

Rural Municipality of Swan River

BUILDING PERMIT GUIDE

INFORMATION REQUIRED WHEN APPLYING FOR A BUILDING PERMIT

A building permit application form must be completed by the owner or an agent of the owner. Information required on or with the application form includes:

- ① Address and legal description of building location
- ① Owner's name, address, and telephone number
- ① Contractor's or builder's name, address and telephone number
- ① Use and size of building
- ① Type of work to be done (new, addition, alteration, renovation, repair, etc.)
- ① Construction information regarding materials being used
- ① Total value of all work including materials, installed systems, labour, overhead and profit

Drawings must be submitted with the completed building permit application to show what will be built. The drawings required are listed on the reverse side of this guide. All drawings must have the following information and will remain on our files:

- ① Show the owner's name, project name, and date
- ① Be drawn to scale (1:50 or 1/4" = 1' or to suit) and the scale should be noted
- ① Be blackline or blue-line prints on good quality paper
- ① Have legible letters and dimensions which can be read from the bottom or right hand side of the page
- ① Be marked with the architect's or engineer's stamp, signed, and dated (where professional design is required, see information below)
- ① Clearly show the locations of existing and new construction for additions, alterations, and renovations

Professionally sealed plans plus Certification of on-site field review by an architect or engineer licensed to practice in Manitoba are required for the following:

- ① Preserved wood basement foundations
- ① Concrete footings and foundations for houses over 40 feet (12.2 metres) in length
- ① Any building other than a single or two family dwelling, small residential garage, or carport
- ① Any public assembly building such as Churches, Community Halls, Beverage Rooms, Restaurants, Schools, Arenas, and Stadia
- ① Any institutional building such as Nursing Homes, Hospitals, and Prisons
- ① Any high hazard industrial building such as Bulk Plants for flammable liquids, Chemical Manufacturing or Processing Plants, Grain Elevators, and Spray Painting Operations

- ① **IMPORTANT NOTE:** In the event that any building, renovation and/or construction requiring Building, Plumbing, and/or Electrical inspections is done without the required permits and inspections, a professional engineer licensed in the Province of Manitoba shall conduct a plan review and carry out the required inspections and provide a written report of such. The written report shall bear the Professional Seal of the Engineer. These costs will be at the owner's expense. Double permit fees also apply when work commences prior to obtaining the appropriate permits.

Approval by other jurisdictions for development permits, elevators, gas appliances, boilers, electrical systems, environmental discharge, etc. may also be required. Applications for these approvals must be directed to the appropriate authority.

DRAWINGS TO BE SUBMITTED WITH PERMIT APPLICATION

Following is a list of drawings that will be required when applying for a building permit. Information typically shown on these drawings is listed, but other information must be added if necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

SITE PLAN – building address, street names, size of the site, size of the building(s), location of the building(s) in relationship to the property lines and existing buildings on the property, north arrow, vehicle access to property, parking, grading elevations, site drainage, attestation by designer that building complies with code.

FOUNDATION PLAN – overall size of the foundation, size and location of: footings, piles, and foundation walls, openings for doors & windows, and foundation drainage.

FLOOR PLAN (for each floor) – size and location of: interior & exterior walls, exits, fire separations, doors (including door swings and hardware), stairs, windows; barrier-free entrances, washrooms, and other barrier-free facilities; and built-in furnishings.

STRUCTURAL PLANS – size, material, and location of: columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors, related structural details.

ELEVATIONS – view of all sides of the building, height of finished grade, exterior finishing materials, size and location of doors & windows, and location of chimneys.

CROSS-SECTIONS & DETAILS – cut through views of the building, lists of all materials cut through including structural and finishing materials, vertical dimensions, stair dimensions and handrails, height of finished grade, wind, water & vapour protection, and insulation.

MECHANICAL PLANS – description and location of heating, ventilation, and air-conditioning equipment, size and location of duct work, location of fire dampers, location of plumbing fixtures and supply & waste piping, size and location of sprinkler systems equipment.

ELECTRICAL PLANS – type and location of lighting, electrical panels, fire alarm systems, location of exit lights, and emergency lighting.

INSPECTIONS

The following is a list of typical inspections, whereby the Building Inspector must be notified at least 24 hours in advance:

1. Foundation – prior to pouring any concrete; ie footings, floors & walls
2. Framing complete
3. Insulation & vapour barrier complete
4. Final – safety concerns, ie hand rails, smoke detectors

The list is not all inclusive, as each project varies. It is the applicant's responsibility to check with the Building Inspector at the beginning of the project to be aware of all required inspections throughout the project.

Rural Municipality of Swan River

PLUMBING PERMIT

The undersigned hereby applies for a Plumbing Permit to perform the following work in accordance with this application and all by-laws and regulations applicable thereto. The accuracy of the information which follows and the accompanying plans and specifications with the representations therein contained are the responsibility of the applicants and are hereby made a part of this application.

Location of Building			
(No. or Section)	(Street or Township)	(City of Town or Range)	(Municipality)
Between _____ and _____			
Zoning District _____	Lot No. _____	Plan No. _____	Lot Size _____

Class of Work			
1) New <input type="checkbox"/>	3) Repair <input type="checkbox"/>	5) Alteration <input type="checkbox"/>	
2) Addition <input type="checkbox"/>	4) Renovation <input type="checkbox"/>	6) Other (Specify) <input type="checkbox"/>	
Major Occupancy _____	Building Permit No. _____	New or Revision _____	
No. of Dwelling Units _____	No. of Other Units _____	No. of Storeys _____	
Area of Roof and Paved Surface to be Drained _____		Size of House Drain and Trap _____	

Applicant	Address	Phone
Owner	Address	Phone
Architect or Designer	Address	Phone
Contractor	Address	Phone

NUMBER AND LOCATION OF OUTLETS AND FIXTURES																
Floor		Water Closets	Bathtubs	Basins	Kitchen Sinks	Laundry Tubs	Auto Washers	Showers	Urinals					Floor Drains	Roof Terminals	Fees
Base-ment	OUTLETS															
	FIXTURES															
1 st	OUTLETS															
	FIXTURES															
2 nd	OUTLETS															
	FIXTURES															
3 rd	OUTLETS															
	FIXTURES															
4 th	OUTLETS															
	FIXTURES															

For Additional Storeys Please Itemize On Separate Sheet	Total Fees
Signature of Applicant _____	Date _____

WHEN PROPERLY VALIDATED (in this space) THIS IS YOUR PERMIT	
<p>This certifies that the above-named applicant is granted a permit to perform the work and install the apparatus described in the above application. This permit is granted subject to the terms of the undertaking contained in the said application and subject to the provisions of the applicable by-laws, schemes, regulations or orders and plans hereinbefore mentioned and nothing permitted hereunder shall be deemed to waive, change, amend or override the provisions of any applicable by-laws of the Municipality or any Federal or Provincial statutes or regulations. This permit shall expire if active work is not commenced and reasonably continued within six months from the date hereof.</p> <p>VALIDATED _____</p> <p>DATE _____</p>	<p style="text-align: center;">Permit No. _____</p>



R.M. of Swan River

Box 610, Swan River, MB
R0L 1Z0
Telephone: 204-734-3344

Building Permit Application

Instructions:

- 1) Print clearly and press firmly.
- 2) Appropriate fee will be assigned by the building inspector.
- 3) Make cheques or money orders payable to the R.M. of Swan River. (DO NOT send cash in mail)

The undersigned hereby applies for a Permit to build in accordance with this application, all by-laws and regulations thereto.

Land Description: _____		Roll No. _____
Quarter _____	Section _____	Township _____ Range _____
OR	Lot _____	Block _____ Plan _____
Zoning District _____	Lot Size _____	
PERMIT:	YARD SPACES:	
1. New Permit <input type="checkbox"/>	Front Yard _____	
2. Revisions to Permit <input type="checkbox"/>	Back Yard _____	
3. Relocation Permit <input type="checkbox"/>	Side Yard _____	
PLANS FILED Site Plan <input type="checkbox"/>		Building Plans <input type="checkbox"/>
MAJOR OCCUPANCY: _____		VALUATION OF WORK: \$ _____
DESCRIBE WORK: _____		
APPLICANT	ADDRESS	PHONE
OWNER	ADDRESS	PHONE
CONTRACTOR	ADDRESS	PHONE
SIGNATURE OF APPLICANT: _____		DATE: _____
FEES:		
Building Permit Fee \$ _____	Type of Construction _____	
Plan Check Fee \$ _____	Occupancy Group _____	
Building Bond \$ _____	Division _____	
Plumbing Permit Fee \$ _____	Size of Building _____	
_____ \$ _____	No. of Storeys _____	
_____ \$ _____	Max. Occ. Load _____	
TOTAL \$ _____	_____	
WHEN PROPERLY VALIDATED (in this space) THIS IS YOUR PERMIT		
RECEIPT No. _____	VALIDATED _____	PERMIT No. _____
Date Paid _____	DATE _____	