



Renovations to a Single or Two Unit Dwelling

Checklist C3

Required information and documents to apply for a Building Permit

February 2025 Edition

The following list indicates the information required to apply for a building permit. This information assists the building inspector in making an informed decision regarding the approval of a building permit, in relation to the proposed building's compliance, with the standards of the National Building Code of Canada (Code), Provincial Building Regulations and Municipal By-Laws. In addition, the verification of plans and information helps to ensure the occupant's safety while also protecting the owner's investment. Each application is reviewed individually, and as a result, **other plans or documents may be required.**

NOTE: Not all renovations require a Building Permit. **To confirm whether you require a building permit or not, we suggest you ALWAYS contact the Greater Miramichi Service Commission – Planning Services to ask a Building Inspector.**

Examples of when a Building Permit "IS" required.

- If the interior of a dwelling is being "gutted"
- Interior renovations that include structural changes (loadbearing walls, beams, etc.).
- Finishing of basements.
- Creating a bedroom.
- Windows and doors of larger size.

Examples of when a Building Permit may "NOT" be required.

- Replacement of roofing, but not the sheathing (no structural change).
- Replacement of interior finishes only (gypsum board, hardboard, etc.), but keeping the insulation and vapour/air barriers. Requiring a permit for this type of work is only exempt in single unit dwellings (house).
- Replacement of siding.
- Painting or replacing trim or kitchen/bathroom cabinets.
- Replacing windows or door of the same size.

Except where not applicable to your development , all following drawings and documents must submitted at the time of making application for a building permit and prior to a review being conducted by our office.

PLANS AND DETAILS REQUIRED *Electronic copies may be submitted by email*

Drawings shall be to scale and prepared by a professional (Draftsmen, Certified Engineering Technologist, Certified Technician, Professional Technologist, Architect or Engineer) **capable of designing in accordance with the National Building Code of Canada.**

Type of drawing	Number of copies	Details required on the plans (limited list) CLEARLY DISTINGUISH BETWEEN EXISTING AND NEW	Notes	Completed (Applicant)
FLOOR PLAN(S)	1 electronic AND 1 paper	▪ See "Floor Plan EXAMPLE – D3" for details. ▪ Pre and Post renovation floor plans shall be provided for all floor levels where renovations are proposed. ▪ Identify all room uses, dimensions, windows & doors, etc. (including finished and unfinished areas).	▪ Floor Plans shall include necessary structural detail relating to floors, beams, lintels, walls and roof system.	☐
ELEVATION PLANS	1 electronic AND 1 paper	▪ See "Elevation Plan EXAMPLE – D4" for details. ▪ For all affected sides (North, East, South and West).	▪ Include locations for windows, doors, decks etc.	☐
CROSS SECTIONS and STRUCTURAL DETAILS	1 electronic AND 1 paper	▪ See "Cross Section EXAMPLE – D5" for details. ▪ Identify the material composition for all assemblies affected by the renovations (walls, floors, ceilings, wall between garage and house, etc.). ▪ Include a stair detail if applicable.	▪ Depending on the complexity of the proposed design, multiple cross sections may be required to identify all details.	☐
PRE-ENGINEERED PRODUCT DETAILS	1 electronic OR paper	Such as, but not limited to: ▪ Pre-Engineered Trusses (design and layout) ▪ Pre-Engineered Floor Joists/Trusses (design and layout) ▪ Engineered Wood Products (LVL, PSL, LSL, etc.)	▪ These must be signed and sealed by a Prof. Engineer or Architect, unless noted otherwise.	☐

Additional documents required upon application

Where applicable, **these documents must be submitted upon applying for a building and development permit**, unless specifically noted below “prior to a permit being issued”. Part of our review relies on this information and cannot start prior.

Type/Title of the Document	Number of Copies	Origin of the Document	WHEN IS IT REQUIRED?	Completed (Applicant)
General Application Form – F1	1 paper <u>or</u> electronic	GMSC - Planning Services ▪ Available at: ○ www.gretermiramichirsc.ca ○ GMSC office – 1773 Water St.	▪ At all times, <u>upon application</u>.	☐
Valid Civic / 911 Number <u>OR</u> copy of application for a number	1 paper <u>or</u> electronic	N.B. 911 – Public Safety ▪ Available at: ○ www.gretermiramichirsc.ca ○ www.gnb.ca (search “NB 911”) ○ Toll Free: 1-888-353-4444	▪ At all times, <u>upon application</u>.	☐
On-site Septic System Approval <u>OR</u> written permission to utilize existing	1 paper <u>or</u> electronic	Technical Inspection Services Plumbing Inspections - Public Safety ▪ Available from: ○ A licensed installer (for a new system) ○ The Plumbing Inspector (for permission to utilize an existing system). Contact the Plumbing Inspector at 1-844-249-6533.	▪ Required, <u>prior to a permit being issued</u>, when development includes: ○ An existing building with a change of use, or ○ An existing building on a lot 4000m ² or less that is <u>adding one or more bedrooms</u> . ▪ Not required where public services are provided and utilized.	☐
Wellfield Protected Area Exemption	1 paper <u>or</u> electronic	N.B. Environment & Local Government ▪ Available from: ○ Source and Surface Water Management (Branch) (506) 457-4850	▪ Required <u>upon application</u>, if developing within a Wellfield Protected Area (includes related excavations and site work).	☐

General Notes

To scale plans are required before application can proceed. **No “sketches” or “drafts”** will be accepted for plans.

IMPORTANT: The documents and plans required with your application may not be limited to the contents of this list. Each application is individually reviewed. If the plans and documents review raises concerns or questions, related to applicable By-Laws, Regulations or National Building Code of Canada requirements, additional or revised drawings or documentation may be required before an application can be processed. If your application is for a two unit dwelling, basement apartment (secondary suite) or a semi-detached dwelling, further detail regarding fire protection and mechanical systems shall be provided.

If you have any questions regarding the information requested on this list, please contact the *Greater Miramichi Service Commission – Planning Services* using the information provided on Page 1 in the upper right corner.