

**NATIONAL BUILDING  
CODE OF CANADA FORM  
(FC/NBCC-SHORT FORM)  
(PART 9 BUILDINGS)**

**1 Fee Schedule**

NO CONSTRUCTION (IF NO CONSTRUCTION IS BEING CARRIED OUT).....	No FEE
BUILDINGS LESS THAN 250 m <sup>2</sup> IN TOTAL FLOOR AREA.....	\$60
BUILDINGS GREATER THAN 250 m <sup>2</sup> AND LESS THAN 600 m <sup>2</sup> IN TOTAL FLOOR AREA.....	\$240
BUILDINGS GREATER THAN 600 m <sup>2</sup> IN TOTAL FLOOR AREA.....	\$480

APPROVAL FEE MUST ACCOMPANY APPLICATION

MAKE CHEQUE OR MONEY ORDER PAYABLE TO NEWFOUNDLAND EXCHEQUER ACCOUNT

**2**

**Applicant Information (Please print clearly)**

NAME		
CURRENT MAILING ADDRESS		POSTAL CODE
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

**3**

**Location**

LOCATION OF PROPOSED DEVELOPMENT	
IN THE MUNICIPALITY OF	OTHER (PLEASE SPECIFY)

**4**

**Description of Proposed Work**

<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ADDITION	<input type="checkbox"/> RENOVATION	<input type="checkbox"/> CHANGE OF OCCUPANCY
<input type="checkbox"/> CHANGE OF OCCUPANT (NO CONSTRUCTION UNDERTAKEN)			

**5**

**Existing Building**

FRONT SIZE:	SIDE SIZE:	HEIGHT:	STORIES (INCLUDING BASEMENT)
PRESENT USE:			
PRESENT INTERIOR FINISH:		TOTAL FLOOR AREA OF PROJECT:	

**6**

**BUILDING SPECIFICATIONS OF PROPOSED DEVELOPMENT (NEW BUILDING, ADDITION AND/OR RENOVATION)**

FRONT SIZE:	SIDE SIZE:	HEIGHT:	STORIES (INCLUDING BASEMENT)
FOUNDATION TYPE: <input type="checkbox"/> BASEMENT <input type="checkbox"/> CRAWL SPACE (LESS THAN 1.8m/1.99yd) <input type="checkbox"/> SLAB ON GRADE			
TOTAL FLOOR AREA OF PROJECT:		m/yd	

**7**

**Fire Separation (WHERE APPLICABLE)**

WALL STUD SIZE:	WALL SHEETING BOTH SIDES (TYPE OF THICKNESS):
FIRE RESISTANCE RATING OF SEPARATION (MIN/HR):	
ROOF SHEETING:	CEILING FINISH (1 <sup>ST</sup> FLOOR):
ROOF FINISH:	CEILING FINISH (2 <sup>ND</sup> FLOOR):
CEILING FINISH BASEMENT:	CEILING FINISH (3 <sup>RD</sup> FLOOR):

**8**

**Interior Walls**

WALL STUD SIZE:	INTERIOR FINISH (MATERIALS TO BE USED):
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**9 Exterior Walls**

EXTERIOR SHEETING:	EXTERIOR FINISH (MATERIALS TO BE USED):
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**10 Heating Systems**

HEATING SYSTEM: <input type="checkbox"/> ELECTRIC <input type="checkbox"/> OIL <input type="checkbox"/> SOLID FUEL <input type="checkbox"/> PROPANE			
TYPE OF FURNACE: <input type="checkbox"/> HOT AIR <input type="checkbox"/> RADIATION		TYPE OF STOVE: <input type="checkbox"/> OIL <input type="checkbox"/> WOOD <input type="checkbox"/> COMBINATION	
CHIMNEY <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, SPECIFY CHIMNEY TYPE: <input type="checkbox"/> MASONRY <input type="checkbox"/> PREFAB	
FURNACE ROOM FIRE RATING (EXPLAIN CONSTRUCTION):			
FUEL STORAGE: <input type="checkbox"/> INSIDE <input type="checkbox"/> OUTSIDE		CAPACITY OF TANK:	

**11 Exits (Please indicate metric or imperial by circling which you are using)**

WIDTH OF CORRIDORS:	m/yd	WIDTH OF STAIRWAYS:	m/yd	WIDTH OF EXIT DOORS:	m/yd	NUMBER OF EXITS PER FLOOR:
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**12 Fire and Life Safety Equipment (Check all that apply)**

<input type="checkbox"/> AUTOMATIC FIRE ALARM SYSTEM (AC/DC)	<input type="checkbox"/> FIRE EXTINGUISHERS	<input type="checkbox"/> EXIT LIGHTS	<input type="checkbox"/> EMERGENCY LIGHTS
<input type="checkbox"/> KITCHEN FIRE EXTINGUISHING SYSTEM	<input type="checkbox"/> PANIC HARDWARE	<input type="checkbox"/> SMOKE ALARMS (ELECTRIC)	<input type="checkbox"/> SPRINKLER SYSTEM
NEAREST FIRE HYDRANT	m/yd	NEAREST TOWN FIRE DEPARTMENT (NAME):	
NAME OF CONTRACTOR(S):			

**13 Project Description (Please explain, if necessary, any item(s) that may fully explain the project)**


**14 Please Print Clearly in Ink**  
 This is to certify that this form has been completed to the best of my ability and that the building or part of the building identified herein has been designed and will be constructed in accordance with the provisions of the latest edition of the *National Building Code of Canada*, *National Fire Code of Canada* and the *Life Safety Code*.

NAME (PLEASE PRINT)		TITLE	
CURRENT MAILING ADDRESS			POSTAL CODE
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
SIGNATURE OF DESIGNER		SEAL OF PROFESSIONAL DESIGNER IF APPLICABLE (SEE NOTE 5)	
DATE (YY/MM/DD)			

**General Notes and Requirements**

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1. This form shall be completed where the project design requirements are under Part 9 of the **National Building Code of Canada**.
2. This form must be fully completed and signed and dated by the person responsible for the design.
3. Drawings showing the site layout and detailed floor plans of each floor of the building must accompany this form. Drawings must clearly indicate the size and location of exit doors and stairwells, the size and identification of all rooms, windows, inside and outside dimensions, and floor areas of the building.
4. Design drawings submitted for approval in hardcopy shall be drawn to a recognized scale and limited to 11” x 17” (A3) format or smaller.
5. When prepared by a professional architect or engineer, drawings shall be stamped with the seal and signed and dated.
6. This application form and one copy of the drawings shall be forwarded to the local Service NL office. One copy of this form and one copy of drawings shall be forwarded to the local Municipal Council. An Approval in Principal Letter from the Town Clerk or Manager and the appropriate fees as outlined on the front page of this form shall be included with all applications submitted to Service NL. Where no Municipal Council exists, the information may be submitted directly to the local Service NL office.
7. Where a Fire Inspection has been carried out by the local Fire Department as part of this project and a Fire Inspection Report has been generated, a copy of the report shall be included in the submission and become part of the review.
8. A letter approving plans, stating the conditions of approval and any recommendations made will be issued after a complete review of the plans and this form. This letter and the approved stamped drawings by Service NL, on behalf of Newfoundland and Labrador Fire and Emergency Services, will be forwarded to the applicant and copied to the Municipal Council. Where no Municipal Council exists documentation will be forwarded to the applicant.
9. Approved drawings including materials and equipment specified on this form cannot be altered or substituted without prior written approval of the local Service NL office.
10. A copy of this form shall be retained by the applicant for future reference.

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**Please submit completed form and design drawings to one of the following Service NL offices:**

<b>ST. JOHN'S</b> MOTOR REGISTRATION BLDG. 149 SMALLWOOD DRIVE P.O. BOX 8700 ST. JOHN'S, NL, A1B 4J6 TELEPHONE: (709) 729-1038 FACSIMILE: (709) 729-2071 EMAIL: <a href="mailto:GSCAVALONPLANS@GOV.NL.CA">GSCAVALONPLANS@GOV.NL.CA</a>	<b>HARBOUR GRACE</b> P.O. BOX 512 7-9 RODDICK CRESCENT HARBOUR GRACE, NL A0A 2M0 TELEPHONE: (709) 945-3107 FACSIMILE: (709) 945-3114 EMAIL: <a href="mailto:GSCAVALONPLANS@GOV.NL.CA">GSCAVALONPLANS@GOV.NL.CA</a>	<b>CLARENVILLE</b> 8 MYERS AVENUE SUITE 201 CLARENVILLE, NL A5A 1T5 TELEPHONE: (709) 466-4060 FACSIMILE: (709) 466-5674	<b>GANDER</b> FRASER MALL 230 AIRPORT BLVD. P.O. BOX 2222 GANDER, NL, A1V 2N9 TELEPHONE: (709) 256-1420 FACSIMILE: (709) 256-1438
<b>GRAND FALLS-WINDSOR</b> 3 CROMER AVENUE GRAND FALLS-WINDSOR, NL A2A 1W9 TELEPHONE: (709) 292-4206 FACSIMILE: (709) 292-4528	<b>CORNER BROOK</b> SIR RICHARD SQUIRES BUILDING 84 MOUNT BERNARD AVENUE P.O. BOX 2006 CORNER BROOK, NL, A2H 6J8 TELEPHONE (709) 637-2204 FACSIMILE: (709) 637-2681	<b>HAPPY VALLEY-GOOSE BAY</b> P.O. BOX 3014, STATION B 2 TENTH STREET HAPPY VALLEY-GOOSE BAY, NL A0P 1E0 TELEPHONE: (709) 896-5428 FACSIMILE: (709) 896-4340	

**Privacy Note**

The Engineering and Inspection Services Division of Service NL collects personal information relating to fire and life safety under the authority of the *Fire Protection Services Act*. Personal information collected by the Government of Newfoundland and Labrador is protected under the *Access to Information and Protection of Privacy (ATIPP) Act*. If you have any questions about the collection or use of this information, please contact a Service NL representative at your nearest Service NL office.