



# Commercial Development Application

Town of Quispamsis  
12 Landing Court  
Quispamsis, NB E2E 4R2  
Phone 506-849-5778  
Fax 506-849-5799

Email: [inspections@quispamsis.ca](mailto:inspections@quispamsis.ca)  
Website: [www.quispamsis.ca](http://www.quispamsis.ca)

\*NOTE: AS PER BUILDING BY-LAW 055. ALL CONSTRUCTION SHALL CONFORM TO THE NATIONAL BUILDING CODE Permit No \_\_\_\_\_

APPLICANT				
APPLICANT		EMAIL		
ADDRESS		POSTAL CODE		
HOME PHONE		WORK PHONE		CELL PHONE
PROPERTY OWNER				
NAME		EMAIL		
ADDRESS		POSTAL CODE		
HOME PHONE		WORK PHONE		CELL PHONE
CONTRACTOR				
COMPANY NAME		CONTACT		EMAIL
ADDRESS			POSTAL CODE	
HOME PHONE		WORK PHONE		CELL PHONE
PROJECT LOCATION				
Civic No.	Street Name		Lot No.	Subdivision Name
PID		Corner Lot <input type="checkbox"/> Yes <input type="checkbox"/> No		
PROJECT DETAIL				
Construction Type <input type="checkbox"/> New <input type="checkbox"/> Renovation <input type="checkbox"/> Addition Construction Value _____				
Proposed Use of Structure <input type="checkbox"/> Multi-Unit Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional				
Existing Use of Structure and Lot				
Project Description				
Additional Project Comments				
<b>Building &amp; Site Plans must be signed &amp; Sealed by a professional Engineer or Architect</b>		<input type="checkbox"/> Site and Utility <input type="checkbox"/> Building Plans <input type="checkbox"/> Other Plans		
Streets & Service Work Installation Details	UTILITY ( SAN / WAT / STORM) <input type="checkbox"/> Lateral, Main to Building <input type="checkbox"/> Lateral, Property Line to Building		STREET SCAPE <input type="checkbox"/> Culvert <input type="checkbox"/> Curb <input type="checkbox"/> Sidewalk <input type="checkbox"/> Street Name Sign <input type="checkbox"/> Other (specify)	
Name of Person Providing Security	Start Date		ENCROACHMENTS <input type="checkbox"/> Temporary for Construction <input type="checkbox"/> Permanent Construction	
Completion Date				
I HEREBY MAKE APPLICATION FOR THE BUILDING PERMITS, AS DESCRIBED HEREIN, WITH THE FULL KNOWLEDGE AND AUTHORIZATION OF THE PROPERTY OWNER				
Applicant Signature _____		Date _____		

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.

## SCHEDULE "A"

### PERMIT FEES AND REFUNDABLE DEPOSITS

1. Permit and waiver fees

- a. In the case of all construction, additions, relocations, or renovations, the following fees apply based on the occupancy groups established in the National Building Code of Canada:

Type	Service Index \$/m <sup>2</sup>
<b>Group A</b>	
Divisions 1,2 & 3	8.75
Other	7
Fit-Up/Tenant Improvement	4.5
<b>Group B</b>	
Divisions 1 & 2	9.75
Division 3	8.75
Fit-Up/Tenant Improvement	5
<b>Group C</b>	
Detached, semi-detached, townhouses and duplexes	
Main Floor	6.75
Basement	3.25
Second/Third Storeys	3.25
Renovation	1.5
Multiple Suite Residential Buildings	7.25
Hotels	7.25
Garage	2.25
Shed	1.5
Fit-Up/Tennant Improvement	3
<b>Group D</b>	
Office building (shell)	5.5
Office building (finished)	7.25
Other	7.75
Fit-Up/Tenant Improvement	4.5
<b>Group E</b>	
Retail Stores (shell)	6.75
Retail stores (finished)	7.95
Fit-Up/Tenant Improvement	3
<b>Group F</b>	
Warehouse (shell)	3.75
Warehouse (finished)	4.25
Storage Garage	3
Other	5
Fit-Up/Tenant Improvement	2.75
<b>Miscellaneous</b>	
Finishing basements (residential)	2
Unfinished basements (non-residential)	4.25
Sprinkler	0.14
Decks	1.75
<b>Other miscellaneous work</b>	
Portable structures complying with CSA Z240.10.1 (mobile classrooms, mobile homes, etc.)	250\$ Each
Communication and Transmission towers	300\$ Each
Windows, Doors, and Skylights	4.5\$ Each
Fence	0.8\$/ Linear Metre
Pool	75\$ Each
Change of Use	The Greater of 250\$ or 1.50\$/ sq. m.

- b. Area calculations are based on the building area.
- c. With the exception of a permit solely for the replacement of windows, doors, and skylights, the minimum permit fee for a fit-up or tenant improvement (commonly called a renovation) shall be fifty dollars (\$50.00).
- d. A minimum fee for an accessory building serving only a single dwelling unit of twenty five dollars (\$25.00) applies.
- e. In all other cases, the minimum fee for an accessory building shall be one hundred dollars (\$100.00).
- f. Electrical Waiver fee to be twenty five dollars (\$25.00)
- g. In the case of a building permit or demolition permit renewal issued in accordance with Subsection 9(B) herein, the processing fee shall be the lesser of five hundred dollars (\$500.00), or the fees charged when the permit was issued.
- h. In the case of demolition, the following fees apply:
  - i. Where an accessory building serving only a single dwelling unit is being demolished and replaced, no fee shall apply.
  - ii. A fee of twenty five dollars (\$25.00) where an accessory building is being demolished.
  - iii. A fee of one hundred dollars (\$100.00) where a main building is being demolished.

## 2. REFUNDABLE DEPOSITS

- a. In the case of construction, addition or renovation of a detached dwelling, semi-detached dwelling, or duplex, and the renovation of or addition to a townhouse:
  - i. A refundable deposit equal to fee charged for the permit to a maximum of two thousand dollars (\$2000.00).
  - ii. Where any one person has multiple building permits with the Town;
    - 1. The total refundable deposits held by the Town shall not exceed five thousand dollars (\$5000.00).
- b. In the case of construction, addition or renovation of any other main building:
  - i. A refundable deposit equal to the fee charged for the permit.

# Minimum Standards for Plan Submission:

In general plans must be designed by a professional and be clear, legible and in sufficient detail to determine code compliance. Where applicable, the items identified below must be located on the drawings provided with your application. The Town of Quispamsis does not complete reviews on incomplete applications. If your application is deemed incomplete by the building inspector, it will be rejected and we will identify the required information that must be included when it is re-submitted.

## Site Plans

- State the distances from the new structure to property lines.
- State the distances to existing structures on the same property.
- Provide the elevation of existing and finished ground.
- Indicate the access route(s) for fire fighting.
- Indicate barrier free parking spaces and the barrier free path of travel.

## Architectural Plans

- Elevations of all sides of the structure.
- Floor layouts, including names and uses for all rooms.
- The location of all fire walls and fire separations must be clearly identified (both vertical and horizontal).
- Large scale sections are required of all fire rated assemblies and must include the source of information for the rating.
- Required exits must be clearly identified.

## Structural Plans

- Structures or components that are designed under Part 4 shall have plans stamped and signed by a professional engineer

## Mechanicals

- HVAC drawings shall identify the standard followed in their design.
- Ductwork layouts shall be submitted and include the approximate location and sizes of ducts.
- A preliminary layout and details of any new or alteration to existing sprinkler systems or standpipe systems.

## Electrical

- Life safety components must be clearly identified on a floor plan (ex. pull stations, emergency lighting, exit signs, etc.)
- Fire alarm systems shall be fully detailed including: devices, locations, risers and sequence of operations.

## Fire Suppression

- The Owner's Certificate must be submitted with the sprinkler plans.
- Sprinkler plans and documentations must comply with NFPA 13 chapter 22.

Alternate Solutions: projects with proposed materials, components, assemblies or systems that do not comply with Divisions B of the National Building Code of Canada must include a completed alternate solution application (available on request).

Building Code Matrix: a matrix is required for any new buildings, additions or changes in use to existing structures. A sample matrix is available upon request.

Where a building or component falls within Section 7 of By-law 55, your application must be accompanied by the following forms:

1. SCHEDULE B – “CONFIRMATION OF COMMITMENT BY OWNER AND COORDINATING REGISTERED PROFESSIONAL”
2. SCHEDULE C – “ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW” for each applicable discipline