

Building Permit Guide

Building Inspector: Dale Rose, 204-734-8159

A building permit application form must be completed by the owner or an agent of the owner.

A Development Permit is needed before a Building Permit can be issued.

An additional Occupancy Permit and final inspection is needed for new homes, mobile homes and additions, after project completion before moving in is permitted. The fee per Inspection is \$50.00.

New houses should be completed and final inspected within two years, every other Building Project should be completed and final inspected within one year after a Building Permit is issued.

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

Drawings must be submitted with the completed building permit application to show what will be build. All drawings must have the following information and will remain permanent on our files.

1. Show the owner's name, project name and date
2. Be drawn to scale (1:50 or ¼ " '1' or to suit) and the scale should be noted
3. Be black line or blue line prints on good quality paper
4. Have legible letters and dimensions which can be read from the bottom or right hand side of the page
5. Be marked with the architect's or engineer's stamp, signed and dated (where professional design is required, see information below)
6. 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 practise in Manitoba are required for the following:

1. Preserved wood basement foundations
2. Concrete footings and foundations for houses over 40 feet (12.2 metres) in length
3. Any building other than a single or two family dwelling, small residential garage or carport over 100ft²
4. Any public assembly building such as Churches, Community Halls, Beverage Rooms, Restaurants, Schools, Arenas and Stadia
5. Any institutional building such as Nursing Homes, Hospitals and Prisons
6. Any high hazard industrial building such as Bulk Plants for flammable liquids, Chemical Manufacturing or Processing Plants, Grain Elevators and Spray Painting Operations

Inspections

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

1. Footing & Foundation: prior to pouring any concrete, footings, floors & walls
2. Framing & Plumbing
3. Insulation & vapour barrier
4. Final (Occupancy Permit if applicable) see checklist for details

Drawings to be submitted with the Permit Application

For alterations and renovations some of the drawings may not be required. Additional Information might be necessary to fully describe the proposed construction.

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, washrooms and built in furnishings.

STRUCTURAL PLANS

Size, materials 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.

CROSSECTIONS & 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

Descriptions 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.