

The Winnipeg River Planning District

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BUILDING AND DEVELOPMENT PERMIT REQUIREMENTS & APPLICATION INFORMATION

Information required when applying for a building permit

1. Site Plan Must Show:

- Legal Description (i.e. Section, Township, Range and Lot, Block, Plan) and Civic Address
- North arrow and scale of drawing
- Site boundaries including dimensions of property lines and their bearing relative to north, angles of corners, radii of curves
- Identification of adjacent streets, lanes, and other public right-of-ways
- Location and dimensions of any easement that cross the site and any other pertinent legal features
- Dimensions of setbacks required by the district regulations
- Location and dimensions of existing structures and a description of any demolition intended as a result of new construction
- Location, shape and size of the proposed structure(s), including roof overhangs and other projections
- Location and dimensions of existing and/or proposed driveway

2. Building Plans & Architectural Drawings Must Show:

- All foundations, piles and footing plans/details (must be stamped by P. Eng. Registered in the Province of Manitoba)
- Basement plan or future layout of a basement with all required dimensions
- Floor plan with dimensions and layout of rooms, windows, doors (for each floor)
- Roof system plan and prefab truss drawings and specifications (must be certified stamped by a P. Eng. Registered in the Province of Manitoba)
- Plumbing layout and details showing sewer disposal and water arrangements
- Minimum scale for drawings 1:100

NOTE: Separate permits are required for plumbing, electrical, sewage disposal systems, and driveways

3. Manitoba Land Surveyor's Certificate:

- The Building Inspector/Development Officer may request a Manitoba Land Surveyor's Certificate.

4. Status of Title:

- The owner must provide a current copy of title or other evidence of ownership prior to any permits being issued. If a certificate of title shows any caveats a copy of all caveats are also required. Certificate of title must not be any older than 1 year.

5. Other Information Required for a Building Permit:

- Address and legal description of building location
- Owner’s name, address, and phone number
- Designer’s name, address, and phone number (if applicable)
- Contractor’s or builder’s name, address, and phone number
- Use and size of building
- Type of work to be performed (i.e.: new, addition, alteration, renovation, repairs, etc.)
- Construction information (materials within cross sections)
- Estimated value in dollars of work including materials, installed systems, labour.

6. Important Information Required on all Drawing Plans Submitted:

- Show the owner’s name, project name, address and date
- Be drawn to scale. Scale must be noted on each drawing
- Two (2) complete sets of drawings on blackline or blue-line prints on good quality paper without any distortion to drawings
- Must have legible letters and dimensions
- Clearly show the locations of existing and new construction for additions, alterations, and renovations
- Engineer’s stamp, signed and dated (if professional design is required – see information below)

7. Mobile Homes and Modular Homes:

- Proof of year manufactured, make, model, serial number, and that the certification is affixed to the mobile home. Must comply to the Manitoba Building Code and CSA Z 240 and be authorized in the zoning bylaw for the proposed site

Note: If construction has not commenced within 6 months of the date of issue shown on the building permit application, the building permit is null and void, and a new permit must be applied for.

Engineer’s Report:

Professionally sealed plans plus a certified notification of an on-site review or report must be submitted to the Winnipeg River Planning District by an engineer licensed to practice in the Province of Manitoba for and including but not necessarily limited to the following construction works:

- All preserved wood foundations (PWF) basement
- Concrete footings and basement foundations over 40 feet (12.0 metres) in length
- All concrete piles, footings, grade beams and slab foundations require an Engineer’s stamp regardless of size
- All **commercial and industrial buildings** (the entire set of plans to be sealed by a P. Eng.) The entire set consists of **site plan, foundation plan, framing plan, truss layout or roof plan, floor plans, cross sections, mechanical plans, electrical plans, plumbing plans**, and any other plans requested by the authority having jurisdiction.

● **Please Note:**

Approval by other jurisdictions for hydro, signs along any Provincial roadway*, environmental discharge systems, culvert and driveway access also require permits. Applications for these approvals must be granted by the appropriate authority, prior to any building within the jurisdiction of The Winnipeg River Planning District.

Other Important Contacts:

- Manitoba Hydro (electrical permit)
 - MB. Conservation (water tanks, cisterns, sewage disposal)
 - *MB. Infrastructure and Government Services (structures, signs, buildings, access crossings)
 - Office of the Fire Commissioner (permits for structures, buildings, larger than 6000 sq.ft (557 sq.m) and/or more than 3 stories)
 - MB. Conservation – Natural Resources (drainage)
- * **All buildings, structures, and signs, which are placed on, under or above the ground within the controlled area, require permits. All accesses onto a PTH or PR must also be applied for and approved by application permits.**

DEVELOPMENT AND BUILDING PERMITS IN THE WINNIPEG RIVER PLANNING DISTRICT.
(THE DISTRICT IS COMPRISED OF THE RM OF ALEXANDER AND THE TOWN OF POWERVUE-PINE FALLS).

THIS BROCHURE IS A GENERAL GUIDE THAT BRIEFLY EXPLAINS DEVELOPMENT AND BUILDING PERMIT REQUIREMENTS IN THE WINNIPEG RIVER PLANNING DISTRICT AND WHERE YOU CAN GET MORE INFORMATION AS IT IS GENERAL IN NATURE, IT IS NOT MEANT TO REPLACE BYLAWS OR OTHER LEGAL DOCUMENTS.

WHAT IS A BUILDING PERMIT?

A BUILDING PERMIT PROVIDES AN APPLICANT WITH FORMAL PERMISSION TO BEGIN CONSTRUCTION. IT MEANS THAT CONSTRUCTION PLANS FOR A NEW STRUCTURE, AN ADDITION, ALTERATION OR RENOVATION HAVE BEEN APPROVED BY THE WINNIPEG RIVER PLANNING DISTRICT AND THAT THE DEVELOPMENT CONFORMS WITH THE JURISDICTIONAL BUILDING BYLAWS, NATIONAL BUILDING CODE, JURISDICTIONAL ZONING BYLAWS, NATIONAL FIRE CODE AND OTHER APPLICABLE LAWS AND REGULATIONS.

WHAT IS A DEVELOPMENT PERMIT?

WHILE A BUILDING PERMIT DEALS WITH THE PHYSICAL ASPECTS OF A BUILDING, A DEVELOPMENT PERMIT ENSURES THAT THE BUILDINGS ON THE SITE CONFORM TO ZONING REGULATIONS SUCH AS YARD SETBACKS AND SEPARATION DISTANCES. IN MOST INSTANCES, A BUILDING AND DEVELOPMENT PERMIT ARE PROCESSED AS ONE APPLICATION. HOWEVER THERE ARE CASES WHERE A BUILDING PERMIT IS NOT REQUIRED INCLUDING BUILDINGS LESS THAN 107 SQ.FT (AND NOT USED FOR HUMAN OCCUPANCY). FOR THESE USES A DEVELOPMENT PERMIT IS STILL REQUIRED.

WHY ARE BUILDING PERMITS REQUIRED?

THROUGH THE USE OF BUILDING PERMITS, THE WINNIPEG RIVER PLANNING DISTRICT CAN REGULATE THE TYPES OF CONSTRUCTION IN THE MUNICIPALITY AND ENSURE THAT PROPER AND SAFE BUILDING STANDARDS ARE MET. THE BUILDING PERMIT PROCESS PROTECTS THE APPLICANTS INTEREST AND THOSE OF THE COMMUNITY AT LARGE, BY PROVIDING FOR THE ERECTION OF SOUND STRUCTURES THAT ARE BUILT IN ACCORDANCE WITH LOCAL AND PROVINCIAL BUILDING REQUIREMENTS.

THE BUILDING PERMIT PROCESS?

HERE ARE THE MAJOR STAGES IN THE BUILDING PERMIT PROCESS:

PRE-APPLICATION:

PRIOR TO SUBMITTING AN APPLICATION FOR A BUILDING PERMIT, YOU SHOULD CONSULT WITH THE WINNIPEG RIVER PLANNING DISTRICT BUILDING INSPECTOR/ DEVELOPMENT OFFICER AND REVIEW APPLICABLE BUILDING REGULATIONS SUCH AS

THE BUILDING BYLAW. THE MUNICIPAL OFFICIAL CAN OUTLINE APPLICATION REQUIREMENTS AND ADVISE YOU ABOUT OTHER PERMITS OR APPROVALS YOU MIGHT REQUIRE SUCH AS ELECTRICAL PERMITS, ACCESS PERMITS, VARIANCES, ETC.

SUBMIT AN APPLICATION:

BUILDING PERMIT APPLICATION FORMS ARE AVAILABLE AT THE WINNIPEG RIVER PLANNING DISTRICT OFFICE OR THE MUNICIPAL OFFICE. PLANNING STAFF CAN ASSIST YOU, BUT BE PREPARED TO SUBMIT THE FOLLOWING INFORMATION:

- THE PROPERTY OWNER'S, DESIGNER'S AND CONTRACTOR'S NAMES, ADDRESSES AND PHONE NUMBERS.
- A CURRENTLY DATED (WITHIN 90 DAYS) CERTIFICATE OF TITLE.
- THE ADDRESS AND LEGAL DESCRIPTION OF THE SUBJECT PROPERTY.
- A SITE PLAN.
- BUILDING PLANS AND ARCHITECTURAL DRAWINGS – 2 SETS OF EACH (INCLUDING FOUNDATION AND FOOTING PLANS, FLOOR PLANS, ROOF SYSTEM PLANS AND PLUMBING DETAILS).
- FOUNDATION AND FOOTING PLANS MUST BE STAMPED BY A PROFESSIONAL ENGINEER
- A LAND SURVEY CERTIFICATE (IF REQUIRED).

ALL BUILDING PERMIT APPLICATIONS ARE SUBJECT TO A FEE.

APPLICATION REVIEW:

PLANNING STAFF REVIEW YOUR APPLICATION TO ENSURE THAT IT IS COMPLETE AND COMPLIES WITH THE JURISDICTIONAL BUILDING BYLAWS, NATIONAL BUILDING CODE, THE JURISDICTIONAL ZONING BYLAWS AND OTHER APPLICABLE REGULATIONS AND LAWS. APPLICATIONS THAT ARE MINOR IN NATURE (SMALL SCALE ADDITION) CAN USUALLY BE DEALT WITH FAIRLY QUICKLY, WHILE MORE COMPLEX DEVELOPMENTS NATURALLY TAKE LONGER TO PROCESS. WHERE THERE ARE PROBLEMS, THE MUNICIPAL OFFICIAL WILL USUALLY DISCUSS THEM WITH YOU TO SEE IF THEY CAN BE RESOLVED.

BUILDING PERMIT DECISION:

PLANNING STAFF WILL INFORM YOU OF WHETHER OR NOT YOUR APPLICATION HAS BEEN APPROVED OR DENIED. IN SOME INSTANCES, YOUR BUILDING PLANS MAY HAVE TO BE REVISED TO COMPLY WITH APPLICABLE BUILDING REGULATIONS. IF YOU ARE REFUSED A BUILDING PERMIT, THE MUNICIPAL OFFICIAL WILL ADVISE YOU OF THE REASONS FOR THE DENIAL. IF YOUR PERMIT HAS BEEN DENIED YOU CAN APPEAL THE BUILDING OFFICIALS DECISION TO YOUR PLANNING BOARD.

INSPECTIONS DURING CONSTRUCTION:

THE MUNICIPAL BUILDING OFFICIAL WHO INSPECTS THE CONSTRUCTION, NORMALLY CARRIES OUT THE BUILDING PERMIT INSPECTIONS. THE OFFICIAL'S DUTIES ARE TO MAKE SURE THAT THE WORK IS CARRIED OUT ACCORDING TO APPLICABLE

REGULATIONS. IF THE OFFICIAL FINDS OUT THAT YOUR WORK DOES NOT CONFORM TO THE APPROVED PLANS, YOU WILL BE REQUESTED TO REMEDY THE PROBLEM. IF THE WORK CONTINUES WITHOUT RESOLVING THE PROBLEM, THE MUNICIPALITY MAY INITIATE LEGAL ACTION. YOU ARE REQUIRED TO POST YOUR BUILDING PERMIT AND KEEP A COPY OF YOUR BUILDING PLANS ON SITE.

CONSTRUCTION COMPLETED:

DEPENDING UPON THE TYPE OF BUILDING, AN OCCUPANCY PERMIT MAY BE REQUIRED PRIOR TO UTILIZING THE BUILDING. THE MUNICIPAL OFFICIAL WILL NOTIFY YOU OF THIS REQUIREMENT AT THE BUILDING PERMIT APPROVAL STAGE.

FOR FURTHER INFORMATION.....

THIS PAMPHLET PROVIDES GENERAL INFORMATION ONLY. PLEASE CONSULT THE JURISDICTIONAL BUILDING BYLAWS, NATIONAL BUILDING CODE, JURISDICTIONAL ZONING BYLAWS, ETC. FOR DEFINITIVE REQUIREMENTS AND PROCEDURES.