

Residents constructing, locating, or renovating a building on their property must obtain a Development Permit from the Town of Grand Bay-Westfield. Permits are issued based on demonstrated compliance with the Town's By-law PD-009, Zoning By-law. Building Permits are issued based on demonstrated compliance with the National Building Code of Canada 2015. Under provisions of the Province of New Brunswick Building Code Administration Act, 2020, c.8.

To obtain a permit, return a completed Development Permit and Development Building Permit Application to the Planning Department. For more information please contact (506) 738-6400. Both permits are issued with payment of applicable fees.

**Development Permit: \$50.00**

**Building Permit: \$25.00 + \$5.00 / \$1,000.00 cost of materials and labour**

**Demolition Permit: \$25.00**

### Exemptions

Development Permits only are issued for the following exemptions to the requirements for a Building Permit throughout the Province:

- an accessory building that is not intended for overnight accommodation, that is not greater than 55 m<sup>2</sup> (592 square feet);
- a building on a construction site that is intended to be used only during the course of construction on the site and that is not intended for overnight accommodation;
- a building with a total floor area that is not greater than 58.6 m<sup>2</sup> (625.8 square feet) that is intended for overnight accommodation; and
- a temporary building which is not intended to remain where it is erected or located for more than 28 days.

### Important Reminders

- A Development Permit and/or a Building Permit must be issued prior to commencing work.
- If an easement is located within the boundary of construction, such as a municipal service, public utility, or private easement - the application must be accompanied by written approval from the proper authority granting permission for the structure.

### **Town of Grand Bay-Westfield**

PO Box 3001, Grand Bay-Westfield, NB E5K 4V3 | 609 River Valley Drive, Grand Bay-Westfield, NB E5K 1B3  
www.grandbaywestfield.ca | T 506-738-6400 | F 506-738-6424

### Information Required to Process Permits

#### *Planning Advisory Committee: Variances*

- Where a variance has been granted, attach a copy of the decision to the application.

#### *Application*

- Completed Application Form (name, date, signature, email, etc.) of owner, contractor, electrician, plumber, well driller.
- Estimated construction cost of project (including materials and labour).
- One electronic copy (and if larger than 11"x 17" please provide two (2) full scale paper copies) of legible scaled drawings of the building or structure, to which the proposed work is to be carried out:
  - ✓ Cross section detail to include foundation wall, fill height, type of wall, thickness, footing sizes, floor size, perimeter drain size and location, and gravel bedding
  - ✓ Continuous Vapour Barrier & calculation of effective thermal performance characteristics of all exterior building assemblies
  - ✓ Joist sizes, types, spans, and spacing engineered truss and floor designs and layouts (stamped by a Professional Engineer) for floors and roofs
  - ✓ Beam size, spans, columns, and footing, stair details including continuous handrail and guards
  - ✓ Elevation views (itemizing rough opening sizes for doors and windows)
  - ✓ Plumbing and electrical, including 3-way switch for basement stair when secondary entrance provided, or basement finished
  - ✓ Fireplace rough-in clearances to combustibles
  - ✓ Crawl space ventilation, heights, 6 mil+ poly-ethylene ground sheet and cover, insulation support, heating and access.
  - ✓ Woodstove and fireplace construction details including clearances to combustibles and type of chimneys, noting installation by licensed installer.
  - ✓ Full cross-sectional detail for cathedral ceilings or roofs to include truss/joist size, depth of insulation ventilation air space and access top and bottom
  - ✓ Attic hatch, size and locations
  - ✓ Interior door from garage noting air-tight seal and closure
  - ✓ Mechanical Ventilation Record (to be signed by system designer & installer)
  - ✓ In the case of manufactured modular homes, all construction must confirm with CSA Standard for manufactured and modular homes (CSA Z240 and A277).

### *Site Plans Including*

- Complete site plan, drawn to scale - showing the dimensions of the property and the distances from the proposed building to all property lines, the location, use and area of all existing buildings and structures on the property. And, if the lot is not serviced by municipal water and or sanitary sewer, the location of the sewerage disposal system and/or water wells. The site plan will also illustrate the details of the site drainage away from all buildings without affecting adjacent properties.
- The geodetic or reference elevation of the basement floor, habitable floor, attached garage slab elevation where applicable, and the top of all the foundation walls, relative to the centreline grade of the street being a minimum of 750 mm (30 inches).
- Geodetic level of waterfront properties affected by Flood Overlay Zone, minimum floor elevation of 7.4 m.
- Dimensioning the front, rear and side yard set back of buildings as defined in the Town Zoning By-law No. PD-009.
- Existing municipal and private service easements, telecommunications, underground electrical cable, and all other public utility easement on the property

### *Floor Plans Including*

- Complete foundation plan, drawn to scale - showing all dimensions, the location of the rough-in for the subfloor radon depressurization system, the effective thermal resistance values of all above and below ground wall & floor assemblies, as well as drainage location (storm drain, ditch or dry-well 5m+ from building).
- Complete floor plan, of all floors in the proposed building, drawn to scale - showing the square footage of each floor and identify what each room will be used for.
- If the building will be used for commercial purposes, provide the maximum occupant load of each building and the total number of proposed washrooms.
- If there are any required fire separations, the plans need indicate the location of all the required fire separations and the fire resistance ratings that are applicable to each required fire separation.

### *Sections and Elevations Including*

- Complete cross section of the building, drawn to scale - indicating the materials being used to construct all the components of floors, walls, ceilings and roof. Including the effective thermal resistance values, energy source, and types of all equipment required for heating and cooling and service water heating.
- Elevation drawings of the proposed building, drawn to scale - showing the maximum height of the building, from the average finished grade level to the peak of the roof.

### *From the Province of New Brunswick*

- Any lot that requires an on-site sewerage disposal system (septic field) must obtain approvals from the Department of Public Safety prior to the issuance of a Building Permit).
- NB Power connection approval (meeting Municipal By-laws).
- Watercourse & Wetland Alteration Permits.
- Confirmation of permitted use in Provincially designated watersheds.
- Any requirement for Barrier Free Design will incorporate new provisions adopted by the Province of New Brunswick by Regulation, replacing Part 3.8 of the National Building Code of Canada.
- Water Supply Assessment including triggers for larger projects with five (5) units or more.

### *From the Public Works Department*

- Copy of issued Plumbing Permit with \$500 refundable deposit is required for a Sanitary Wastewater Sewer Connection Permit (pro-rated billing begins the month after connection).
- Provide proposed driveway access location and design for curb cuts, culvert placement and grading, for approval of the Public Works Department.

This information is intended as a general guide only. Other regulations or special circumstances may apply to your property such as: undeveloped street frontage, steep sloping sites, non-compliant status, non-conforming uses, or previous minor variances or a site/area specific zoning in effect on your property (Section 59 Zoning).

If you have any questions regarding the information provided, please contact the Town's Building Inspector/Development Officer, Denessa Pollock, at (506) 738-6400 or email: [dpollock@towngbw.ca](mailto:dpollock@towngbw.ca)

For Sewerage Connection Permits or arranging inspections prior to covering sewer connections, please contact the Public Works Department at (506) 738-6400 or email: [works@towngbw.ca](mailto:works@towngbw.ca)