



RENOVATION & ADDITION BUILDING PERMIT APPLICATION

Town of Quispamsis
12 Landing Court
Quispamsis, NB E2E 4R2
Phone 506-849-5741
Fax 506-849-5799

Email: inspections@quispamsis.ca
Website: www.quispamsis.ca

*NOTE: As per the 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 PHONE		WORK PHONE		CELL PHONE	
PROJECT LOCATION					
Civic No.		Street Name		PID	
Lot No.		Subdivision Name		Corner Lot <input type="checkbox"/> Yes <input type="checkbox"/> No	
PROJECT DETAIL					
Fill out only sections that are being changed.					
Size of Existing Building				Number of Stories	
Size of Addition					
Is this a Change to the Current Use of the Building? (e.g.: single family to two family, single family to day care, etc.)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Work					
Contractor		Plumber		Electrician	
Proposed Start Date			Expected Completion Date		
Estimated Construction Cost		Permit Fee		Refundable Deposit	

*For a timely review please complete the entire application

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

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.

TOWN OF QUISPAMSIS

Building By-law 055 – SCHEDULE “A” PERMIT FEES AND REFUNDABLE DEPOSITS

1. Permit Fees

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

2. Refundable Deposits

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

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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. When do I need Inspections?

Required inspections for renovations and additions can vary significantly. Your required inspections will be printed directly on your permit. If there are more inspections required than a final inspection, you will also be provided an inspection card to help you keep track of your required inspections.

IMPORTANT THINGS TO REMEMBER

1. Building permit must be issued prior to commencing work.
2. 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”).

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,
- ☐ Engineering detail drawings such as a floor system or roof system
- ☐ Estimated construction cost of project
- ☐ Where applicable, a copy of a detailed window order and/or a copy of the contract with contractors and sub-contractors.
- ☐ HRV make & model number
- ☐ Heating and cooling equipment make & model number
- ☐ Hot-water heater make & model number

Residents renovating a structure 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.

Altering a structure is defined as construction of, cutting into or removal of any wall, partition, column, beam, joist, floor or other support.