

**GUIDE FOR SUBMISSION OF BUILDING PLANS**  
to  
**THE GOVERNMENT SERVICE CENTRE**

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

**Forms**

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

- i) Buildings Accessibility Registration Form
- ii) Request for approval of Plans (FC/NBC Form)

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

**Plans**

Plans for new construction, 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 2005 (NBC) and the Buildings Accessibility Act and Regulations.

Building plans and their related documents that are subject to the Newfoundland and Labrador Architects Act and those classified by the NBC as Part 3 Group F buildings shall bear the authorized seal and signature of the professional designer. (See Architects Act Schedule and the NBC, Article 1.3.3.2 of Division A). Plans for interior renovations less than 280 m<sup>2</sup> in aggregate area that do not include structural changes are not required to comply with the requirements of this paragraph.

### Part 3 Group F Buildings (Architect or Engineer)

Group F, Division 1, high hazard industrial occupancies, or  
Group F, Division 2 and 3, medium and low hazard industrial occupancies  
exceeding 600 m<sup>2</sup> in building area or exceeding 3 stories in building  
height.

#### **Group F, Division 1**

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|----|--|-----|--|
| 1. | Bulk plants for flammable liquids                | 9.  | Grain elevators                                |
| 2. | Bulk storage warehouses for hazardous substances | 10. | Lacquer factories                              |
| 3. | Cereal mills                                     | 11. | Mattress factories                             |
| 4. | Chemical manufacturing or processing plants      | 12. | Paint, varnish and pyroxylin product factories |
| 5. | Distilleries                                     | 13. | Rubber processing plants                       |
| 6. | Dry cleaning plants                              | 14. | Spray painting operations                      |
| 7. | Feed mills                                       | 15. | Waste paper processing plants                  |
| 8. | Flour mills                                      |     |  |

#### **Group F, Division 2**

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|-----|---|-----|---|
| 1.  | Aircraft hangars  | 13. | Planing mills                                       |
| 2.  | Box factories   | 14. | Printing plants                                     |
| 3.  | Candy plants  | 15. | Repair garages                                      |
| 4.  | Cold storage plants   | 16. | Salesrooms  |
| 5.  | Dry cleaning establishments not using flammable or explosive solvents or cleaners | 17. | Service stations                                    |
| 6.  | Electrical substations  | 18. | Storage rooms                                       |
| 7.  | Factories   | 19. | Television studios not admitting a viewing audience |
| 8.  | Freight depots  | 20. | Warehouses  |
| 9.  | Helicopter landing areas on roofs   | 21. | Wholesale rooms                                     |
| 10. | Laboratories  | 22. | Woodworking factories                               |
| 11. | Laundries, except self-service  | 23. | Workshops   |
| 12. | Mattress factories  |     |   |

**Group F, Division 3**

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|-----------------|--|
| 1. Creameries   | 6. Sample display rooms                                      |
| 2. Factories    | 7. Storage garages,<br>including open air<br>parking garages |
| 3. Laboratories | 8. Storage rooms   |
| 4. Power plants | 9. Warehouses  |
| 5. Salesrooms   | 10. Workshops  |

**Architects Act Schedule (Architect)**

(A) Assembly occupancy, where the proposed public occupancy is 50 persons or more, and including

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| 1. Amusement park structures              | 16. Ice rinks  |
| 2. Arenas                                 | 17. Lecture halls                                      |
| 3. Armouries                              | 18. Libraries  |
| 4. Art galleries                          | 19. Licensed beverage<br>establishments                |
| 5. Auditoria                              | 20. Lodge rooms  |
| 6. Bleachers                              | 21. Museums  |
| 7. Bowling alleys                         | 22. Passenger stations and<br>depots                   |
| 8. Churches and similar places of worship | 23. Recreational piers                                 |
| 9. Clubs, non-residential                 | 24. Restaurants  |
| 10. Community halls                       | 25. Reviewing stands                                   |
| 11. Court houses                          | 26. Schools and colleges                               |
| 12. Dance halls                           | 27. Stadia   |
| 13. Exhibition halls                      | 28. Swimming pools,<br>indoor and spectator<br>seating |
| 14. Grandstands                           | 29. Undertaking premises                               |
| 15. Gymnasia                              |  |

(B) Institutional occupancy and including

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|-------------------------------|---------------------------|
| 1. Children's custodial homes | 8. Penitentiaries         |
| 2. Convalescent homes         | 9. Police stations        |
| 3. Homes for the aged         | 10. Prisons               |
| 4. Hospitals                  | 11. Psychiatric hospitals |
| 5. Infirmaries                | 12. Reformatories         |
| 6. Jails                      | 13. Sanatoria             |
| 7. Orphanages                 |                           |

(C) Residential occupancy, where the proposed sleeping occupancy is 20 persons or more, and including

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|-----------------------|--|
| 1. Apartments         | 7. Houses                                |
| 2. Boarding           | 8. Lodging houses                        |
| 3. Clubs, residential | 9. Monasteries                           |
| 4. Convents           | 10. Motels                               |
| 5. Dormitories        | 11. Motor hotels                         |
| 6. Hotels             | 12. Schools and colleges,<br>residential |

(D) Business and personal service occupancy, where the proposed floor area is 280 m<sup>2</sup> or more and including

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|----------------------------------|--|
| 1. Banks                         | 7. Laundry, self service                           |
| 2. Barber and hairdressing shops | 8. Medical offices and clinics                     |
| 3. Beauty parlours               | 9. Offices   |
| 4. Dental offices and clinics    | 10. Radio and television stations<br>and studios   |
| 5. Dry cleaning, self service    | 11. Small tool and appliance<br>rental and service |
| 6. Fire stations                 | 12. Telephone exchanges                            |

(E) Mercantile occupancy, where the proposed public area is 280 m<sup>2</sup> or more including

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|----------------------|-----------------|
| 1. Department stores | 4. Stores       |
| 2. Markets           | 5. Supermarkets |
| 3. Shops             |                 |

### **Fee Structure**

#### **Building Accessibility Act (registration of plans)**

Buildings less than 250 m <sup>2</sup> in building area	\$ 100.00
Buildings greater than 250 m <sup>2</sup> and less than 600 m <sup>2</sup> in building area	\$ 200.00
Buildings greater than 600 m <sup>2</sup> in building area	\$ 400.00

#### **Fire Protection Act (plan review)**

Buildings less than 250 m <sup>2</sup> in building area	\$ 50.00
Buildings greater than 250 m <sup>2</sup> and less than 600 m <sup>2</sup> in building area	\$ 200.00
Buildings greater than 600 m <sup>2</sup> in building area	\$ 400.00