

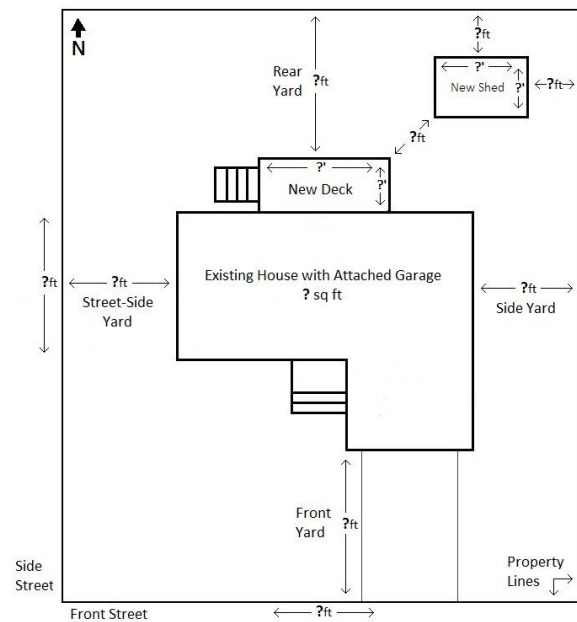


BUILDING & DEVELOPMENT PERMIT REQUIREMENTS & APPLICATION INFORMATION

Information required when applying for a building permit

1. Site Plan Must Show: **suggestion** - USE a google map and fill in info

- ◆ 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
- ◆ The use or uses of each existing and proposed building and structure, or of the land, and the area to be occupied by each
- ◆ Location and dimensions of existing structures and a description of any demolition intended as result of the new construction
- ◆ Location, shape and size of the proposed structure, including roof overhangs and other projections
- ◆ Location and dimensions of existing and proposed driveways, parking areas, and walkways
- ◆



2. Building Plans & Architectural Drawings Must Show: (1 Set required paper 11 x 17 inch & electronic – e mail)

- ◆ 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 and Floor system plan and prefab truss drawings and specifications (must be certified stamped by P. Eng. Registered in the Province of Manitoba)
- ◆ Elevation drawings showing all sides, exterior finish, location of doors, windows, chimneys including sizes
- ◆ Details of cross sections, materials, dimensions and elevations
- ◆ Plumbing layout and details showing sewer and water arrangements

NOTE: Separate permits are required for plumbing, sewage disposal system & electrical (MB. Hydro)

3. Manitoba Land Surveyor's Certificate:

- ◆ The Development Officer may request a current Manitoba Land Surveyor's lot staking certificate.

4. Applicant/Owner:

- ◆ If applicant is not owner then a letter from the owner authorizing applicant must be supplied with permit application.

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
- ◆ 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.
- ◆ Estimated completion date.
- ◆ If doing a Wood foundation, you will be required to get your engineer to provide us with a stamped letter of assurance after completion.

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.
- ◆ One (1) complete sets & electronic copy 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 (within 1 year)(if professional design is required - see information below)

7. 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.

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.

*** Please Note:**

Approval by other jurisdictions for natural gas, 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 Rural Municipality of Woodlands.

*** LOT GRADING NOTE:**

Buildings being built in an area that has a Registered Drainage Plan will be required to enter into a Lot Grade Permit which requires a \$4000 deposit.

Buildings not in a Registered Drainage Plan, being built on a paved road must have a finished lot grade of 12 inches above road, buildings being built on gravel roads must have a finished lot grade of 18 inches above the road.

*** The bottom of openings into a basement or crawlspace must be 6 inches above the final lot grade.**

Important Phone Numbers:

*Centra Gas Manitoba Inc.
Manitoba Hydro Place, 360 Portage Ave. (6th Floor)
Winnipeg, Manitoba
1(204)- 480-5900
1(204)- 1-888-MBHYDRO (1-888-624-9376)

*MB Conservation
1(204)-945-7043
(re: holding tanks, cisterns, septic tanks and fields)

*MB Infrastructure & Transportation
(structures, signs, buildings, access crossings)
1(204)-945-3660 MB Hwy's Government Services
1(204)-945-8912 Highway Traffic Board

*MB Natural Resources (drainage)
Operation Division
1(204)-642-6069

*Manitoba Hydro (electrical permit)
Customer Call Center – 1(204) 480-5900
Toll Free - 1-888-624-9376

*Manitoba Telephone System
Prejacking Dept. – 1(204)-941-4339

*Office of the Fire Commissioner
Code & Standards
1(204)-945-3331 Winnipeg
(permits for structures, buildings, larger than
6458 sq.ft. (600 sq.m) and/or more than 3 stories)

*All buildings, structures, and signs, which are placed on, under or above the ground within the controlled area, require permits. Control areas are 125' (38.1m) from the edge of the highway right-of-way.