



Dwelling Building Permit Application

Town of Quispamsis
12 Landing Court
Quispamsis, NB E2E 4R2
Phone 506-849-5778
Fax 506-849-5799
Email: inspections@quispamsis.ca
Website: www.quispamsis.ca

***NOTE: AS PER BUILDING BY-LAW 055. ALL CONSTRUCTION SHALL CONFORM TO THE NATIONAL BUILDING CODE**

PERMIT NO. _____

PROPERTY OWNER <input type="checkbox"/> APPLICANT					
NAME			EMAIL		
ADDRESS			POSTAL CODE		
HOME NUMBER		WORK NUMBER		CELL NUMBER	
CONTRACTOR <input type="checkbox"/> APPLICANT					
NAME			EMAIL		
ADDRESS			POSTAL CODE		
HOME NUMBER		WORK NUMBER		CELL NUMBER	
SUB - CONTRACTORS					
PLUMBER			ELECTRICIAN		
PROJECT LOCATION					
Civic No.	Street Name		PID		
Lot No.	Subdivision Name		Corner Lot	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PROJECT DETAILS					
Size or Area of Building			Number of Storeys		
Proposed Start Date			Estimated Completion Date		
Attached Garage Size			Estimated Cost of Construction		
Water Source <input type="checkbox"/> Well <input type="checkbox"/> Municipal			Sewage <input type="checkbox"/> Septic <input type="checkbox"/> Municipal		
Does Driveway Culvert Exist? <input type="checkbox"/> Yes <input type="checkbox"/> No			If no, to be paid by		
Foundation Type <input type="checkbox"/> Insulated Concrete Form* <input type="checkbox"/> Formed Concrete					
*Proof of successful completion of the manufacturer's training program must be submitted with your application					
<input type="checkbox"/> Engineered Floor System			<input type="checkbox"/> Nominal Lumber Floor Joist		
Exterior Wall Finish		Roofing Materials		Type of Roof	

*For a timely review please complete the entire application

BUILDING ENVELOPE	* detail tradeoffs and additional components on another page
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Walls		Ceilings	
Location	Assembly Number	Location	Assembly Number
Joist Headers		Exposed Floors	
Location	Assembly Number	Location	Assembly Number
Basement Walls		Basement Slab	
Location	Assembly Number	Location	Assembly Number
Windows/Skylights		Doors	
Model	Energy Star Zone	Model	Energy Star Zone

MECHANICAL SYSTEMS:			
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HRV	Make:		Model:		
	Ventilation Rate:		Efficiency:	0°C -25°C	
Heating/Cooling	Main Heat Type:		Make:		Model:
	Fuel:		Efficiency:		
	Heat Pump	AHRI #:			
	Supplemental Heat:		Make:		Model:
	Fuel:		Efficiency:		
	Supplemental Heat:		Make:		Model:
	Fuel:		Efficiency:		
Hot Water	Type:		Make:		Model:

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MODULAR AND MANUFACTURED HOMES

Manufacturer Name	Date Constructed
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Variance N/A Granted (decision attached) Pending

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.

- 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.
- I have read and agreed to the aforementioned terms and conditions

Signature of Applicant	Date
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Signature of Property Owner *(if different from applicant)*

This information is being collected in order for the Town of Quispamsis to accept plans and specifications, issue a permit, perform inspections, etc. for such work described in Building By-law No. 55. Information contained herein will be used to communicate with the relevant Project Contacts, i.e. contractors, engineers, electricians, plumbers, provincial departments. It may also be circulated to other Municipal Departments to be used for strategic planning purposes.

The legal authority for collecting this information is found in *Section 59 of the Community Planning Act, Building Bylaw No. 55* and the *Right to Information and Protection of Privacy Act*.

For further information or questions regarding the collection of information, please contact the Building Inspector for the Town of Quispamsis at (506) 849-5741.

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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 ALL REQUIRED INFORMATION to the Building Inspection Department. For more information please call (506) 849-5741.

DEFINITIONS

A *dwelling* 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”. A *two family dwelling* means a dwelling containing two (2) dwelling units. Please refer to *Zoning By-law* 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 055, 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
- A copy of the plumbing permit issued by the Department of Public Safety where the building will be connected to the Town’s sewer system
- 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
- Window & door quote sheet
- HRV make & model
- Heating and cooling equipment make & model
- Hot-water heater make & model

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:

See the items listed under the “Information we will need to process your permit” heading.

2. How much will my permit cost?

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

- Permit fee

Type	\$/ft ²
Main Floor	0.63
Basement	0.30
Second/Third Storeys	0.30
Renovation	0.14
Garage	0.21

- Refundable deposit

A refundable deposit equal to fee charged for the permit to a maximum of two thousand dollars (\$2000.00)

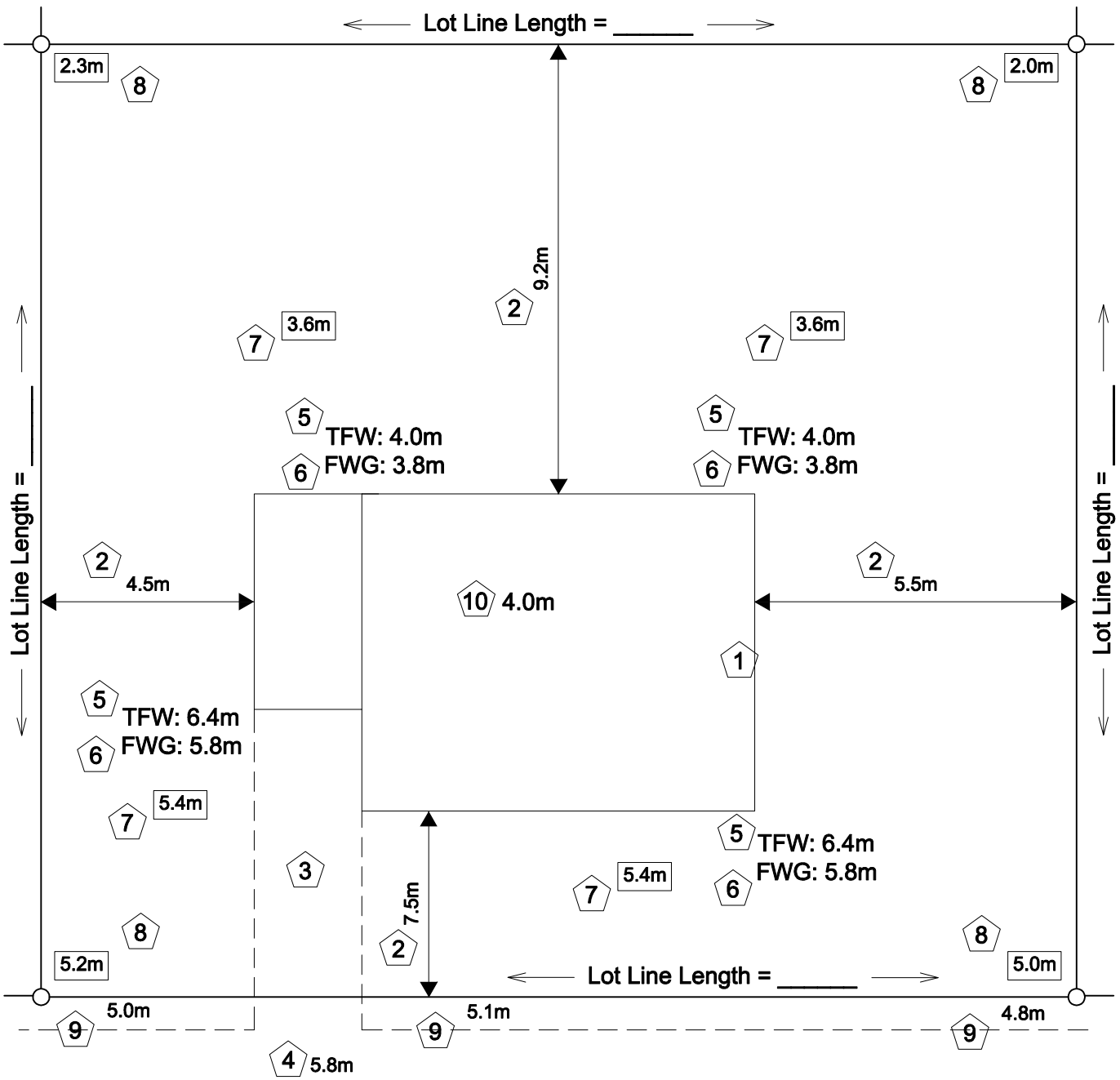
3. When do I need Inspections?

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 framing inspection prior to the installation of insulation and after plumbing, ventilation and electrical rough-in is completed; and;
- f. forty-eight (48) hours notice for the purposes of a vapour barrier inspection after insulation and vapour barrier, but prior to installation of sheetrock
- g. 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.

Please Note: The permit holder is responsible for contacting the town for all inspections. Failure to successfully complete the inspections can forfeit your refundable deposit and a notice of the missed inspections will be placed against the property.

Building Permit Site Plan Sample



1. Locate the building.
2. Identify the setbacks to adjacent property lines.
3. Show the driveway location
4. Indicate the elevation of the crown of the road
5. Indicate the elevation of top of the foundation wall as TFW (4 places)
6. Indicate the elevation of the finished grade adjacent to the foundation wall as FGW (4 places)
7. Indicate the elevation of the finished grade 2 meters from the foundation wall (4 places)
8. Indicate the elevation of the finished grade at the corners of the lot/developed area (4 places)
9. Indicate the elevation of the finished grade of ditches/swales as S
10. Indicate the elevation of the lowest floor