Greater Miramichi Service Commission
Commission de services du Grand Miramichi

1773, rue Water Street, 2nd fl
Miramichi NB E1N 1B2
Office: (506) 778-5359
Fax: (506) 778-5360
Toll free 1-855-647-5359
Email: info@gmsc.ca
www.greatermiramichirsc.ca

General Application Form

STAFF USE	Form - F1
Master File ID #	
Date received	
Received by	

IMPORTANT **- Please complete all sections of this form, unless indicated otherwise.**

Section (A) - CONTACT INFORMATION

1. Applicant

Where the Applicant is someone other than the Owner of the Subject Property(s) (and/or where the Subject Property is owned by more than one person), Applicant Authorization must be provided as part of the Application (see Section H)

Name	
Mailing Address	
Telephone Number (daytime)	
Telephone Number (mobile)	
E-mail Address	
Project Role/Responsibility	
Preferred Method of Communication	☐ E-mail ☐ Telephone ☐ Mail

2. Registered Property Owner

The Registered Property Owner is the owner of land to which the title is registered under the Land Titles Act.

Name	
Mailing Address	
Telephone (daytime)	
E-mail Address	

Section (B) - PROPERTY INFORMATION

Civic Address (location of property)	
Municipality / Entity	
Parcel Identification Number(s) (PID)	

Section (C) - PROJECT DESCRIPTION

1. Use of Property

Current Use of Property or Building: Please provide detailed description.	
Proposed Use of Property or Building: Please provide detailed description.	
Description of Work (Construct, add to, change use) or Purpose of Subdivision Plan (Please provide detailed description).	

Section (D) - PERMIT APPLICATIONS

The following section (D) is required when applying for a Building and/or Development Permit.

1. Consultant (i.e. designer, engineer, architect, surveyor, etc.)	
Name	
Professional Designation	
Telephone Number	
E-mail Address	

2. Contractor Information	
Name	
Telephone Number	
Email Address	

3. Estimated Cost of Work (Materials and Labour)	
Cost of Work (before taxes)	$

4. Documentation To be Submitted at Time of Application

All permit applications must be accompanied by specific documentation and plans, depending on the project or work being applied for.

Please contact a Building Inspector or Development Officer, or consult the appropriate checklist (C1 to C7 – available on our website), to identify which documents are required to accompany your application.

Section (E) – DIMENSIONAL VARIANCE, USE VARIANCE, CONDITIONAL USE, NON-CONFORMING USE, PLAN AMENDMENT, AND REZONING APPLICATIONS

The following section (E) is required when applying for the types of approvals listed above.

Explain in detail why you cannot comply with the applicable Land Use Plan, Zoning By-law, Subdivision By-law or provincial regulation and provide reasons to support your request. Attach additional pages if necessary.	

1. Documentation Submitted at Time of Application

Note: Depending on the type of project and the characteristics of the property, other additional information or technical studies may be required as part of your application package.

- ☐ Site Plan – (dimensions/areas of property, location/names of streets, location/setbacks of all buildings, dimensioned driveway accesses/parking layout, landscaping)
- ☐ Building Floor Plan
- ☐ Elevation Sketch of Proposed Building or Structure

Section (F) - SUBDIVISION APPLICATIONS

The following section (F) is required for Subdivision Applications (to create or consolidate lots)

1. Surveyor Information	
Name of Surveyor	
Telephone Number	
E-mail Address	

2. Documentation Submitted at Time of Application

Note: Depending on the location and the characteristics of the property, you MAY or MAY NOT require all of the documents listed below, or in some cases other additional information may be required as part of your application package.

- ☐ Tentative Subdivision Plan
- ☐ Subdivision Assessment Report
- ☐ Sight Distance Report

Section (G) - DECLARATION

I, the applicant, am the registered property owner or authorized agent and am applying for the work or development described above and within the documents and forms herewith submitted. I Hereby certify that this application includes all relevant documentation necessary and that all information and documents included with this application have been reviewed and are complete, correct, and without reservation. I am aware that my application will be reviewed and agree to submit any additional relevant information requested by the building inspector or development officer. I am aware that my information regarding this application will be added to the public record, may be circulated to other government agencies and department, may be reviewed by request of any person, subject to the New Brunswick Right to Information and Protection of Privacy Act. I understand that any payment of the applicable application fee does not constitute a permit approval, nor an approval to commence any part of the work applied for. As well, I understand that unless permitted by by-law or regulation, no refund will be given if I choose to withdraw this application or if it is not approved. Furthermore, I agree to conform to all Acts, by-laws, provincial regulations, and administrative requirements, pertinent to this application.

Applicant Signature: _____ Date:_____

(where the applicant is not the registered property owner, Section (H) below must be completed)

Section (H) – AUTHORIZATION BY REGISTERED PROPERTY OWNER

The following is required when the registered property owner wishes to authorize another person as the applicant, to handle parts or all aspects of this application, as described in separate verbal or written agreements between the registered property owner and the applicant. **The GMSC will not review, regulate or control any part of the said agreement, and will in no way be held responsible for the decisions or submissions made by the applicant or on behalf of the applicant.**

I, the Registered Property Owner, authorize the Applicant to negotiate, sign documents and provide any information deemed necessary by GMSC Planning Services for review and approval of this Application.

Registered Property Owner Signature:_____ Date:_____

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STAFF USE ONLY – Application Type(s) (check all that apply)			AIT #:
Building	**Planning and Subdivisions**		
☐ Building Permit	☐ Development Permit	☐ Plan Amendment / Rezoning	
☐ Demolition Permit	☐ Dimensional Variance / Use Variance / Conditional Use / Non-Conforming Use	☐ Subdivision / Creation of New Lot(s) / Consolidating Lots	
	☐ Confirmation of Zoning		

Permit Applications: Documentation Submitted at Time of Application

Permit Pre-Requisites

- ☐ Valid Civic / NB-911 Number or Copy of application for a number
- ☐ Access Permit / Certificate of Setback – (NB Dept. of Transportation and Infrastructure)
- ☐ In-ground Septic Approval or Written Permission to Use Existing – (NB Dept. of Technical Inspection Services)
- ☐ Confirmation of Access – (applicable municipalities only)
- ☐ Confirmation of Services – (applicable municipalities only)
- ☐ Watercourse and Wetland Alteration Permit (WAWA) – (NB Dept. of Environment and Local Government)
- ☐ Wellfield Protected Area Exemption - (NB Dept. of Environment and Local Government)

Building Permit

- ☐ Site Plan – (see example D1 and D8, available on our website)
- ☐ Architectural Plans – (floor plans, elevations, occupant safety, etc.)
- ☐ Structural Plans – (foundations, floors, walls, roof, decks, etc.)
- ☐ Mechanical Ventilation Plans – (fresh air supply and exhaust, heating, commercial kitchens, etc.)
- ☐ Plumbing Plans – (domestic, sanitary, etc.)
- ☐ Electrical Plans – (lighting, receptacles, fire alarms, heating, etc.)
- ☐ Sprinkler Plans – (sprinkler system design and installation specifications)
- ☐ Pre-engineered Wood Product – (trusses, joists, beams, LVL, etc.)
- ☐ Building Code Analysis Form – B6 - (Available on our website)
- ☐ Confirmation of Commitment Form – B3
- ☐ Field Review Commitment Form – B4

Development Permit

- ☐ Site Plan – (dimensions/areas of property, location/names of streets, location/setbacks of all buildings, dimensioned driveway accesses/parking layout, landscaping)
- ☐ Building Floor Plan
- ☐ Elevation Sketch of Proposed Building or Structure