

Building Permit Application Process Timeline

Timelines vary widely – see page 2

LEGEND (Action by)

- Applicant
- GMRSC
- External Departments and Agencies

Application Preparation and Submission

- Pre-application meeting with GMRSC Staff* and applicable external agencies or departments
- Complete application package* and ensure fee payment is received by GMRSC

Application Review

- Technical review of Application by GMRSC based on applicable regulations, including external department and agency review

Review Completed Successfully

- All separate/external approvals are granted, or not needed
- Permit is created in database, printed, signed and sent to Applicant
- If there are conditions and/or required inspections, the Applicant is advised in writing
- Land Gazette notice (building by-law notice) issued at time of permit

Issues Identified in Review

- The permit cannot be issued if errors or omissions are identified
- Review letter is issued to Applicant with application deficiencies and outstanding documents
- Inspectors may interact with contractors/designers to clarify or ask questions
- Inspectors await required revisions

Required Inspections

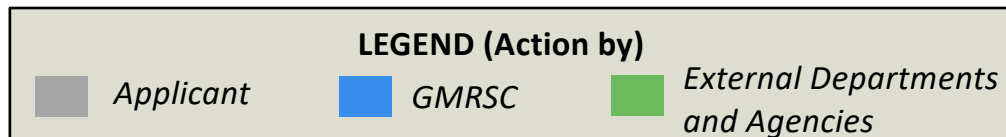
- Inspector is to be notified by Applicant 48 hours prior to each required inspection
- The Building Inspector inspects the work, makes notes, takes photos
- Applicant is notified of any deficiencies
- When all inspections are completed, without issues, the permit is closed, and the Land Gazette Notice is removed

* Refer to page 2

Building Permit Application

Process Timeline

Roles, Responsibilities, and Procedures



Applicant Responsibilities, Roles & Procedures

Specific Roles and Procedures

- *Pre-application meeting with GMRSC Staff (may include Building Inspectors, Planners, Municipal Staff, and/or Development Officers) and, when required, applicable external agencies or departments (by phone, email, virtually, or in person with COVID-19 protocols)
- *A completed application form including project description and fee payment are required. Usually also required a site plan with floor plans and elevation drawings for more complex applications
- *Applicants consult with Staff and use provided checklists to determine which plans and documents are required for a complete application package, depending on their type of development
- The denial or granting of a permit may be appealed to the Assessment and Planning Appeal Board (by the Applicant/Public)

Responsibilities

- For inspections, the Applicant is required to notify the inspector 48 hours prior to each required inspection
- The Applicant must also post the permit document in a visible place on the property



Fees

- Fees differ by jurisdiction and the type of construction (residential, commercial, industrial);
- Calculated based on the cost of construction



Timeline

- Overall process and timeline can *vary* depending on the type of project; different approvals or plans may be required depending on the project, affecting the approval timeline
- Generally, the timeline is highly variable based on the quality of application submission, and number of revisions needed to plans

Typical Timelines

- *Application review*: **within 2 weeks** (but normally **within 3 days**)
- *Successful review*: **1 day**
- *Unsuccessful review*: review letter is issued **within 1-2 days** and remainder is dependent on the applicant/designer, etc.
- *Inspections*: Inspector inspects **within 2 days** (per by-law) of the request for inspection. Report of deficiencies, depending on the issues (and amounts of issues) is generally sent **within 1 day** but can take longer (**3 days+**)



GMRSC Responsibilities, Roles & Procedures

Specific Roles and Procedures

- Staff provide advice on making an application: documents that are required, provide checklists and sample packages (i.e., sample plans)
- Staff review submitted plans and documents against the National Building Code (NBC) or building by-law — based on applicable regulations. Staff do not provide consultation on how to do project/how to meet National Building Code
- Structural safety, occupant health and safety, fire protection (are the main safety objectives of the NBC)
- Review development plans against zoning and building by-laws
- Review may be completed by external staff (i.e., provincial approvals, including civic addressing, WAWA, setback, septic)
- Staff create an AIT # (application tracking number) to assign to the application, to input into the database and enter fees
- Once revised plans are received, review is repeated, revised plans are reviewed against NBC
- Review letters issued again as required, or permit can be issued if satisfactory
- If errors or omissions are identified in review: review letter is issued to Applicant with a list of application deficiencies and further required documents (outstanding)
- Permit is created in database, printed, signed, and sent to the Applicant; if external approvals are still required, permit is held until those are received

Responsibilities

- If any special approvals are needed (i.e., variance or rezoning), file is also referred to planning staff
- Review can be completed simultaneously with the Site Plan Review/Approval and Development Permit approval process – see processes **1** (Site Plan/Approval), **4** (Development Permit)



Inspections

- Inspectors use review checklists that identify key items (passages of the code) that are relevant to the project
- Typically, four inspections are completed, +/- as required.
- Inspections are completed at four stages: preliminary, pre-backfill, structural, and final

This process has been independently reviewed by a third-party professional engineering and planning consultant and is found to be consistent with the requirements of the Community Planning Act, Local Governance Act, and with the processes used in other jurisdictions across the Province of New Brunswick.