a Refundable Deposit Transfer Form has been submitted and approved by the Building Inspector; and
 - (ii) a Final Inspection Certificate has been issued for the property for which a refundable deposit release and transfer is requested.

B. In the case of building construction where Subsection 7(C) herein is applicable:

- i. a refundable deposit equal to one percent (1%) of estimated cost of work.

Highlights of Recent Changes to Building Permit Process

TOWN OF QUISPAMISIS

Building By-law 044 – Section 7.B(viii)

Section 7 B (ii) States

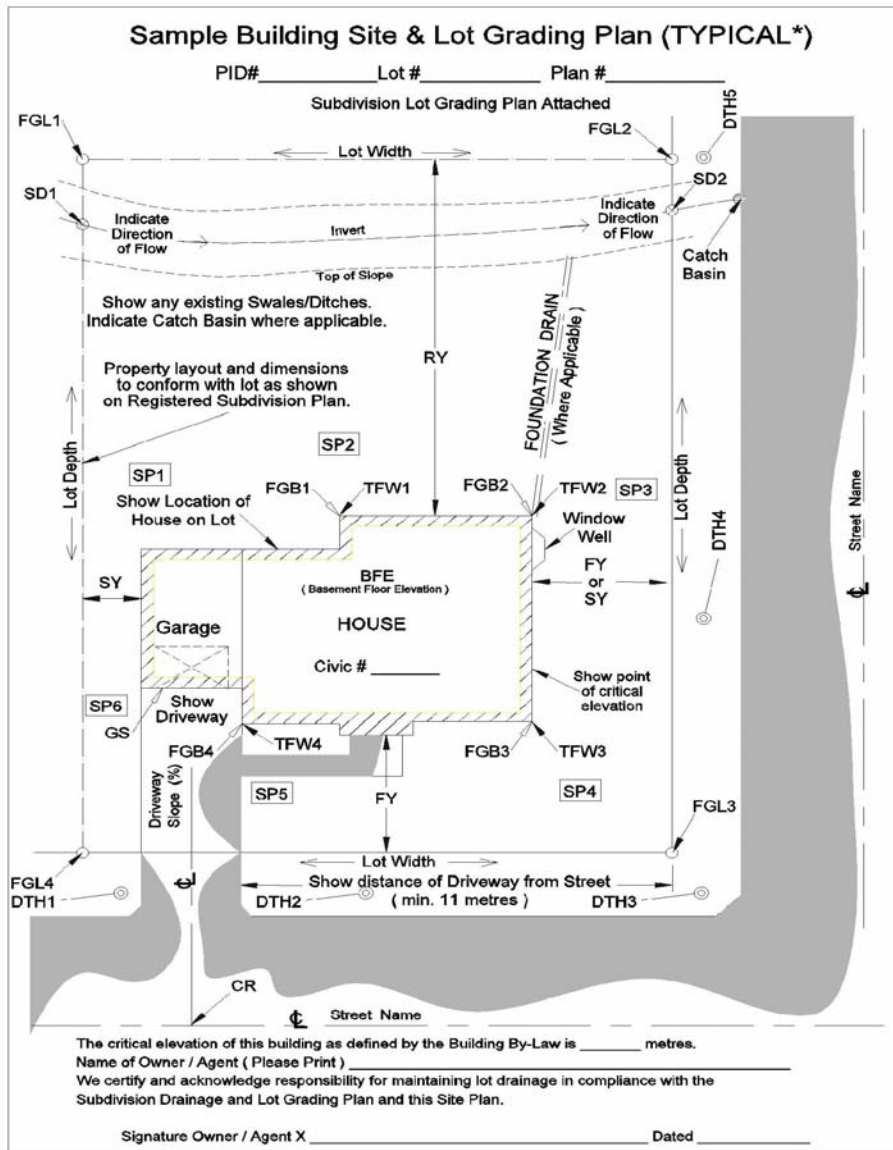
- ii) unless waived by the Building Inspector, include copies in duplicate of the specifications and legible scale drawings of the building or structure, and a Site Plan with respect to which the proposed work is to be carried out showing:
- a. the dimensions of the land on which the building or structure is, or is to be, situated;
 - b. the geodetic elevation of the basement floor, attached garage slab elevation where applicable, and the top of all the foundation walls;
 - c. the front yard, rear yard, and side yard as defined in the town Zoning By-Law;
 - d. the foundation's critical elevation;
 - e. the proposed finished land elevation at each corner of the property and foundation wall;
 - f. the driveway location and its slope from the property line adjacent to the road right-of-way;
 - g. the geodetic elevation of the finished grade of the centreline of the road where it meets the extended centreline of any driveway;
 - h. the proposed geodetic elevations of the finished land elevation of mid-points along the property line;
 - i. existing municipal and private service easements, telecommunications, underground electrical, cable, and all other public utility easements;
 - j. any physical feature that may impede drainage such as accessory buildings and structures, and natural vegetation such as large trees or landscape gardens;
 - k. any proposed finished land elevations that indicate the existence and functionality of swales or other drainage elements, including catch basins and drainage ditches within the street right-of-way;
 - l. the dimensions of the building or structure;

SCHEDULE "B"

Sample Building Permit Site Plan and Preparation Guidelines

- Where Subsection 7(C) does not apply the following sample Building Permit Site Plan and preparation guidelines may be used to aid in the preparation of a site plan for Building Permit application purposes:

A. Building Permit Site Plan



LEGEND

- FY = Front Yard SY = Side yard RY = Rear Yard BFE = Basement Floor Elevation
- FGL1, 2 . . . = Proposed Finished Grade, each corner of lot (minimum 4 points)
- FGB1, 2 . . . = Proposed Finished Grade, land at each corner of main building (excluding garage) (minimum 4 points)
- TFW1, 2 . . . = Top of Foundation Wall, each corner (minimum 4 points)
- SD1, 2 . . . = Geodetic Elevation of swale / ditch (minimum 2 points)
- DTH1, 2 . . . = Geodetic Elevation of center line of drainage ditch along property line.
- GS = Lowest point of edge of garage slab (if applicable)
- CR = Elevation of the crown of the road at the point where it intersects the extended centerline of the driveway.
- SP1, 2 . . . = Proposed Finished Grade at 2m from foundation wall around perimeter of main building.

* This schematic represents a generalized site plan. Actual site plans shall be drawn to a scale of 1 : 250 and shall accurately represent the specific lot and building to be built. All elevations to be Geodetic and in metres.

	SCALE	N.T.S.	DWG. No. BSiteGradeP
	REV.	-	DWG. No. 1 of 1
	DRWN	LRV	DATE April 28/10
SAMPLE BUILDING SITE AND GRADING PLAN (Typical*)			
TOWN OF QUISPAMIS P.O. BOX 21085 QUISPAMIS NEW BRUNSWICK E2E 4Z4			

SCHEDULE "B" Continued
Sample Building Permit Site Plan and Preparation Guidelines

- B. To aid in the development of the Site Plan, the following preparation guidelines should be followed:
- i. a minimum height two hundred (200) millimetres of top of foundation wall above grade;
 - ii. minimum slope of five percent (5%) away from foundation for at least one decimal five (1.5) metres (i.e., 15mm per 300mm);
 - iii. minimum slope of one decimal five percent (1.5%) on the remainder of the lot (approx. 5mm to 300mm);
 - iv. a minimum depth of one hundred fifty (150) millimetres for all swales;
 - v. where a swale is located in its entirety on a single property, a minimum distance of zero decimal six (0.6) metres is to be maintained from the top edge of the back slope to the nearest adjacent property line;
 - vi. surface drainage is to be directed away from window wells, exterior stairwells and decks;
 - vii. the maximum driveway slope shall not exceed ten percent (10%); and
 - viii. where downspouts from an eavestrough system are not directly connected to a storm sewer system, they should discharge at grade onto a splash pad at least one (1) metre from the building.

FREQUENTLY ASKED QUESTIONS

(Single and two-family residential)

1. What do I need to apply for a permit?

You will need to submit the following:

- 2 copies of the complete building plans, showing all structural components
- copy of a site plan showing the proposed location of the project in relation to any other buildings on the property, the property lines and water courses
- copy of engineered drawings for the floor and roof system
- Lots requiring a septic system must submit approvals from the Department of Health
- All applicable fees and deposits

2. How much will my permit cost?

There are two fees associated with new construction; permit fee and a refundable deposit.

- Permit fee consists of a ten dollar (\$10) fee per thousand dollars (\$1,000) of construction value or any portion thereof on the first five thousand (\$5,000) of construction value and a fee of six dollars (\$6) for each additional thousand dollars (\$1,000) of construction value or portion thereof in excess of five thousand dollars (\$5,000).
- Refundable deposit consists of a fee equal to one percent (1%) of estimated cost of work to a maximum of two thousand dollars (\$2,000).

Please review Schedule A of Building By-law 044 for additional information.

3. When do I need Inspections?

Once the permit is processed, you are required to call 48 hours in advance of the following required inspections:

- a. forty-eight (48) hours prior to placement of foundation footing;
- b. forty-eight (48) hours prior to any backfilling of the foundation wall;
- c. forty-eight (48) hours notice of placement of water service lines and connection to municipal system;
- d. forty-eight (48) hours notice of placement of sewer service lines and connection to municipal system;
- e. forty-eight (48) hours notice for the purposes of a pre-drywall inspection prior to the installation of insulation and after plumbing, ventilation and electrical rough-in is completed; and;
- f. notice of the completion of the work described in the permit within ten (10) days of such completion for purposes of a final inspection prior to occupancy.

4. What do I require for relocating a manufactured or modular home?

You will need to submit the following:

- Completed Dwelling Permit Application, with applicable fees
- Provide the route of delivery
- Date of delivery
- Site Plan - foundation in place to receive the home
- Confirmation that all emergency responders have been notified of the move
- Provide a copy of a valid insurance certificate listing the Town as an insured

- DWELLING -
Building Permit Application



TOWN OF QUISPAMISIS
 Application For Building Permit

*NOTE: AS PER BUILDING BY-LAW 044. ALL CONSTRUCTION SHALL CONFORM TO THE NATIONAL BUILDING CODE

PERMIT NO. _____

1. IDENTIFICATION:			
APPLICANT:			EMAIL:
ADDRESS:			
PHONE NUMBERS	HOME#	WORK #	CELL #
PROPERTY OWNER			
NAME:			EMAIL:
ADDRESS:			
PHONE NUMBERS	HOME #	WORK #	CELL #
CONTRACTOR			
COMPANY NAME:		CONTACT:	EMAIL:
ADDRESS:			
PHONE NUMBERS	HOME #	WORK #	CELL #

2. PROJECT LOCATION:				
Civic No.:	Street Name:	PID:		
Lot No.:	Subdivision Name:	Corner Lot:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lot Dimension:	Lot Area:	Frontage:	Depth:	
Location On Lot - Setbacks	Front:	Left Side:	Right Side:	Rear:

3. PROJECT DETAIL:				
Size of Building:			Number of Storeys:	
Foundation Type:	<input type="checkbox"/> ICF	<input type="checkbox"/> Formed Concrete	**NOTE: A PRE-POUR INSPECTION MUST BE DONE FOR ALL ICF FOUNDATIONS**	
Type of Construction:				
PRE-FABRICATED:				
Manufacturer Name:			Contact:	
Estimated Date of Delivery:			Insurer:	
Anticipated Route of Delivery:				

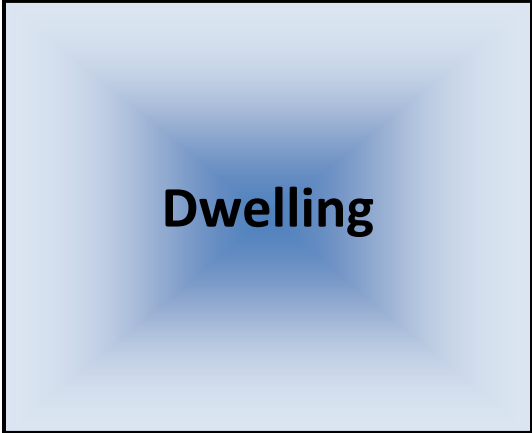
Exterior walls to be finished with:			
Type of Roof:		Roofing materials:	
Floor Joists – Size:	Span:	Centered:	
Exterior Wall Studs – Size:		Centered:	
Insulation – Walls:		Ceiling:	
Finished Floor Elevation of the First Storey to be at least 1 meter (39") above the final centre line grade of the street			
Heating:		Well:	Sewage:
Intended Use of Structure:			
Contractor:		Plumber:	Electrician:
Proposed Start Date:		Expected Completion Date:	
Estimated Construction Cost:		Permit Fee:	Refundable Deposit:
Does Driveway Culvert Exist?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, to be paid by:
Variance:	<input type="checkbox"/> N/A	<input type="checkbox"/> Granted (decision attached)	<input type="checkbox"/> Pending
PAC Stipulations:			

4. TERMS & CONDITIONS:	
By signing, the owner/applicant hereby make application to 'Construct, alter, remodel, repair, place as described above and in accordance with attached plans and specifications.	
<ul style="list-style-type: none"> • I acknowledge my understanding that the foregoing is an application only, and until a building permit has been issued by the Building Inspector and received by me, no part of the intended work shall be undertaken. • I am aware of the requirements and I undertake to carry out the intended work in compliance of the Building By-law, the Zoning By-law and any other applicable by-laws of the Town. • I am also aware that this permit expires one year from the date of the issuance of the Building Permit and all work must be completed within one year of the date of the permit. • Once constructed, I agree to use the structure for the sole purposes indicated in the preceding application. • I understand that if my proposed work in any way does not meet the requirements of the aforementioned by-laws, I must request in writing a variance of the particular by-law from the Planning Advisory Committee. Until such variance has been granted by that body in writing, I will not commence any work. <p><input type="checkbox"/> I have read and agreed to the aforementioned terms and conditions</p>	
Signature of Applicant	Date
Signature of Property Owner <i>(if different from applicant)</i>	

SITE PLAN

*SHOW LOCATION OF PROPOSED BUILDING WITH
MEASUREMENTS TO ALL PROPERTY LINES*

****PLEASE INCLUDE ALL OTHER STRUCTURES THAT ARE ON THE PROPERTY (POOL, SHED, FENCE GAZEBO, ETC.)****

Street	
	Dwelling Location Dimensions
	Distance from street =
	Right side yard =
	Left side yard =
	Distance from rear =

*Draw the proposed location of your main dwelling and indicate the setback dimensions.

STREET NAME -
