



**GUIDANCE DOCUMENT FOR THE
SUBMISSION OF BUILDING PLANS AND SPECIFICATIONS
(Last Revised December 8, 2016)**

Engineering and Inspection Services Division
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The following is a guide for submitting plans and specifications to the Government Service Centre for review. Buildings including patios or decks undergoing new construction, alteration, renovation, extension, and/or change of use or occupancy will be required to meet this guideline.

Forms

Plans for new construction, alteration, renovation, extension and/or change of use or occupancy of a building (including patios or decks) shall be accompanied by the following forms:

1. Buildings Accessibility Registration Form,
http://www.servicenl.gov.nl.ca/licenses/building/appl_building_registration.pdf.
2. Request for approval of Plans (FC/NBC Short Form) for Part 9 buildings,
http://www.servicenl.gov.nl.ca/forms/pdf/NBCC_Short_Form.pdf.
3. Request for approval of Plans for Part 3 buildings,
http://www.servicenl.gov.nl.ca/forms/pdf/NBCC_Long_Form.pdf.

These forms shall be completed by the designer and shall include the signature, contact information and the date completed.

Plans and Specifications

Plans and specifications for new construction, alteration, renovation, extension, and/or change of use or occupancy of a building (including patios or decks) shall provide sufficient information to show that the proposed work will conform to the National Building Code of Canada (NBCC), the *Fire Protection Services Act* and regulations and the *Buildings Accessibility Act* and Regulations.

For plans and specifications for all NBCC Part 3 buildings, the designer shall be a professional architect or engineer skilled in the work concerned except for Group A assembly occupancies where the buildings total occupant load does not exceed 50 persons.

Fee Structure

Building Accessibility Act (registration of plans)

Buildings less than 250 m ² in building area	\$ 120.00
Buildings greater than 250 m ² and less than 600 m ² in building area	\$ 240.00
Buildings greater than 600 m ² in building area	\$ 480.00

Fire Protection Services Act (plan review)

Buildings less than 250 m ² in building area	\$ 60.00
Buildings greater than 250 m ² and less than 600 m ² in building area	\$ 240.00
Buildings greater than 600 m ² in building area	\$ 480.00