

City of  
Ville de**Bathurst**

## WHY get a building permit?

**A BUILDING PERMIT MUST** be obtained before you start working on a new building, an addition, or any alterations to an existing building which is significant in nature.

Permits and subsequent inspections help ensure that all work meets National Building Code standards, as well as other regulations and standards. The process ensures that all applicable health, safety, and accessibility standards are met, protecting building owners, occupants, future owners, neighbours, and the community.



## WHEN do I need a permit?

**A BUILDING PERMIT IS** required for all construction and renovation, but some exceptions may apply. Contact the Planning Department for more information.

A building permit is required before an electrical permit and a plumbing permit can be obtained from the NB Department of Public Safety, Technical Inspection Services and NB Department of Health.

A demolition permit is required before demolishing any building.

# WHAT do I need to bring?

**YOU NEED THE FOLLOWING** documents before you apply for a permit:

1. Location of the project (civic address, street name)
2. Owner information (name, address, telephone)
3. Contractor information (name, address, telephone)
4. Type of work and Intended use
5. Description of work
6. Department of Health approbation for onsite septic system (if the site is un-serviced)
7. Other department's approval (if required)
8. Two sets of complete, scaled construction plans:

<u>Types of Construction or Intended Use</u>	<u>Required plans</u>							
	Site Plan	Foundation Plan	Floor Plan	Detail Section	Exterior Elevation	Roof Truss	Structural design	Permit Required
New Construction	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	MAY BE REQUIRED	REQUIRED
Addition	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	MAY BE REQUIRED	REQUIRED
Renovation	MAY BE REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	REQUIRED
Accessory Building	REQUIRED	REQUIRED	REQUIRED	MAY BE REQUIRED	REQUIRED	REQUIRED	MAY BE REQUIRED	REQUIRED
Deck or Steps	REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	REQUIRED	N/A	N/A	REQUIRED	REQUIRED
Swimming Pool	REQUIRED	MAY BE REQUIRED	N/A	MAY BE REQUIRED	N/A	N/A	N/A	REQUIRED
Fence	REQUIRED	N/A	N/A	MAY BE REQUIRED	N/A	N/A	N/A	REQUIRED
Change of Use	MAY BE REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	MAY BE REQUIRED	REQUIRED
Demolition	MAY BE REQUIRED	N/A	N/A	N/A	N/A	N/A	N/A	REQUIRED
Signs	REQUIRED	MAY BE REQUIRED	N/A	MAY BE REQUIRED	REQUIRED	N/A	MAY BE REQUIRED	REQUIRED



REQUIRED



MAY BE REQUIRED

N/A

Your application **WILL NOT** be processed until you provide us with all the necessary documents.

## HOW much do I need to pay?

**PERMIT FEES AND ASSOCIATED** deposits are due at the time of application, and may be paid by cash, debit card, credit card, or cheque payable to the City of Bathurst. Fee breakdown is as follows:

**A: Building Permit (Construction, Renovation and Demolition Permit)**

\$10 for every \$1,000 of the construction/renovation/demolition cost (minimum of \$25), and; Rebate of \$4 for every \$1,000 of the construction/renovation/demolition cost will be granted if the building permit is applied before the construction/renovation/demolition work begins.

**C: Variances to the Zoning By-laws**

\$100 for every \$1,000 of the project cost  
(minimum of \$100 and maximum of \$1,000)

## WHO needs to apply?

**THE OWNER IS RESPONSIBLE** to apply for a permit at City Hall with all the required information. You should apply for the permit well in advance (**at least 2-4 weeks**) as the City needs to verify proper land use, health, safety, and other standards in your application.



# WHERE do I go to apply?

**TO SET UP AN APPOINTMENT** to apply for a permit, or to pay the fees, please contact:

2<sup>nd</sup> Floor Front Desk  
Bathurst City Hall  
150 St. George Street  
Bathurst, NB  
E2A 1B5

Tel: 548-0444

Website: <http://www.bathurst.ca/operational.php>



If you have a question regarding the permits, please contact:

## **Bathurst Planning Department**

Tel: 548-0444

Fax: 548-0581

E-mail: [paul.j.godin@bathurst.ca](mailto:paul.j.godin@bathurst.ca) (Building Inspector)

E-mail: [donald.mclaughlin@bathurst.ca](mailto:donald.mclaughlin@bathurst.ca) (Municipal Planning Officer)

You may need to contact the other departments for approvals or further questions.

Bathurst Operation Services (Engineering)

548-0444

For a curb opening, a water/sewer connection, sidewalk elevations, and lot drainage

Bathurst Fire Department

548-0439

For fire prevention standards in larger constructions

Bathurst Treasury Department

548-0477

For paying fees for municipal services

NB Department of Environment

547-2092

For a project near or altering a watercourse

NB Department of Health

547-2062

For un-serviced lot, septic tanks, restaurant kitchens, and washroom designs.

NB Department of Public Safety

547-2427

For construction or renovations requiring electrical work, gas, and elevators

NB Fire Marshal

547-6482

For multi-unit residential, motel, hotel, and assembly use