



**VILLAGE OF NEW MARYLAND**  
**Building Permit Application Submittal List**  
**For Building Construction, Additions or Renovations**

Along with a fully completed application form accompanied by the required application fee, additional documents and/or drawings may be required, as outlined below. It is strongly recommended that staff be consulted prior to submission of an application to verify its completeness and to determine which documents and/or drawings are required. Please note that all plans shall be drawn to a useable scale.

**A. Site Plan – 2 Copies** (prepared by a registered land surveyor) – the Site Plan must include:

- The property boundaries with street locations;
- The location of all existing buildings and structures, proposed expansions and/or additions, and any proposed new buildings (including accessory buildings, e.g., garages, sheds, etc.);
- The distances between all building and/or structures and the property lines (setbacks);
- Any easements on the property, existing or proposed underground utilities;
- lot grading design information;
- Service lateral locations and invert elevations;
- Parking layout/details, driveway location;
- Landscaping screening or buffering facilities;
- Proposed foundation top of wall, underside of footing, and top of (basement and garage) slab elevations;  
Note - for new subdivision developments, the proposed building location, foundation elevation, and lot grading information on the plot plan must conform to Village Zoning By-law (attached and available online at [www.vonm.ca](http://www.vonm.ca)) and the Developer's Lot Grading Plan for the development. For new subdivision developments, the Applicant shall source the Lot Grading Plan directly from the Developer.

**B. Construction Drawings – 2 Copies** – Plans are to be legible, drawn and printed to scale with detailed notes and dimensions. As per section 7.2 (h) of Building By-law No. 6, the construction drawings for commercial, assembly, institutional or hazardous industrial buildings are to be stamped by a Professional Engineer registered or licensed to practice in New Brunswick and shall include a building code analysis. The drawing set is to include:

- Elevation Drawings (Front, rear, left and right building elevation drawings, including grade level);
- Foundation Plans (if applicable, include soil gas rough-in locations);
- Floor Plans showing proposed room use, classification of adjacent occupancies, fire separations, plumbing/mechanical installations, means of egress, door swings, fire protection systems, emergency lighting and barrier free design criteria; as applicable;
- Cross Sections for relevant building assemblies. Details for wall/floor/ceiling/foundation and fire separation sections to include full material list and specifications (exterior finish, air barrier, sheathing, insulation R-value (batt and rigid as applicable), framing size and spacing, vapour barrier, interior finish, etc.);
- Window/Door Schedule and install locations (including full window/door energy efficiency ratings and NAFS-08 performance test specifications);
- Pre-engineered Shop Drawings and Layouts for engineered roof trusses, floor joists, beams, lintels, helical piles, etc. Note, pre-engineered roof truss, beams, floor system shop drawings, and engineered designs to be submitted noting the address of the project and are to bear a signed and dated seal of a Professional Engineer licenced to practice in New Brunswick (NB).
- Engineering Reports (if applicable) relating to the placement, compaction, and testing of any engineered fill materials that will be subject to loading from the building or structures on the property;
- Other engineer approved details for designs outside of the scope of Part 9 of the Building Code.

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**C. Fees, Deposits and Additional Forms:**

- Building Permit Application Form, completed by the property owner or agent, including the total estimated cost of construction. The application fee is \$20 plus \$7.25 per \$1000 of the project value, or part hereof. Village staff will confirm the permit fee amount upon our review of the construction drawings.
- Construction deposit (\$1500). Please note that, for new foundations, the Surveyor's Real Property Report is required to be submitted at the time of request for the mandatory foundation pre-back fill inspection. The full amount of the deposit is refundable upon completion of a successful final inspection.
- Water/sanitary and storm sewer lateral connection inspection fee (\$450) (if applicable)
- Driveway opening curb cut fee (\$85 per metre of driveway curb cut length) (if applicable)
- Various other administrative forms and fees that may apply will be reviewed with the Applicant prior to issuance of the Building Permit.

For further detail on applicable local by-law requirements, please refer to the Village Zoning and Building By-laws located at <https://www.vonm.ca/mayorandcouncil/by-laws/>.

**Please note that effective February 1, 2021, the 2015 National Building Code of Canada is in effect.** Building Designers, Draftspersons and Contractors will be required to familiarize themselves with specific new requirements of the Code to ensure compliance. Technical Bulletins have been, and will continue to be, posted to the Village website (<http://www.vonm.ca/office/departments/buildinginspection.php>) to provide general information on certain aspects, however it remains the responsibility of the building professional to educate themselves on the Building Code and the recent revisions.

We will do our best to ensure an efficient turnaround time for the permit approval, but it can depend on the complexity of the construction, how soon we receive all the required information, and competing workload at the time.

Development Services  
Village of New Maryland  
584 New Maryland Highway, New Maryland, NB, E3C 1K1  
(506) 451-8508 (office) (506) 450-1605 (fax)  
Website: [www.vonm.ca](http://www.vonm.ca)

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