

**Request for
Approval of Plans
(FC/NBCC-Short Form)
(Part 9 Buildings)**

Date Plans Submitted:

Y	Y	Y	Y	M	M	D	D
				/			/

Description of Proposed Development

1 New Extension To Existing Upgrading Of Existing Change of Occupancy (no construction required)

2 **Fee Schedule**

Buildings less than 250 m² in total floor area _____ \$ 50
 Buildings greater than 250 m² and less than 600 m² in total floor area _____ \$200
 Buildings greater than 600 m² in total floor area _____ \$400

**Approval fee must accompany application.
Make cheque or money order payable to Newfoundland Exchequer Account.**

If no construction is being carried out fee is nil

Applicant Information (Please print clearly)

3 Name _____
 Mailing Address _____
 _____ Postal Code _____
 Telephone _____ Facsimile _____

Location

4 Location Of Proposed Development _____
 In The Municipality Of _____ Other (pleas Specify) _____

Existing Building

5 Size:
 Front _____ Side _____ Height _____ Stories _____
 (incl. Basement)
 Present Use _____ Present Interior Finish _____
 Total Floor Area Of Project _____ yd² / m²

Building Specifications Of Proposed Development (New Building or Addition)

6 Size:
 Front _____ Side _____ Height _____ Stories _____
 (incl. Basement)
 Type Of Foundation Basement Crawl Space (less than 1.8m/1.99 yd) Slab On Grade
 Total Floor Area Of Project _____ yd² / m²

Fire Separation (Where Applicable)

7 Wall Stud Size _____ Wall Sheeting Both Sides (Type and thickness) _____
 Fire Resistance Rating of Separation in Minutes/hours _____
 Roof Sheeting _____ Ceiling Finish 1st Floor _____
 Roof Finish _____ Ceiling Finish 2nd Floor _____
 Ceiling Finish Basement _____ Ceiling Finish Top Floor _____

Interior Walls

8 Wall Stud Size	Interior Finish (Materials to be used)
-------------------------	--

Exterior Walls

9 Exterior Sheeting	Exterior Finish (Materials to be used)
----------------------------	--

Heating Systems

10 Heating System Electric <input type="checkbox"/> Oil <input type="checkbox"/> Solid Fuel <input type="checkbox"/> Propane <input type="checkbox"/>	
Type of Furnace Hot Air <input type="checkbox"/> Radiation <input type="checkbox"/>	Type of Stove Oil <input type="checkbox"/> Wood <input type="checkbox"/> Combination <input type="checkbox"/>
Type of Chimney Masonry <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Prefab	
Furnace Room Fire Rating (Explain Construction)	
Fuel Storage Inside <input type="checkbox"/> Outside <input type="checkbox"/>	Capacity Of Tank

Exits (Measurements can be provided as either metric or imperial. Please indicate by circling which you are using)

11 Width of Corridors yd / m	Width of Exit Doors yd / m
Width of Stairways yd / m	Number of Exits Each Floor yd / m

Fire And Life Safety Equipment (Check all applicable devices)

Automatic Fire Alarm System (AC/DC) <input type="checkbox"/>	Fire Extinguishers <input type="checkbox"/>	Exit Lights <input type="checkbox"/>	Emergency Lights <input type="checkbox"/>
Panic Hardware <input type="checkbox"/>	Smoke Alarms (Electric) <input type="checkbox"/>	Sprinkler System <input type="checkbox"/>	Kitchen Fire Extinguishing System <input type="checkbox"/>
Nearest Fire Hydrant _____ Metres / Yards	Nearest Town Fire Department (Name)		
Name of Contractor(s)			

Give Explanation If Necessary On Any Item(s) That May Fully Explain The Project

13	
-----------	--

Submitted By (Please Print Clearly in Ink)

14 Name _____	
Address _____	
_____	Telephone: _____
Signature (See Note 2 on reverse) _____	

General Notes and Requirements

15

1. This form shall be completed where the project is limited to the design requirements as outlined under Part 9 of the National Building Code of Canada. This includes buildings that are less than 600 square meters in building area, and not used for the Assembly and/or Care of the public or is considered a High Hazard Industrial Occupancy.
2. This form must be fully completed and signed by the person responsible for the plans. Drawings showing the site layout and detailed floor plans of each floor of the building must accompany this form. Drawings must be 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. All drawings shall be drawn to a convenient scale (example 1 inch = 1 foot or 1mm = 1 metre).
3. A copy of this form shall be retained by the applicant for future reference.
4. This application form and three copies of the drawings shall be forwarded to the local Government Service Centre office. One copy of this form and one copy drawings shall be forwarded to the local Municipal Council. An Approval in Principal letter from the Town Clerk or Manager shall be included with all submitted applications. Where no Municipal Council exists, the information may be submitted directly to the local Government Service Centre.
5. 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.
6. Application forms not fully completed, or not accompanied by legible plans, will be returned.
7. Applications made to the Government Service Centre must be accompanied by the appropriate fees as outlined on the front page of this form.
8. A letter of Plans Approval, stating the conditions of approval and any recommendations made, will be issued after a complete review of the plans and form. This letter and the approved stamped drawings by the Government Service Centre, 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 can not be altered or substituted without prior written approval of the local Government Service Centre.

Routing Information

16

Please return completed form to one of the Government Service Centre locations listed below:

ST. JOHN'S
5 Mews Place
Telephone: (709) 729-1038
Facsimile: (709) 729-2071

HARBOUR GRACE
7-9 Roddick Crescent
Telephone: (709) 945-3107
Facsimile: (709) 945-3114

CLARENVILLE
8 Myers Avenue, Suite 201
Telephone: (709) 466-4060
Facsimile: (709) 466-5674

GANDER
Fraser Mall
Telephone: (709) 256-1420
Facsimile: (709) 256-1438

GRAND FALLS-WINDSOR
9 Queensway
Telephone: (709) 292-4206
Facsimile: (709) 292-4528

CORNER BROOK
The Noton Building
Riverside Drive
Telephone: (709) 637-2369
Facsimile: (709) 637-2681

HAPPY VALLEY-GOOSE BAY
Thomas Building
13 Churchill Street
Telephone: (709) 896-5428
Facsimile: (709) 896-4340

PRIVACY NOTICE

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