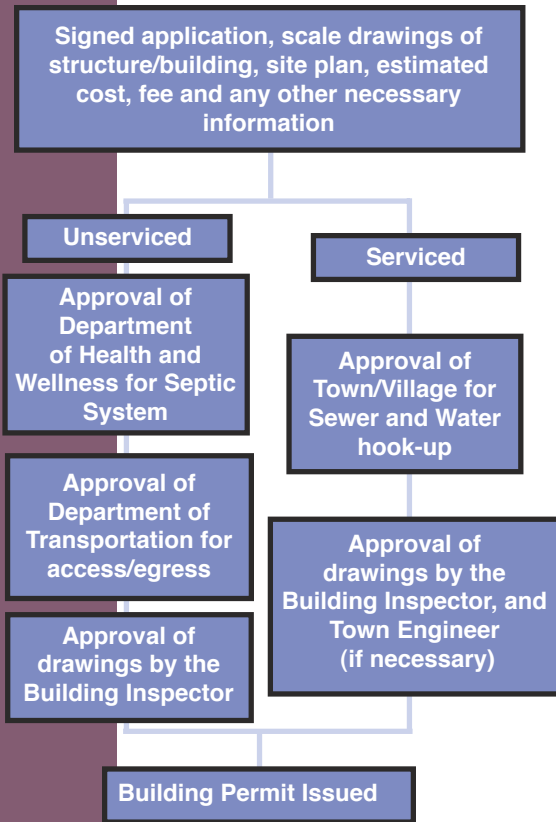


**Procedures for Building Permit Approval**



**Requirements of a Building Permit Application**

Any request for a building permit must be accompanied by and will not be issued until the following is received:

1. A completed Tantramar Planning District Commission building permit application signed by the owner or an authorized agent working on behalf of the owner.
2. Applicant must provide drawings with dimensions, floor plans, site plans, and an estimate of the construction cost.
3. Department of Health and Wellness approval for any on-site septic system, or approval from the municipality for connection to the sanitary sewer and water systems.
4. Setback/access permit from the Department of Transportation, or access approval from the municipality.
5. Any other information requested by the Building Inspector.

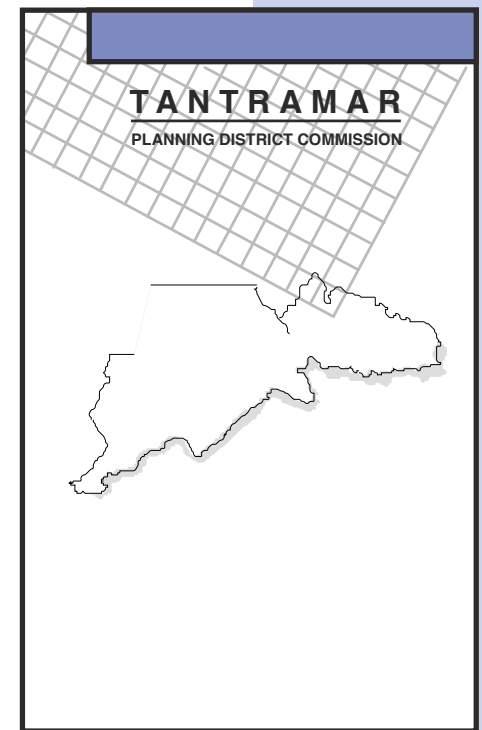
**Inspections**

As the holder of a building permit, you are responsible to give the Building Inspector at least:

- ✓ Two (2) days notice before you start construction,
- ✓ Two (2) days notice before you back-fill the foundation,
- ✓ Two (2) days notice before installation of the interior finish, and
- ✓ Ten (10) days notice for substantial completion inspection.

# Building Permits

## Guide to Development Procedures



## Building Permits

### **Definition of a Building By-law**

A building by-law is a document which contains the standards for the building, locating or relocating, demolishing, altering, structurally altering, repairing or replacing of a building or a structure.

The New Brunswick Community Planning Act allows councils to adopt a building by-law which includes a portion of or all of the National Building Code with relation to buildings and structures in a municipality. The Act also allows for the adoption of the provincial building regulation in the unincorporated areas.

If the construction falls under the building by-law or regulation it requires a building permit. A building permit protects the property owner and creditors by assuring that the construction conforms to all regulations, by-laws and the National Building Code.

### **Building Permit**

A building permit is required for all new structures, additions, renovations, mobile or mini-homes, fences, garages, swimming pools, garden sheds, or any other structural additions/changes to your property. Before a building permit can be issued an application must be completed and the application fee must be paid in full. An application can be obtained at the Tantramar Planning District Commission and at the Village offices. However, the building permit is issued by the Building Inspector of the Tantramar Planning District Commission.

### **Cost**

The cost of the building permit varies depending upon the estimated cost of the construction, type of construction and the location of the application. Each municipality sets their own value for building permits.

### **Issuance**

A building permit cannot be issued unless the proposal conforms to the zoning by-law and/or any other applicable regulations. Therefore, before undertaking any construction, contact the Building Inspector and/or Development Officer to determine if any regulations or by-laws apply to your project.

All building permits are valid for one year from the date of issuance. Work should begin within six months from the date the building permit is issued.

The work completed must correspond to the plans provided with the building permit application unless changes have been approved by the Building Inspector.

The building permit must be posted on the site where it is clearly visible from the road.

**This brochure is designed to give the applicant an overview and basic information about building permits. Where this brochure conflicts with existing legislation, the latter prevails. For further information on the detailed procedures or specific applications contact the:**

***Tantramar Planning District Commission.***

For further information on  
**Development Procedures**  
Please contact the:  
**Tantramar Planning District  
Commission**  
2 Bridge Street  
Sackville, NB  
E4L 3N5

Phone: (506)364-4701  
Fax: (506)364-4714