

**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 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.**

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 \_\_\_\_\_ yd<sup>2</sup> / m<sup>2</sup>

**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 \_\_\_\_\_ yd<sup>2</sup> / m<sup>2</sup>

**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)
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**Exterior Walls**

9 Exterior Sheeting	Exterior Finish (Materials to be used)
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**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		Type of Stove	
Hot Air <input type="checkbox"/>	Radiation <input type="checkbox"/>	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		Capacity Of Tank	
Inside <input type="checkbox"/>	Outside <input type="checkbox"/>		

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

11 Width of Corridors	Width of Exit Doors
yd / m	yd / m
Width of Stairways	Number of Exits Each Floor
yd / m	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	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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**Submitted By (Please Print Clearly in Ink)**

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