

# Building/Development Permit Application



SOUTHWEST NEW BRUNSWICK SERVICE COMMISSION

Planning office: (506) 466-7369 | [snbsc-planning.com](http://snbsc-planning.com)  
21 River Street, Suite A, St. Stephen | E3L 3H2 | [permits@snbsc.ca](mailto:permits@snbsc.ca)

## Property information

Address: \_\_\_\_\_ PID: \_\_\_\_\_

*Agents must provide proof of authority to act on behalf of owner*

Name of legal owner: _____	Phone: _____ Cell: _____ Office: _____
Agent for company: _____	
Address: _____	
Province: _____ Postal: _____	
Email: _____	

## Construction details

Description of work: \_\_\_\_\_

<i>Complex building: check all that apply</i>	<i>Other uses: check all that apply</i>	Feet (ft)	Metres (m)
Retail	Single-family	Building size ____ x ____	
Office	Fence	Building height: _____	
Institutional	Modular	Storeys: 1 1.5 2 3 >3	
Industrial	Locate building	Foundation/basement:	
Restaurant (eat-in)	Garage (detached)	Slab Frost wall: 4' 8'	
Garage	Garage (attached)	Height/storeys of additional buildings:	
Residential (>1 unit)	Shed/Barn	_____	
	Change of use	_____	
	Other		

Estimated cost of construction: \$ \_\_\_\_\_

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_  
dd / mm / yyyy dd / mm / yyyy

**Site Plans are required for all applications involving new buildings and additions**  
**Construction Plans are required for all building permit applications, (use "simple build" form if desired).** Architect's drawings are **mandatory** for Part 3 buildings (area >600 m<sup>2</sup>, or 6,458 ft<sup>2</sup> >3 storeys, churches, restaurants, etc.)

Site plans attached? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Construction plans attached? Yes: \_\_\_\_\_ No: \_\_\_\_\_

## Builder contact

Same as applicant

Builder/Contractor: _____	Phone: _____
Address: _____	Cell: _____
Province: _____ Postal: _____	Office: _____
Email: _____	

## Designer/Architect contact (if applicable)

Designer/Architect: _____	Phone: _____
Address: _____	Cell: _____
Province: _____ Postal: _____	Office: _____
Email: _____	

OVER

## Services for development

Sewer: Municipal Private Septic Water: Municipal Well None

On-site septic approval attached/included

(Permits for occupied structures in rural areas will not be issued without on-site sewage approval or evidence of an existing septic system.)

By checking this box, the applicant agrees that they have contacted/will contact NB Power to verify setback from power transmission facilities.

Highway setback approval required, and attached

This structure is intended to house livestock, poultry or store manure. A copy of the licence to operate under the Livestock Operations Act is attached. *(20 or more livestock, 200 or more poultry)*

## Notice of Inspection / Permission to enter premises

Where a Building Permit has been issued, the person named as the Owner is required (by By-law or Regulation) to notify the Building Inspector (preferably by telephone) 48 hours prior to the commencing of any work, as well as a 24 - 48 hour notice before each mandatory inspections as identified on the Building Permit.

I acknowledge that the Southwest New Brunswick Service Commission will be registering a notice through the Service New Brunswick Land Gazette Registry system against the property described in this application, and that this notice will remain in the Registry until all mandatory inspections have been completed and any notified deficiencies rectified.

By submitting a complete permit application, I, the owner, grant permission to SNBSC staff and/or municipal staff to enter the land, building or premises at all reasonable times for the purposes of conducting inspection(s) associated with the application.

I acknowledge that all work performed in connection to a Building Permit will comply with the National Building Code of Canada 2010. By signing I also acknowledge that I have been advised of the required inspections.

Signature of owner

Date: (Day, Month, Year)

Are you familiar with our Building for Climate Change guidelines? Yes No (Free copies available upon request)

### OFFICE USE ONLY

Parish: \_\_\_\_\_ County: \_\_\_\_\_  
 Permit Fee: \_\_\_\_\_  Cash  Debit  Visa  Mastercard  Cheque  
 Received by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ dd / mm / yyyy Receipt #: \_\_\_\_\_

### Development officer review

Zoning area: \_\_\_\_\_ Zone/Plan: \_\_\_\_\_ Permitted use: Yes  No   
 Municipal Approval: Yes  No  Reviewed by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Development approved: Yes  No  Reviewed by: \_\_\_\_\_ Notes attached

Permit # \_\_\_\_\_ Date Issued: \_\_\_/\_\_\_/\_\_\_ dd / mm / yyyy

### Building inspector review

Development permit:  Part 9  Part 3  Total area: \_\_\_\_\_

Occupancy type (s)  Residential, or: \_\_\_\_\_

Date Reviewed: \_\_\_/\_\_\_/\_\_\_ dd / mm / yyyy Reviewed by: \_\_\_\_\_

Notes attached

Secondary review:

Date Reviewed: \_\_\_/\_\_\_/\_\_\_ dd / mm / yyyy Reviewed by: \_\_\_\_\_

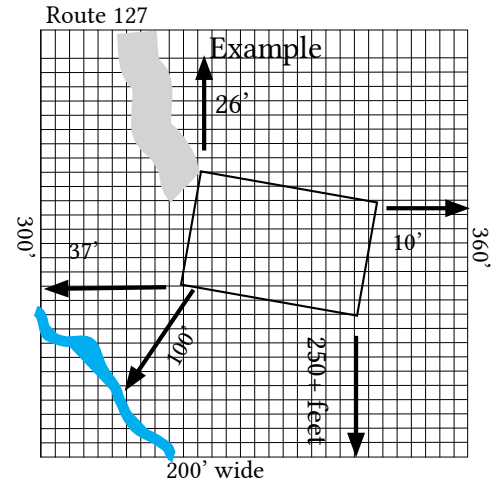
Notes attached

Permit # \_\_\_\_\_ Date Issued: \_\_\_/\_\_\_/\_\_\_ dd / mm / yyyy

# Site plan

Please illustrate:

- Lot dimensions
- Proposed construction
- Distances from property lines
- Distances from nearby wetlands/watercourse
- Existing structures
- Existing or proposed driveway
- Abutting road(s)/street(s)/highway(s)



A large empty grid for illustrating a site plan, consisting of 20 columns and 30 rows of squares.