

Town of Sussex Building Permit Requirements

January 1

2016

The information is provided to Developers, Property Owners and Contractors, proposing construction within the Town of Sussex Building Permit Application process. This document outlines the expectations required by the above noted, by the Town, for constructing within the municipal boundaries of the Town of Sussex. This information may or may not be specific to your project and / or development, but are intended to provide guideline information on the Town's approval processes.

The following information is provided to Developers, Property Owners and Contractors, as a guideline, for the application to the Town of Sussex, for a Building Permit.

The expectations outlined within the document and the requirement of Developers, Property Owners and Contractors or applicants for a Building Permit from the Town, in constructing within the municipal boundaries of the Town of Sussex as outlined in this document, may or may not be specific to your project and / or development proposal. The process, as described, does not constitute any form of acceptance by the Town of Sussex, nor does it constitute any form of the acceptance or approval by the Council of the Town of Sussex for your infrastructure, development and / or Building Permit application.

Applicable Town of Sussex By-laws:

Available online at <http://www.sussex.ca/town-office/by-laws>

- Building By-law 151-09.
- Municipal Plan By-law 704-10.
- Zoning By-law 1350-10.
- Subdivision By-law 1006-08.
- Water, Sanitary and Storm Sewer By-law 1203-10.
- Cross Connection By-law 1204-08.

What you need to know, and all those frequently asked questions to get your building permit needs started:

What is a building permit and why is it needed?

A Building Permit is a license which grants legal permission for a person, contractor and / or developer to start construction of a building project within Sussex. Our Permits are intended to ensure that planned construction within Sussex meets the standards set out in the National Building Code of Canada, current Edition and the Town of Sussex Municipal By-Laws. The Permit and related review process provides for the following:

- It ensures that the structure and related land use is appropriately located in relation to lot lines and neighbouring land uses in conformance with the Town's Zoning By-law 1350-10;
- It allows the Town Administration to verify that the proposed structure can safely and efficiently access roads and utilities, as may be required or preferred, and provides for the coordination of these connections and installations;

- It helps to ensure that the structure is safe for the owners, future owners, and visitors, by the use of minimum standards and appropriate materials as outlined in the National Building Code of Canada, as amended, from time to time.

The Building Permit process also serves the developer / builder, by ensuring that the project is reasonably planned and coordinated before construction begins.

A Building Permit is not necessary when you undertake minor non-structural work in one and two family homes or you are not changing the use of the area.

Some examples of work that may not require Building Permits are: painting, wallpapering, installing eavestroughing and downspouts.

Call us today and we can provide assistance to you with your questions, removing the perception of “red tape” and to assist your building permit application, in understanding the Town’s Building By-law and related by-laws, development policies and your future contribution in becoming a valued new Sussex addition. We are here to assist and we are a simple phone call away to help you with your important application. Contact us today at **(506) 432-4540**.

When is a building permit required and where can I get one?

Building permits must be obtained before you start work on a new building, an addition, or any alterations to an existing building. Permits and subsequent inspections help ensure that all work meets National Building Code standards, as well as other regulations and standards.

Our process is intended to ensure that all applicable health, safety and accessibility standards are met, protecting building owners, building occupants, future owners, and the greater Sussex community.

The building permit process can be complicated unnecessarily and we are here to assist and help make our process as clear and as stress free as possible. In rare instances where a complicated permit process may result, all applicants are encouraged to contact the Town of Sussex Building Inspector to review and discuss your project planning details and to determine required documentation / plans, prior to making application for a Town of Sussex Building Permit.

Any general questions or inquiries concerning your permit needs, your code issues or determining the general development requirements in Sussex can be directed to the

Town of Sussex Building Inspector, Mr. Kris Butcher. Mr. Butcher's Office is located on the second floor of the Sussex Town Hall and we are here to help.

Contact us at;

Town of Sussex
524 Main Street
Sussex, NB
E4E 3E4

Contact: Mr. Kris Butcher, Building Inspector.

Phone: (506) 432-4540

Fax: (506) 432-4566

Email: kris.butcher@sussex.ca

How do I apply, and what Plans do I need?

You can make application in person by completing the Town's application at Sussex Town Hall, 524 Main Street, during normal business hours.

Our staff require sufficient detail and plans to assess compliance with the Town's Building By-law and Zoning By-law, as well as assessing the proposed details of your planned construction, to insure compliance with the National Building Code of Canada, current Edition.

General Plan Requirements:

- The Developer, Property Owner and / or Contractor shall submit a completed Town of Sussex Building Permit Application. The application shall include, but not limited to, the following:
 - i. Provide a description of the property and PID of the Property for the proposed construction.
 - ii. Provide the proposed land use with enough detail to assess by-law requirements including propose land and occupancy use.
 - iii. Provide a scaled site location drawing / scaled sketch indicating the proposed structure / structures showing:
 - a. Setbacks
 - b. Parking Areas
 - c. Ingress
 - d. Egress

- e. Landscape areas
 - f. Site drainage services
 - g. Proposed service connection location to service the development.
- iv. A scaled plan including building elevations of the proposed structures indicating the proposed building height, relative to the centerline of the access street.
 - v. The construction details and specifications in sufficient detail to construct the project and to assess compliance with the required By-laws and codes.

What is the National Building Code of Canada and where can I get it?

Under Canadian law the regulation of buildings is a provincial responsibility and is carried out through various laws, Acts, codes and regulations, often administered at the municipal level. Provincial legislation empowers government agencies or departments to regulate different aspects of buildings, depending on the objectives of the specific law or Act. Such legislation permits the establishment of detailed regulations, by which the objectives of the law are to be met; or it may refer to other documents.

Building codes generally apply to new construction and have traditionally been concerned with fire safety, structural sufficiency and the health of the building's occupants. More recent codes have dealt with accessibility for handicapped persons and with energy conservation.

Zoning and Municipal Planning By-laws play an important role in regulating buildings by restricting the type, size, spacing, setback and use of buildings and by controlling general land use in Sussex. Their purpose is to maintain certain neighbourhood characteristics and to allow for our community's orderly development.

To promote uniformity, a model set of requirements, the National Building Code of Canada (NBC), was published in 1941, under the auspices of the National Research Council (NRC). By 1987, 9 editions had been published. From its inception, the National Building Code had a major unifying influence on building-code requirements, although it had no legal status unless adopted by an authority having jurisdiction. The postwar construction boom resulted in the demand for a revised NBC. The NRCC created the Associate Committee on the NBC to update and maintain the document and provide broader input. The Associate Committee revised the code and new editions are published about every 5 years.

There is no need for you to have a copy as the Town maintains a complete copy of the current version adopted by the Province of New Brunswick and the Town through the

enactment of the Building By-law 151-09. Developers and Contractors, are however, encouraged to get their own copy of the National Building Code of Canada.

How does the approval Process work?

The Town's approval process is undertaken by the Building Inspector's Office located at the Town Hall. Under his / her guidance your application will be assessed for each of the following:

- Zoning or Planning: your proposed construction and the proposed use of the property is reviewed for compliance with the Town's Zoning and Municipal Plan By-laws and the Provincial Community Planning Act. This approval includes review of the setback distances from buildings and property lines, type of occupancy and use of the property, as well as a review of the Town's Heritage By-law.
- Engineering review of your proposed construction needs will be reviewed for feasibility of access and infrastructure related requirements, including connection to the Town's water, sewer and drainage systems and also for the review for requirements of the Town's subdivision and lot grading requirements, if applicable.
- Building Inspection: Your proposed construction is reviewed for compliance with the minimum standards of the National Building Code of Canada regarding health, safety, structural adequacy and accessibility.
- Referrals: Your proposed construction is generally referred, where necessary, to outside agencies such as the New Brunswick Department of Public Safety which includes the Fire Marshal's Office for Fire Safety Issues and also to review for compliance with the minimum standards of Electrical and Plumbing requirements, under the National Codes.

Are there any Fees for a Building Permit?

The Town does charge a fee for the issuance of a Building Permit. These fees are based on the total value of the proposed construction. For the purpose of calculating the true value of the improvement or construction, a reasonable value for materials and the fair market value for the necessary labour to construct the improvement are necessary to complete the entire construction proposed.

The following is used as a guideline when calculating the value of the fee charged:

Up to a value of \$1,000	\$2.00 per \$100.00 of construction.
Over \$1,000 and up to \$100,000	\$20.00 plus \$2.00 per \$1,000 or part thereof.
Over \$100,000	\$218.00 plus \$2.00 per \$1,000 or part thereof.

Valuation of permits in excess of \$1,000 are rounded to the next even thousand.

Electrical Waivers	\$20.00.
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How soon can I start once I have the necessary Building Permit?

Once the permit is issued you may start your construction immediately.

How does the Inspection Process Work?

Our inspection process will happen at regular intervals of your construction project and they will be based on the complexity of the proposed construction and our inspection focus will review the construction progress for compliance with the minimum standards of the National Building Code of Canada regarding health, safety, structural adequacy and accessibility.

Your proposed construction may be subject to further inspection by outside agencies; specifically the Technical Services Branch of the New Brunswick Department of Public Safety, when your proposed construction has been referred, where necessary, to outside agencies such as the Fire Marshal's Office for Fire Safety Issues or to review for compliance with the minimum standards of Electrical and Plumbing requirements under the National Codes, for your specific construction.

How are Building Permits completed and closed?

Your permit will be valid only for the time specified on your application and / or approved permit and at no time will a permit exceed one (1) calendar year.

If your proposed construction has not commenced within six (6) months of the date of issuance of the permit the Building Inspector may revoke the permit without reimbursement of fees.

We are here to help and to assist you with the details of your building permit application process please call us today at **(506) 432-4540**.

TOWN OF SUSSEX

524 Main Street
 Sussex, NB E4E 3E4
 432-4540 Fax 432-4566
 www.sussex.ca

APPLICATION FOR A BUILDING PERMIT

The undersigned hereby applies for a permit for the following described work. He (she) agrees to comply with the plans, specifications and plot plans herewith submitted and further agrees to comply with all relevant Town By-laws and will not encroach on Town property.

PROJECT LOCATION			
Hold for Fee		(Location) _____	Permit No
Fee Paid		NO. _____ Street _____	Date
Hold for Plans		Between _____ And _____	Application By
		Cross Street _____ Cross Street _____	
		Subdivision _____ Lot _____ Lot Size _____ PID# _____	

IDENTIFICATION																			
	Name			Address				Phone											
Owner																			
Contractor																			
Designer																			
Use Zone	R1	R2	R3	R4	INST	F	P	GB	A	CBD	SMC	HC	Occupancy Group Division	A	B	C	D	E	F

CLASS OF WORK		SPECIFICATIONS REQUIRED				PRESENT USE	
New		Addition		Relocate		PROPOSED USE	
Alteration		Demolish		Repair			

PROPOSED ESTIMATE			APPROVED ESTIMATE		FEE	

SELECTED CHARACTERISTICS				FOUNDATIONS		COVERING	
No. of Stories		No. of Bedrooms		Material		Roof Material	
Floor Area		No. of Bathrooms		Width of Top		Roof Type	
Size of Building		No. of Exit Doors		Width of Bottom		Re-Roofing	
Height		No. of Stairways		Height		Exterior Wall	
No. of Floors		WATER SUPPLY		STRUCTURE		Interior Wall	
No. of Units		Public or Private Co.		Type of Construction		FLUES & HEATING	
No. of Families		Private		Columns		Chimney	
Garage Built in		SEWERAGE DISPOSAL		Beams		Fireplace	
Garage Attached		Public or Private Co.		Rafters or Roof Joists		Furnace	
Garage Detached		Private		Ceiling Joists		Heating Type	

DESCRIPTION OF WORK		OFFICE USE ONLY	

PLANS REQUIRED		APPROVALS		
Site plan, including driveway & culvert		DEPARTMENT	APPROVAL	DATE
Elevations		Plans approved by		
Floor Plans		Development Officer		
Foundation Plan		Works Department		
Cross Section		Plumbing		
Parking Plan		PAC		
Seating Plan		Other		
Others				

Signature - Owner/Agent

Approved: Building Inspector

Date Approved

The Owner hereby further agrees:

1. That a Building Permit granted under the terms of this application is automatically cancelled if the applicant fails to conform with any By-laws relevant to this application or deviates from the terms of this application. ANY ADDITIONAL WORK RERQUIRES ANOTHER PERMIT.
2. Repair work must be completed withinn ninety days from the date of issue of the building permit.
3. That once construction is started it shall be completed to the satisfaction of the building inspector whose decisions in such matters shall be final.
4. It is illegal to occupy the building until after the Building Inspector has issued an occupancy permit.
5. That any waiver of certain requirements of the Planning Advisory Committee, the Fire Marshall, the Plumbing Inspector, the Works Officer, the Electrical Inspector and the Department of Health, shall in no way relieve the applicant of the necessity of obtaining a Building Permit
6. A Building Permit does not authorize blocking of any public property.
7. Before any excavation or building is started, utilities such as sewer, water, power, gas and telephone must be checked out
8. Application for water, sewer service and culverts must be applied for at the same time as the Building Permit
9. Neither the issuance of a permit nor the approval of plans or specifications shall relieve the owner from full compliance with the National Building Code and other Bylaws.