

# REQUEST FOR APPROVAL OF PLANS (\*FC/NBC-Short Form)

Government Service Centre  
Department of  
Government Services  
P. O. Box 8700  
5 Mews Place  
St. John's, NL A1B 4J6  
Telephone: (709) 729-2747  
Facsimile: (709) 729-2071

Date Plans Submitted:

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### DESCRIPTION OF PROPOSED DEVELOPMENT

<input type="checkbox"/> NEW	<input type="checkbox"/> EXTENSION TO EXISTING	<input type="checkbox"/> UPGRADING OF EXISTING
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### FEE SCHEDULE

Buildings less than 250 m<sup>2</sup> in total floor area \_\_\_\_\_ \$ 50  
 Buildings greater than 250 m<sup>2</sup> and less than 600 m<sup>2</sup> in total floor area \_\_\_\_\_ \$200  
 Buildings greater than 600 m<sup>2</sup> in total floor area \_\_\_\_\_ \$400

**APPROVAL FEE MUST ACCOMPANY APPLICATION.  
MAKE CHEQUE OR MONEY ORDER PAYABLE TO NEWFOUNDLAND EXCHEQUER ACCOUNT.**

### PLEASE PRINT CLEARLY

NAME	
MAILING ADDRESS	
POSTAL CODE	
TELEPHONE	FACSIMILE

### LOCATION

LOCATION OF PROPOSED DEVELOPMENT	
IN THE MUNICIPALITY OF	OTHER (please specify)

### EXISTING BUILDING

SIZE:			
FRONT _____	SIDE _____	HEIGHT _____	STORIES _____ (incl. basement)
PRESENT USE		PRESENT INTERIOR FINISH	
TOTAL FLOOR AREA OF PROJECT _____ m <sup>2</sup>			

### BUILDING SPECIFICATIONS OF PROPOSED DEVELOPMENT (new building or addition)

SIZE:			
FRONT _____	SIDE _____	HEIGHT _____	STORIES _____ (incl. basement)
TYPE OF FOUNDATION		TOTAL FLOOR AREA OF PROJECT _____ m <sup>2</sup>	
<input type="checkbox"/> BASEMENT <input type="checkbox"/> CRAWL SPACE (less than 1.8m) <input type="checkbox"/> SLAB ON GRADE			

### FLOOR CONSTRUCTION

FLOOR JOIST 1st FLOOR	CEILING FINISH BASEMENT
FLOOR JOIST 2nd FLOOR	CEILING FINISH 1st FLOOR
FLOOR JOIST 3rd FLOOR	CEILING FINISH 2nd FLOOR
ROOF CONSTRUCTION CEILING JOIST	CEILING FINISH TOP FLOOR
ROOF SHEETING	ROOF FINISH

**INTERIOR WALLS**

WALL STUD SIZE	INTERIOR FINISH (Materials to be used)
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**EXTERIOR WALLS**

EXTERIOR SHEETING	EXTERIOR FINISH (Materials to be used)
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**FIRE SEPARATION (where applicable)**

WALL STUD SIZE	WALL SHEETING BOTH SIDES (Type and thickness)
FIRE RESISTANCE RATING OF SEPARATION IN MINUTES/HOURS	

**HEATING SYSTEMS**

HEATING SYSTEM	
<input type="checkbox"/> ELECTRIC <input type="checkbox"/> OIL <input type="checkbox"/> SOLID FUEL <input type="checkbox"/> PROPANE	
TYPE OF FURNACE	TYPE OF STOVE
<input type="checkbox"/> HOT AIR <input type="checkbox"/> RADIATION	<input type="checkbox"/> OIL <input type="checkbox"/> WOOD <input type="checkbox"/> COMBINATION
TYPE OF CHIMNEY	
<input type="checkbox"/> MASONRY — FLUE LINER <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PREFAB — <input type="checkbox"/> TYPE A <input type="checkbox"/> TYPE M	
FURNACE ROOM FIRE RATING (Explain construction)	
FUEL STORAGE	CAPACITY OF TANK
<input type="checkbox"/> INSIDE <input type="checkbox"/> OUTSIDE	

**EXITS**

WIDTH OF CORRIDORS	WIDTH OF EXIT DOORS
WIDTH OF STAIRWAYS	NUMBER OF EXITS EACH FLOOR

**FIRE AND LIFE SAFETY EQUIPMENT (Check all applicable devices)**

<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"/> PANIC HARDWARE <input type="checkbox"/> SMOKE ALARMS (ELECTRIC) <input type="checkbox"/> SPRINKLER SYSTEM <input type="checkbox"/> KITCHEN FIRE EXTINGUISHING SYSTEM	
NEAREST FIRE HYDRANT	NEAREST TOWN FIRE DEPARTMENT (NAME)
_____ METRES	
NAME OF CONTRACTOR(S)	

**GIVE EXPLANATION IF NECESSARY ON ANY ITEM(S) THAT MAY FULLY EXPLAIN THE PROJECT**


**SUBMITTED BY (Please print clearly in ink)**

Name _____	
Address _____	
_____	Telephone: _____
Signature _____	

**GENERAL NOTES AND REQUIREMENTS**

1. This short application form is intended for use by persons who do not have access to and who are not familiar with the National Codes of Canada. Architects, Engineers and other professional designers must use the regular National Building Code Form.
2. This form must be fully completed and signed by the applicant or a designated representative. Drawings showing the site plan and detailed floor layouts of each floor of the building must accompany this form. Drawings must clearly indicate the location and size of exit doors and stairwells, the size and identification of all rooms and floor areas of the building, and the outside dimensions. All drawings shall be drawn to a convenient scale (example 1 inch = 4 feet or 1 mm = 1 metre).
3. A copy of this form shall be retained by the applicant for future reference.
4. **This application form and 3 copies of the drawings shall be forwarded to this Office through the local Municipal Council. An Approval in Principal letter from the Council Clerk or Manager shall be included with all submitted applications. Where no local Municipal Council exists, the information may be submitted directly to your local Government Service Centre office.**
5. Application forms not fully completed, or not accompanied by legible plans, will be returned for more information before any review can be completed.
6. 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 of Plans Approval and the stamped drawings by the Government Service Centre, on behalf of the Office of the Fire Commissioner will be forwarded to the applicant through the **Local Municipal Council**. Where no local Municipal Council exists, documentation will be forwarded to the applicant by the local Government Service Centre office.
7. **Approved building plans including materials and equipment specified cannot be altered or substituted without prior written approval of the Government Service Centre.**

**GOVERNMENT SERVICE CENTRE OFFICE LOCATIONS:****ST. JOHN'S**

5 Mews Place  
 Telephone: (709) 729-3699  
 Facsimile: (709) 729-2071

**HARBOUR GRACE**

Rockwood Realty Building  
 Telephone: (709) 945-3107  
 Facsimile: (709) 945-3114

**CLARENVILLE**

2 Masonic Terrace  
 Telephone: (709) 466-4060  
 Facsimile: (709) 466-4070

**GANDER**

McCurdy Complex  
 Telephone: (709) 256-1420  
 Facsimile: (709) 256-1438

**GRAND FALLS-WINDSOR**

9 Queensway  
 Telephone: (709) 292-4347  
 Facsimile: (709) 292-4528

**CORNER BROOK**

The Noton Building  
 Riverside Drive  
 Telephone: (709) 637-2204  
 Facsimile: (709) 637-2681

**HAPPY VALLEY-GOOSE BAY**

Thomas Building  
 13 Churchill Street  
 Telephone: (709) 896-2661  
 Facsimile: (709) 896-4340