



## **RURAL MUNICIPALITY OF DE SALABERRY**

### **BYLAW 2372-18**

A BYLAW OF THE RURAL MUNICIPALITY OF DE SALABERRY to regulate and control new and existing construction, including the construction, erection, placement, repair, renovation, demolition, relocation, removal, occupancy or change in occupancy of any building, or structure or addition to a building, or structure.

WHEREAS *The Municipal Act* subsection 232(1) provides as follows:

232(1) A council may pass by-laws for municipal purposes respecting the following matters:  
The safety, health, protection and well-being of people, and the safety and protection of the property;”

AND WHEREAS *The Municipal Act* subsection 239(1) provides as follows:

239(1) If this or any other Act or a by-law authorizes or requires anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the building or other structure to be entered to carry out the inspection, remedy, enforcement or action,

- (a) enter the land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the Act or by-law;
- (b) request that anything be produced to assist in the inspection, remedy, enforcement or action; and
- (c) make copies of anything related to the inspection, remedy, enforcement or action.

AND WHEREAS *The Building and Mobiles Homes Act* section 4 provides as follows:

- 4 Notwithstanding anything to the contrary in any other Act of the Legislature, each municipality unless excluded under clause 2(2)(c) shall adopt and enforce any building construction code or building construction standard adopted, established or prescribed under section 3 for the province or the municipality or the part of the province in which the municipality is situated, and may make such by-laws as are necessary for those purposes.

AND WHEREAS it is deemed expedient and in the public interest to adopt the said Code and establish such standards;

NOW THEREFORE the Council of the Rural Municipality of De Salaberry, duly assembled, enacts as follows:

### **Section 1 Title**

1. This Bylaw may be cited as “The Rural Municipality of De Salaberry Building Bylaw”.

### **Section 2 Scope**

#### 2. Scope

- 2.1 This Bylaw applies to the whole of the Rural Municipality of De Salaberry.
- 2.2. This Bylaw applies to administration and enforcement in the design, construction, erection, placement, and occupancy of new building and structures, and the alteration, reconstruction, demolition, removal, relocation, occupancy and change in occupancy of existing building and structures and any requirements that are necessary to correct unsafe conditions in existing building and structures.
- 2.3. The requirements of the Code are hereby adopted and shall apply to all work falling within the scope and jurisdiction of this Bylaw and the National Plumbing Code.
- 2.4. Any construction or condition that lawfully existed before the effective date of this bylaw need not conform to the requirements of this bylaw if such construction condition does not constitute an unsafe condition in the opinion of the Municipality.

### **Section 3 Definitions**

#### 3. Definitions

- 3.1 The words and terms in this Bylaw shall have the meaning prescribed in section 3.4 and if no definition is provided herein they shall have the meanings as prescribed in the Code. Should a word or term be defined in both this bylaw and the Code, then the definition set forth in this bylaw shall govern.
- 3.2. Definitions of words and phrases used in this bylaw that are not specifically defined in the Code or in this subsection shall have the meanings that are commonly assigned to them in which they are used in these requirements, considering the specialized use of terms within the various trades and professions to which the terminology applies.
- 3.3. Words and terms used in this bylaw have the following meanings:

“Building”

Means any structure used or intended for supporting or sheltering any use or occupancy.

“Building inspector” means

- i. The person appointed by Council to administer and enforce this bylaw; or
- ii. In the event the municipality should in the future form part of a Planning District, the person or persons appointed as development officers by the Board of the District to administer and enforce this bylaw.

“Code”

Means The Manitoba Building Code adopted, established and prescribed under Section 3 of *The Buildings and Mobile Homes Act* as revised from time to time.

“Council”

Means the Municipal Council of the Rural Municipality of De Salaberry.

“Major Occupancy”

Means the primary purpose of the building(s) on the property;

“Municipality”

Means the municipal corporation of the Rural Municipality of De Salaberry.

“Occupancy Permit”

Shall mean a permit issued after the Final Inspection.

“Permit”

Means written permission or written authorization from the municipality in respect to matters regulated by this policy.

“Person”

Means any person, firm, partnership, cooperative, body corporate or politic and shall be deemed to include the plural where the context so requires.

“Relocation”

Means the moving of an existing building or structure from one location to another location.

“Renovation”

Means the reconstruction of all or part of the interior or exterior or both of an existing building where there is no structural reconstruction, alteration or enlargement of the building.

“Repair”

Means work done to an existing building for the purpose of maintenance and not amounting to a renovation.

“RTM”

Means ready to move houses or buildings constructed in one location and moved to a different location

“Structure”

Means anything constructed or erected with a fixed location on or in the ground or attached to something having a fixed location on or in the ground.

## **Section 4 General**

### 4. General

#### 4.1 Application Generally:

This bylaw applies to the design, construction, erection, placement and occupancy of new building, and the alteration, reconstruction, demolition, removal, relocation, occupancy and change in occupancy of existing building.

#### 4.2. Limited Application to Existing Building:

- 4.2.1. When a building or any part of it is altered or repaired, the Code applies to the parts of the building altered or repaired except where in the opinion of the Municipality, the alteration will affect the degree of safety of the existing building, the existing building shall be improved as may be required by the Municipality.
- 4.2.2. The number of storeys of an existing building or structure shall not be increased unless the entire building or structure conforms to the requirements of the Code.
- 4.2.3. The requirements of this bylaw apply where the whole or any part of a building is relocated either within or into the area of jurisdiction of the Municipality.
- 4.2.4. When the whole or any part of a building is demolished, the requirements of this Bylaw apply to the work involved in the demolition and to the work required to any parts remaining after demolition to the extent that deficiencies occurring or remaining after demolition require correction.
- 4.2.5. When a building is demolished by fire, earthquake or other cause, the Code, the requirements of this Bylaw and the appropriate regulations under *The Fire Prevention Act* (Manitoba), and The Manitoba Fire Code, apply to the work necessary to reconstruct damaged portions of the building.
- 4.2.6. When an unsafe condition exists in or about a building, the Code, the requirements

of this bylaw and the appropriate regulations in *The Fire Prevention Act* (Manitoba) and The Manitoba Fire Code, shall apply to the work necessary to correct the unsafe condition.

- 4.2.7. When the occupancy of a building or any part of it is changed, the requirements of this bylaw apply to all parts of the building or structure affected by the change.

#### 4.3. Exemptions

- 4.3.1. The general requirements in Section 4, do not apply to the following buildings and structures:

- 4.3.1.1. Sewage, water, electrical, telephone, rail or similar systems located on a street or a public transit right of way.
- 4.3.1.2. Public utility towers and poles, television and radio or other communication aerials and towers, except for loads resulting from those located on or attached to buildings;
- 4.3.1.3. Mechanical or other equipment and appliances not regulated in this Bylaw.
- 4.3.1.4. Flood control and hydroelectric dams and structures or mechanical or other equipment and appliances not specifically regulated in the Code;
- 4.3.1.5. An accessory building not greater than 10 square metres (108 square feet) in building area; or
- 4.3.1.6. Farm buildings over 600 square metres (6458 square feet) in size.

#### 4.4. Prohibitions

- 4.4.1. Any person who fails to comply with any order or notice issued by the Municipality, or who allows a violation of the requirements of this Bylaw or of the Code to occur or to continue, contravenes the provisions of this Bylaw.
- 4.4.2. No person shall work or authorize or allow work to proceed for which a permit is required unless a valid permit exists for the work to be done.
- 4.4.3. No person shall deviate from the accepted plans and specifications forming part of the permit or omit or fail to complete prior to occupancy, work required by the said accepted plans and specifications without first having obtained the acceptance of change, except for minor changes to accepted plans and specifications which, when completed would not cause a violation of the Code or other bylaws.
- 4.4.4. No person shall occupy or allow the occupancy of any building or part thereof or change the occupancy unless the owner has obtained an occupancy permit or final

inspection issued by the Municipality.

- 4.4.5. No person shall cause, allow or maintain any unsafe condition with respect to the construction, reconstruction, demolition, alteration, relocation or occupancy of a building or structure.
- 4.4.6. No person shall knowingly submit false or misleading information in connection with any application or other matter under these policies.
- 4.4.7. No person shall excavate or undertake work on, over or under public property, or erect or place any construction or work or store any materials thereon without receiving prior approval in writing from the Municipality.
- 4.4.8. No person shall allow the ground elevations of a building lot or site to be changed so as to cause surface water to flow or drain towards any other building or property.
- 4.4.9. No person shall restrict or intend to restrict surface water flows or drain its natural course.

#### 4.5. Mobile Homes/Manufactured Homes, Modular Homes and RTMs

- 4.5.1. Mobile homes and RTMs shall comply with the requirements of the Code.
- 4.5.2. The Municipality may require any or all of the following in respect to a mobile home or RTM sought to be located within the area of jurisdiction of the municipality:
  - 4.5.2.1. The submission of a complete set of plans and specifications;
  - 4.5.2.2. The seal of an engineer licensed in the Province of Manitoba in respect to all building components requiring professional certification;
  - 4.5.2.3. Submission of copies of any or all permits taken out for the mobile home or RTM in the location of its construction together with a copy of any or all inspection reports;
  - 4.5.2.4. Such inspections or certifications as the Municipality may deem necessary in order to ensure compliance with the code and this policy; and
  - 4.5.2.5. For more information on mobile homes see attached Schedule D.

## Section 5 - Permits

### 5. Permit

#### 5.1. Development Permit

- 5.1.1. No person shall commence or cause to be commenced the construction, alteration, conversion, expansion, extension, structural alteration, relocation, removal, demolition, the use of vacant land, building structures or change the use of land, building or structures, or repair of any building without obtaining a development permit as per the Schedule of Fees Bylaw.
- 5.1.2. The Development Permit must be obtained prior to approval of a Building Permit.
- 5.1.3. A building permit shall be obtained from the Municipality by the owner or his agent for the erection or construction and reconstruction, placement or removal and location or relocation, addition or extension, alteration or conversion, renovations or repairs, excavation and underpinning, installation or renewal to any building or structure prior to the commencement of any works.
- 5.1.4. Except as otherwise allowed by the Municipality, every application for a building permit shall be made in writing and shall be signed by the owner thereof and shall contain a declaration by the owner or his duly authorized agent that the information contained in such application is true. A letter of authorization must be provided if the owner is not the person applying for the permit. Other requirements that may be required are:
  - 5.1.4.1. Identify and describe in detail the work and occupancy to be covered by the permit for which the application is made;
  - 5.1.4.2. Describe the land on which the work is to be done by a description that will readily identify and locate the building lot;
  - 5.1.4.3. State the valuation of the proposed work and be accompanied by the required fee as per the Schedule of Fees Bylaw;
  - 5.1.4.4. Provide the following plans and specifications including but not limited to: Site plan, floor plans, engineered foundation plans, framing plans, roof plans, reflected ceiling plans, sections and details, building elevations, plumbing drawings, survey certificates, electrical heating, ventilation and air conditioning drawings including engineered plans for buildings over 784 sq ft.;
  - 5.1.4.5. The name of the owner, architect or engineer, building mover or builders engaged in the work and such other information as may be reasonably required by the building inspector or the Council to ensure compliance with

the Code and these policies;

- 5.1.4.6. Copy of Status of Title no older than 30 days;
  - 5.1.4.7. Staking Certificate provided by a Manitoba Land Surveyor;
  - 5.1.4.8. Include such additional information as may be required by the municipality;  
and
- 5.1.5. When an application for a permit has not been completed in conformance with the requirements of the Municipality within six months after the date of filing, the application shall (unless otherwise extended by the municipality) be deemed to have been abandoned, and can only be reinstated by filing a new application and paying all required fees.
- 5.1.6. A permit shall expire and the right of an owner under the permit shall end if:
- 5.1.6.1. The work authorized by the permit is not commenced within ~~12~~ 6 months from the date of issue of the permit and actively carried out after that; or
  - 5.1.6.2. The work authorized under the permit is suspended by the Applicant for 6 months unless otherwise extended by the municipality.
- 5.1.7. Any revision to the original application described in Section 5.1.3 shall be made in the same manner as for the original permit, or as may be required by the Municipality.

### **Building Permit**

- 5.1.8. Any cement slab foundations regardless of size requires a building permit regardless of whether there is a building being built on it or not and the structure must meet the yard setback requirements of the Zoning Bylaw.
- 5.1.9. No person shall commence or cause to be commenced until a building permit has been first obtained for:
- 5.1.9.1. The location, placement, erection or construction of any building or structure or portion thereof;
  - 5.1.9.2. The addition, extension, improvement, alteration or conversion of any building or structure, or portion thereof;
  - 5.1.9.3. The development of a previously unfinished basement;
  - 5.1.9.4. The repair, rehabilitation, or renovation of any building;
  - 5.1.9.5. The relocation or removal of any building or structure, or portion thereof;



- 5.1.9.6. Separate buildings are required to be inspected individually and possibly at different times and intervals; therefore all detached buildings are to apply for a separate building permit to simplify the inspection process;
- 5.1.9.7. Although duplexes and multi-housing permits require several duplicate inspections for each unit; sometimes developers require completion of individual housing units prior to the whole project completion which then requires the inspector to perform duplicate final occupancy inspections. One permit will be required for each of these developments with the option of providing separate occupancy permits for each unit; and
- 5.1.9.8. A farm building less than 600 square metres (6458 square feet) in size.

5.2. A building permit is not required for:

- 5.2.1. Replacement of stucco, siding or shingles (with the same material);
- 5.2.2. Replacement of doors and windows when the size of opening is not altered;
- 5.2.3. Construction of fences (as long as they are constructed inside property line and conform to Zoning Bylaws height restrictions);
- 5.2.4. Patching, painting and decorating;
- 5.2.5. Installation of cabinets and shelves;
- 5.2.6. Installation and replacement of sidewalks;
- 5.2.7. Construction of accessory building and sheds less than 10 square metres (108 square feet) provided that it does not create a hazard to neighbouring properties and meets the setbacks set out in the Zoning Bylaw;
- 5.2.8. Replacing of flooring;
- 5.2.9. Changing interior wall covering i.e.: drywall, paneling;
- 5.2.10. Replacing eaves troughs and down spouts;
- 5.2.11. Taking down and reinstalling poly shelters in spring and fall;
- 5.2.12. Moving and/or removing internal walls as long as it is not a load bearing wall.

5.3. Notwithstanding 5.2, such work shall comply with the Code and the provisions of this and other applicable Bylaws and the work shall not place the building or structure in contravention or further contravention of the Code or this or any other bylaw.

5.4. Granting a building permit

- 5.4.1. The Municipality shall not issue a permit if the work proposed in the plans and specifications is not in conformity with the requirements of these policies, the Code, *The Public Health Act*, any planning scheme, any development plan or basic planning statement in force and effect in the Municipality and the provisions of *The Planning Act of Manitoba C.C.S.M. Cap. P80*.

- 5.4.2. No permit shall be issued unless all required fees (e.g. *water/sewer* connection fees, etc.) in connection with the issuance of the building permit have been paid in full.
- 5.4.3. Building permits shall not be given to the developer before the construction completion certificate is signed by both the RM and the developer; proof of lot registration with Land Titles Office is also required.
- 5.4.4. Except as provided in Section 5.4.5, no person shall construct, extend, alter, renew or repair or make a connection to a plumbing system unless a permit to do so has been obtained.
- 5.4.5. A plumbing permit is not required when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared, or a leak repaired, if no change to the piping is required.
- 5.4.6. When required by the Municipality, the application shall also be accompanied by a plan that shows:
  - 5.4.6.1. The location and size of every building drain, and of every trap and clean out fitting that is on a building drain;
  - 5.4.6.2. The size and location of every soil or waste pipe, trap and vent pipe; and
  - 5.4.6.3. A layout of the potable water distribution system including pipe sizes and valves.
- 5.4.7. When a plumbing permit is required only Licensed Utility Contractors are allowed to connect to municipal water/sewer systems.
- 5.4.8. The Municipality shall not issue a plumbing permit unless the proposed work is in conformity with the requirements of these policies, the Code, *The Public Health Act* and any other relevant provincial regulation or statute relating to plumbing and unless and until all required fees have been paid in full.
- 5.4.9. Neither the granting of a permit nor the approval of plans and specifications nor inspections made by the building inspector, shall in any way relieve the owner from full responsibility for carrying out the work in strict conformance with the provisions of these policies and the Code.

## 5.5. Occupancy Permit

- 5.5.1. Except as otherwise permitted herein, no person shall occupy or use or permit the occupancy or use or change the occupancy or use of any building or part thereof, for which an occupancy permit is required hereunder:
  - 5.5.1.1. The occupancy of any new building or structure or portion thereof except a single-family dwelling, a two-family dwelling, or a multi-family dwelling without shared exit facilities;
  - 5.5.1.2. The occupancy of any existing building or structure where an alteration is

made thereto; except a single-family dwelling, a two family dwelling or multi-family dwelling without shared exit facilities;

- 5.5.1.3. For a change from one Major Occupancy group to another or a change from one division to another within a Major Occupancy group in any existing building or structure, or part thereof;
- 5.5.1.4. For a change from one use to another within the same division in a Major Occupancy group with results in an increase in the occupancy load;
- 5.5.1.5. For a change or addition or an occupancy classification of a suite in a building;
- 5.5.1.6. For a change from a use not previously authorized to a new use.
- 5.5.1.7. Until the required fees have been paid in full.

5.5.2. The building inspector shall not issue an occupancy permit/final unless the building meets the requirements of these policies, the Code, *The Public Health Act*, any planning scheme, development plan, and basic planning statement in force or in effect in the Municipality and the provisions of *The Planning Act*;

5.5.3. Deposit fees should be released once occupancy permit/final inspection is approved by the building inspector.

5.5.4. If property is occupied before occupancy permit/final inspection is granted, a penalty charge as per the Schedule of Fees Bylaw will be billed from the developer's deposit fee.

5.5.5. Notwithstanding apparent compliance with this bylaw, the Municipality may refuse to issue an Occupancy Permit/final inspection if the building, structure or proposed use is to the Municipality's knowledge in violation of a Zoning Bylaw, or any other Bylaw of the Municipality.

5.5.6. An applicant for an Occupancy Permit shall supply all information requested by the Municipality to show compliance with this Bylaw and any other relevant Bylaws of the Municipality.

5.5.7. The required Occupancy Permit shall be displayed and maintained in a legible condition by the owner or the owner's agent in a location acceptable to the Municipality.

## 5.6. Interim Occupancy Permit

5.6.1. The Municipality may issue an interim occupancy permit for a partial use of a building or structure subject to any conditions imposed by the Municipality.

5.6.2. No change shall be made in the type of occupancy or use of any building or structure, which would place the building or structure in a different occupancy group, unless such building or structure is made to comply with the requirements

of the Code for that occupancy group.

- 5.6.3. The duration on the interim occupancy permit shall be left to the discretion of the building inspector and the completion time be written on the permit.

#### 5.7. Temporary Occupancy Permit

- 5.7.1. The Municipality may issue a temporary occupancy permit for the use of a building or structure approved as a temporary building or structure.
- 5.7.2. A temporary occupancy permit shall be for a period not more than six months, but before the expiration of such period, the temporary occupancy permit may be renewed by the municipality for two further six month periods.

#### 5.8. Demolition Permit/Removal Permit

- 5.8.1. No person shall commence or cause to be commenced the demolition of any building or structure or portion thereof, unless a demolition permit has first been obtained from the municipality in the form of a Development Permit.
- 5.8.2. The municipality may request that an application for a permit to remove, relocate or demolish a building or structure, shall contain one or more of the following:
  - 5.8.2.1. A description of the building or structure giving the existing location, construction materials, dimensions, number of rooms and condition of exterior and interior, a legal description of the existing site and plot plan of the site; and
  - 5.8.2.2. A legal description of the site to which it is proposing the building or structure is to be moved if located within the municipality.
- 5.8.3. The owner, or his agent, of a site from which a building or structure is to be removed or demolished shall be subject to Code and:
  - 5.8.3.1. Notify the gas, electric, telephone and water service companies or utilities to shut off and/or remove their service;
  - 5.8.3.2. Locate curb stop and remove top casing or cut-off casing a minimum of 900mm below ground as per Schedule "F" and shall be done by a certified installer.
  - 5.8.3.3. Upon completion of the removal and demolition, put the site in a safe and sanitary condition to the satisfaction of the Municipality.

## 5.9. Renovation Permit

- 5.9.1. Any renovation project not listed in the examples of projects not requiring permits is to require at least one site inspection by the building inspector in order to determine if a permit is required.

## 5.10. Swimming Pool Permit

- 5.10.1. Permanent private and semi-private swimming pools (in or above ground), hot tubs, fish ponds and similar structures that have a minimum depth of two feet shall require a Building Permit. These pools shall have fences, gates and other required safety standards as outlined in *The Manitoba Health Act* and *The Buildings and Mobile Homes Act*.

## 5.11. General

- 5.11.1. No permit shall be assigned or transferred without the prior written consent of the Municipality.
- 5.11.2. Buildings over 600 square metres (6458 square feet) or buildings under provincial jurisdiction shall receive inspections for items 1 and 2 of our Residential Inspection Requirements (see Schedule B).
- 5.11.3. Accessory buildings must be a minimum 10' from the main dwellings for firefighting purposes.

### 5.11.4. Heights

- 5.11.4.1. Height of garage slabs shall be 16" higher than the street/road grade unless otherwise approved by the building inspector.

### 5.11.5. Cement Slabs

- 5.11.5.1. The minimum requirements regarding cement slab foundation specifications along with sketches provided by the building inspector are:

- 5.11.5.1.1. A floating slab is sufficient for any cement slab foundations under 400sq.ft;
- 5.11.5.1.2. A minimum of 12x12 thickened edge pad is required for any cement slab foundations 400 sq. ft. to 784 sq. ft.; and
- 5.11.5.1.3. A 12x16 thickened edge pad is required for any cement slab foundations over 784 sq. ft and must be engineered.

## 5.12. Lot Grading

- 5.12.1. All lots shall be graded to provide positive drainage away from the building into a

swale or ditch.

5.12.2. The lot grading shall be graded as per Schedule E.

5.12.3. Where required swales/ditches will be installed along common property lines to ensure runoff water does not flow from one lot onto the next lot.

5.12.4. Where a bedrock is encountered, normal lot grading may not be possible. All proposed site-specific lot grading deviations shall require the written approval of the Municipality prior to construction.

5.13. Extension and Revoking a Permit

5.13.1. After taking a building permit and the developer starts the project but does not complete it within 24 months, the permit may be extended for another 12 months if requested by the developer and approved by the RM. If the project is not completed within two years after the original permit date, a letter shall be sent to the developer to inform him to apply for the extension and complete the project within a year.

5.13.2. If the project is not completed within 3 years, the developer shall be penalized as per the Schedule of Fees Bylaw for every month the project is not complete. If the project is such a size that can't be completed within 3 years, an extension of the permit may be allowed by Council.

5.13.3. Upon taking a permit, if the project has not commenced within 6 months, the permit shall be nullified and fees and security forfeited. The developer shall reapply for the permit paying all applicable fees and security.

**Section 6 - Fees**

6 Fees

6.1 Permits Fees will be as per the Schedule of Fees Bylaw.

6.2 All major constructions, such as new dwellings, attached garages, additions and new foundations for dwellings will require a Security Deposit as per the Schedule of Fees Bylaw when applying for a building permit.

6.3 A fee will be enforced for each missed inspection or if someone occupies the building without receiving an occupancy permit as per the Schedule of Fees Bylaw.

6.4 The partial or full refund of the security deposit will be released upon Final Inspection or issuance of the Occupancy Permit/Final Inspection and completion of lot grading as per the Schedule of Fees Bylaw.

6.5 Failure to complete construction within the timeframe set out in this Bylaw, may result in the forfeiture of the security to the RM.

## 6.6 Refunds

- 6.6.1 Whenever a permit is revoked or surrendered for cancelation within ~~6~~ 13 months after obtaining a permit, a refund of the fees paid will be made after deducting any inspection expenses and administration fee as per the Schedule of Fees Bylaw.

## 6.7 Units Outside municipal boundaries

- 6.7.1 All pre-owned buildings proposed to be moved inside the Municipality will be required to be approved by the Building Inspector prior to its relocation. Inspection fees are set to reflect the actual current fee schedule of the inspection.

## 6.8 Penalties

- 6.8.1 Where a permit is not obtained before commencement of any work, the owner or contractor shall pay double the permit fees.
- 6.8.2 If the project is not finished within 2 years of issuing the permit and 1 year after the RM issuing an extension, the developer shall pay a penalty as per the Schedule of Fees Bylaw until the project completed.
- 6.8.3 All buildings moved into the Municipality must meet Code including mobile homes that may no longer have CSA approval.

## 6.9 General

- 6.9.1 Fire inspection costs from the businesses that require yearly and every 3 year fire inspections shall be recouped as invoiced.
- 6.9.2 Application fees for two or more story buildings are charged as per the Schedule of Fees Bylaw.

## 6.10 Waiver of permit fees

- 6.10.1 Fees may be waived upon resolution of the Council of the Rural Municipality of De Salaberry for application made on behalf of the Rural Municipality of De Salaberry.

## **Section 7 – Duties, Responsibilities & Powers**

### 7. Duties, Responsibilities & Powers

#### 7.1. Duties and Responsibilities of the Owner

7.1.1. Every owner shall allow the building inspector to enter any building or premises at any reasonable time for the purpose of administering and enforcing the Code and this Bylaw.

7.1.2. Every owner shall obtain all permits, acceptances and approvals required in connection with the proposed work prior to commencing the work to which they relate.

7.1.3. Every owner shall ensure that plans and specifications are available at the time of application for permit, for inspection and approval by the building inspector. The building permit or a true copy thereof is to be posted in a conspicuous location on the site during the entire execution of the work.

7.1.4. The approval of drawings and or specifications in the issuance of a permit shall not in any way relieve the owner from full responsibility for carrying out any work in accordance with the provisions of this Bylaw and the Code.

7.1.5. Every owner shall give notice to the building inspector of the dates on which he intends to begin work prior to commencing work on the building site.

7.1.6. Every owner shall give notice to the building inspector:

7.1.6.1. Of intent to do work that has been ordered to be inspected during construction;

7.1.6.2. Of intent to cover work that has been ordered to be inspected prior to covering; and

7.1.6.3. When work has been completed so that a final inspection can be made.

7.1.7. Every owner shall give notice in writing to the building inspector immediately of any change in ownership or change in the address of the owner that occurs prior to the issuance of an occupancy permit.

7.1.8. Every owner shall give such other notice to the building inspector that may be required by the provisions of the Code or this Bylaw and shall comply in all respects with this Bylaw and the Code.

7.1.9. Every owner shall provide an up-to-date survey of the building site when and as required by the building inspector.



- 7.1.10. When required by the building inspector, every owner shall uncover and replace at his own expense any work that has been covered contrary to the provisions of this Bylaw and the Code.
- 7.1.11. Every owner is responsible for the cost of repair of any damage to public property or works located thereon that may occur as a result of the undertaking of work for which a permit was required by this Bylaw.
- 7.1.12. No person shall deviate from the requirements of the conditions of the permit without first obtaining from the building inspector permission to do so and such permission shall be in writing except for minor changes which conform to the Code.
- 7.1.13. Every owner shall ensure that all materials, systems, equipment and the like used in the construction, alteration, reconstruction or renovation of a building meet the requirements of applicable acts, regulations and Bylaws, for the work undertaken. It shall be the owner's responsibility for waste management of construction debris and its removal.
- 7.1.14. When a building or part of it is in an unsafe condition, the owner shall immediately take all necessary action to put the building in a safe condition.
- 7.1.15. Every owner shall commence construction within 6 months.
- 7.1.16. Every owner shall obtain inspections as required and acknowledges failure to do so will indemnify and save harmless the RM of any and all deficiencies.
- 7.2. Duties and Responsibilities of the Contractor (s)
- 7.2.1. Every contractor shall ensure that all construction safety requirements of the Code and the Plans are complied with.
- 7.2.2. Every contractor is responsible for ensuring that no excavation or other work is undertaken on public property and that no building is erected or materials stored in whole or in part thereon without approval first having been obtained in writing from the Municipality.
- 7.2.3. Every contractor is responsible jointly and severally with the owner for work undertaken. During the construction process, every contractor must ensure that the construction site is kept safe and that any open excavations or hazards are clearly marked and barricaded.
- 7.2.4. Every contractor is responsible jointly and severally with the owner to ensure all

required permits have been obtained prior to commencing work.

### 7.3. Duties and Responsibilities of the Municipality

- 7.3.1. The Municipality shall administer this policy and shall have the powers of enforcement.
- 7.3.2. The Municipality shall keep copies of all applications received, permits and orders issued, inspections and tests made, and of all papers and documents connected with the administration of the Code and this policy for such time as required by the provisions of *The Municipal Act* (Manitoba).
- 7.3.3. The Municipality shall provide, when requested to do, all reasons for refusal to grant a permit.

### 7.4. Duties and Responsibilities of the Designer/Architect/Engineer

- 7.4.1. When a designer/architect/engineer is retained, the designer/architect/engineer shall ensure that the design of the building conforms to the Code and all other relevant regulations.
- 7.4.2. When a professional engineer/architect is required by the Code or requirements of this Bylaw, they shall do inspections to ensure that the construction conforms to the design and the Code when requested by the building inspector.
- 7.4.3. Every designer shall ensure that all materials, systems, equipment or related matter specified for the construction, alteration, reconstruction or renovation of a building meet the requirements of the Code and the requirements of applicable Acts, regulations and bylaws for the work to be undertaken and all documents must be sealed, if required.
- 7.4.4. If the responsible designer architect and/or professional engineer withdraw from the project, such designer, architect and/or engineer shall immediately advise the Municipality.
- 7.4.5. A designer/architect/engineer shall only work within their field of competency.

### 7.5. Duties of the Building Inspector

- 7.5.1. The building inspector shall:

- 7.5.1.1. Examine the condition of all buildings in the Municipality and all buildings proposed to be built, altered, repaired or relocated in the Municipality, pursuant to a permit as aforesaid and to see that the provisions of *The Public Health Act*, the Code, any planning scheme, zoning bylaw, development plan or basic planning statement in force and effect in the Municipality, of *The Planning Act* and this bylaw are properly carried out;
- 7.5.1.2. Keep proper records of all applications and plans received, inspections and tests made, permits and orders issued, and shall retain copies of all reports and documents connected with his/her duties;
- 7.5.1.3. Examine and process plans and specifications submitted with applications for permit;
- 7.5.1.4. Enter and inspect any building or premises at any reasonable time;
- 7.5.1.5. Give notice in writing to the owner or his/her agent, of any dangerous or unsafe condition that exist on the premises;
- 7.5.1.6. Prohibit the occupancy of the premises if the provisions of health, zoning, safety and fire regulations effective in the Municipality have not been adhered to.
- 7.5.1.7. Inspect the construction and reconstruction of all buildings.
- 7.5.1.8. Administer and enforce this Bylaw.
- 7.5.1.9. Issue occupancy permits and/or final inspections.

## 7.6. Powers of the Municipality

- 7.6.1.1. The Municipality may:
  - 7.6.1.1.1. Enter any building or premises necessary at any reasonable time for the performances of its duties.
  - 7.6.1.1.2. Revoke or suspend a permit or issue a Stop Order/Compliance Order if:
    - 7.6.1.1.2.1. Construction is not started within a period of 6 months from the date of issuing the permit;
    - 7.6.1.1.2.2. Construction is discontinued for a period of 6 months;
    - 7.6.1.1.2.3. There is a violation of any condition under which the permit was

issued;

- 7.6.1.1.2.4. Any alteration or deviation from the deposited plans and specifications is made without authority.
- 7.6.1.1.3. Refuse a building, plumbing or occupancy permit if the requirements of the bylaw haven't been met.
- 7.6.1.1.4. Require the owner to remove or rectify any unsafe conditions.
- 7.6.1.1.5. Specify a timeline to correct any contraventions.
- 7.6.1.1.6. Require the owner to remove any encroachments or buildings.
- 7.6.1.1.7. Require the owner or his agent to produce any required written clearance from any Federal or Provincial Government Department before a permit is issued;
- 7.6.1.1.8. Order the person receiving the building permit to take all proper precautions for the guarding of any excavations, the public highway, streets and sidewalks, and from preventing the placing of material, equipment or scaffolding on the highways, streets or sidewalks in any manner that would, in the opinion of the building inspector, constitute an inconvenience or menace to traffic or pedestrians and for the protection of the public generally.
- 7.6.1.1.9. Upon the completion of the work, require the holder of the permit to immediately remove all building material, equipment scaffolding and rubbish from the streets, sidewalks and boulevards and to clean and repair and leave in good condition and repair the streets, sidewalks and boulevards as the same were before the permit was issued.
- 7.6.1.1.10. Upon noticing commencement of works in the Municipality where no building or development permit has been issued, the inspector will make a personal visit to the building site and advise the owner of the requirements of these policies, and if the construction conforms with the Code and the RM of De Salaberry Zoning Bylaw, the inspector may issue the necessary permit(s) and collect the applicable fees in accordance with the Schedule of Fees Bylaw, as amended.
- 7.6.1.1.11. Deem the security paid by the owner, forfeited to the Municipality if construction is not completed in the timelines set out in this Bylaw.

## **Section 8 – Offences and Penalties**

### 8. Offenses and Penalties

- 8.1. Any person who commences any excavation, construction, renovation, relocation or demolition of any building or structure without first having obtaining the necessary permit(s), shall be charged double applicable permit fees to those assessable had he originally applied for permit prior to works. In addition there will be a building inspector's visit fee for each infraction.
- 8.2. Any person who contravenes or disobeys, or refuses or neglects to obey any provision of the Code or these policies for which no other penalty is herein provided, is guilty of any offence and liable, on summary conviction, to a fine not exceeding five thousand (\$5,000) dollars for each day that the offence continues.
- 8.3. All houses, mobile homes, sheds and containers relocated into the RM must be completed as per conditions within two (2) years of permit approval and that non-compliance to this policy may be subject to fines as per the Schedule of Fees Bylaw under non-compliance state.
- 8.4. If the building inspector becomes aware of someone occupying their home without the owner applying for an occupancy permit, the inspector may request a final inspection immediately; and if there are deficiencies, an interim occupancy permit may be issued with a completion deadline which will incur a fine as per the Schedule of Fees Bylaw for each day past the interim occupancy permit deadline date.
- 8.5. Where a corporation commits an offence against the Code or this Bylaw, each Director or Officer of the corporation who authorized, consented to, connived at, or knowingly permitted in the doing of the act that constitutes the offense, is likewise guilty of the offenses jointly and severally liable.

## **Section 9 - Appeal**

### 9. Appeal

- 9.1. Any person aggrieved by any decision or order of the Municipality or the building inspector as to issuance of permits, the prevention of construction or occupancy of buildings, the demolition or removal of buildings, or structures, or any other matter herein may, within fifteen (15) days from the date of the decision, appeal in writing to the Council. All decisions or orders remain in effect during the appeal process.
- 9.2. Council may hear the appeal as a committee of the whole or by subcommittee especially established for this purpose, however the final decision will be that of Council.
- 9.3. Upon the hearing of an appeal, the Council may:

9.3.1. Uphold, rescind, suspend or modify any decision or order given by the

Municipality or the building inspector;

9.3.2. Extend the time within which compliance with the decision or order shall be made; or

9.3.3. Make such other decision or order as in the circumstances of each case it deems just.

9.4. The decision or order of the Council upon being communicated to the appellant, shall stand in place of the decision or order against which appeal is made, and any failure to comply with the decision or order is an offense.

### **Section 10- Amendments**

10. Any schedules attached to this Bylaw may be amended by resolution of Council.

### **Section 11 – Effective Date**

11. This By-law shall come into force and take effect on the date of its enactment.

12. That By-law 2348-16 is hereby repealed.

DONE AND PASSED as a Bylaw of the RM of De Salaberry in the Province of Manitoba, this 25th day of September, 2018.

Original Signed by Marc Marion

Marc Marion, Reeve

Original Signed by Kristine Shields

Kristine Shields, CAO

Read a first time this 11<sup>th</sup> day of September, 2018.

Read a second time this 25<sup>th</sup> day of September, 2018.

Read a third time this 25<sup>th</sup> day of September, 2018.

# **SCHEDULE A (Example Building Permit Application)**

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Permit No: \_\_\_\_\_

Roll No: \_\_\_\_\_

Date: \_\_\_\_\_

Construct

Addition

Locate

Renovate

Demolish

Description of Work: \_\_\_\_\_

**OWNER:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**MAIN FRAME CONTRACTOR:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**FOUNDATION CONTRACTOR:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Est. Value of Project: \_\_\_\_\_

Size of Lot: \_\_\_\_\_ (Acres /Frontage)

Property Zoned \_\_\_\_\_

Yard Requirements: Front \_\_\_\_\_ feet;

Sides \_\_\_\_\_ feet;

Rear \_\_\_\_\_ feet

## **BUILDING INFORMATION**

Main Floor: \_\_\_\_\_ sq. ft.

Attached Garage: \_\_\_\_\_ sq. ft.

Second Floor: \_\_\_\_\_ sq.ft.

Open Deck: \_\_\_\_\_ sq. ft.

Basement: \_\_\_\_\_ sq.ft.

Encl. Deck: \_\_\_\_\_ sq. ft.

No. of Storeys: \_\_\_\_\_

Total Height (grade to peak): \_\_\_\_\_

## **DOCUMENTS REQUIRED:**

Engineered Plans

Energy Code Calculations

Site Plan

Status of Title (current within 30 days of application)

## **ADDITIONAL DOCUMENTS (May be required):**

Grade Elevation Approval

Manitoba Infrastructure and Transportation Approval

Manitoba Conservation Approval

Developers Approval

Geotechnical Report

Letter of Authorization

Staking Certificate

Special Approvals	Req'd	Comments
-------------------	-------	----------





**TOTAL FEES:** \_\_\_\_\_

**RECEIPT NUMBER:** \_\_\_\_\_

<b>Special Approvals</b>	<b>Req'd</b>	<b>Comments</b>
Variance/Conditional Use		
Zoning		
Driveway Crossing		
Wastewater Mgt Registered Cert. #		*REQUIRED FOR ALL NEW HOMES*
Yard Requirements: Front _____ feet; Rear _____ feet; Side _____ feet		



## **SCHEDULE B: Example Inspection Schedule**

### **AFTER PERMIT HAS BEEN ISSUED**

- ✘ Building permit notice must be posted in a visible place before any works are commenced.
- ✘ Once building permit issued, call the building inspector immediately to schedule a meeting.
- *It is the responsibility of the Permit Holder to make themselves familiar with the additional building permit requirements put in force by the municipality.*
- *Permit Holder holds the responsibility to contact the Building Inspector prior to any works being started. Failure to do so will be double the permit fees or removal of the works started prior to Inspector Authorization.*
- *If the contractor takes out the permit for the landowner he is deemed fully responsible for the project.*
- *For sub-contractors, no works are to be started until the permit is posted.*

#### **Building and Plumbing Inspector:**

**LARRY CHUBEY**

➤ **CELL: 746-4032**

➤ **PH: 427-2059**

➤ **FAX: 427-3162**

- **Please have permit number when calling.**
- **Please leave a message with the Building Inspector and/or the Municipal Office when scheduling an inspection.**
- **Inspections during Business Hours 8:00am to 5:00pm Monday to Friday**
- **Height Required in Flood Areas – 24”higher than the 200 year Flood Level.**

When an inspection is done, the inspector will leave either a red or green sticker on or near the building permit or on the door. The green sticker indicates that the work has passed inspection and work can proceed to the next stage. The red sticker indicates that the work is either incomplete or improperly done, and will require further inspection. The Homeowner/contractor should phone the inspector before proceeding with further works.

#### ***Residential Inspection Requirements 24 Hour Notice Recommended***

	1	2	3	4	5	6	7	8	9	10	11	12
HOUSES & DUPLEXES	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ATTACHED GARAGE / BREEZEWAY	✓	✓	✓	✓	✓			✓	✓	✓		✓
DETACHED GARAGE	✓	✓	✓	✓	✓			✓	✓	✓		✓
ADDITIONS	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
BASEMENT DEVELOPMENT						✓	✓		✓	✓		✓
POOL / DECK / CANOPY	✓		✓	✓				✓				✓
WORKSHOPS	✓	✓	✓	✓	✓			✓	✓	✓		✓
READY TO MOVE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FARM / ACCESSORY BUILDING	✓	✓										✓
RENOVATIONS - STRUCTURAL ALTERATIONS							✓	✓	✓	✓		✓
DEMOLITION												✓
MOBILE HOMES	✓	✓	✓				✓					✓
OTHER, AT INSPECTOR'S DISCRETION												

1. Zoning / Site Inspection - When property lines and proposed construction lines are staked ready to verify yard requirements.
2. Elevation Inspection – prior to concrete footing being poured. Ready to establish lot and dwelling grade. Height will be determined at building inspector’s discretion.
3. Foundation – prior to pouring concrete and all steel in place
4. Grade Beam and piles – prior to pouring and all steel in place
5. Garage Floor – prior to pouring and all steel in place
6. Basement Floor – drain pipes installed, base prepared and poly in place
7. Plumbing in Basement – underground plumbing complete prior to covering up pipes
8. Plumbing on Main Floor – prior to insulating
9. Framing – when framing is completed and prior to insulating
10. Insulation and Vapour Barrier – insulation installed and poly and sealant application prior to covering walls
11. Back Fill Inspection – water proofing, drain tiles and stone cover
12. Final – when all work is complete prior to occupancy (smoke alarms, railings, lighting, stairs, safety, etc.) and that application for occupancy/final permit be presented to the building inspector for signing at this inspection.

Please contact the Building Inspector prior to inspection stage or if any discrepancies are found on the blueprints.

## SCHEDULE C: Occupancy Permit Application



### Occupancy Permit /Final Inspection Form

Rural Municipality of De Salaberry  
St-Pierre-Jolys, Manitoba

Ph: 433-7406, Fax: 433-7063

Roll No. \_\_\_\_\_

1. The undersigned hereby applies for a Permit authorizing the occupancy of the following premises:
2. This application is to be presented to the Building Inspector for the Final Inspection.
3. This application has to be signed by the Building Inspector before the owners can move into the house under this permit number.
4. There will be a charge as per the Schedule of Fees for each additional visit after the final inspection to complete the Occupancy Permit.

**Type of Permit:**       Occupancy Permit       Interim Occupancy Permit       Final Permit

Location of Building (Civic address): \_\_\_\_\_

Legal Description:      Section/Lot. \_\_\_\_\_ Township/Block \_\_\_\_\_ Range/Plan \_\_\_\_\_

Property Zoned: \_\_\_\_\_      Size of Lot. \_\_\_\_\_ Acres/ Frontage

Proposed Date of Occupancy: \_\_\_\_\_ Building Permit No. \_\_\_\_\_

Use of Building or Premises      Major: \_\_\_\_\_      Other: \_\_\_\_\_

No. of Storeys \_\_\_\_\_      Size of Building (Total) sq.ft.: \_\_\_\_\_

New: \_\_\_\_\_      Enlargement: \_\_\_\_\_      Alteration: \_\_\_\_\_

Change of Occupancy      From: \_\_\_\_\_      To: \_\_\_\_\_

Change in Character in the Use of Land: \_\_\_\_\_

Applicant: \_\_\_\_\_      Address: \_\_\_\_\_      Phone: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WHEN PROPERLY VALIDATED (in this space). THIS IS YOUR PERMIT**

Occupancy / Interim Occupancy Conditional Upon:

\_\_\_\_\_

**Validated by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **SCHEDULE D: Info on Mobile Homes**

### **Info Sheet for Mobile Homes**

*How do I know if my mobile home is CSA certified?*

All mobile homes in Manitoba are required to be CSA certified. New mobile homes come with this certification. However, if you are dealing with an older mobile home or any uses pre-owned. It may not be certified. A certification sticker can be found on all mobile homes that are CSA certified. This sticker can usually be found near the doorway or the electrical panel. If a mobile home is not certified, an inspection must be performed by the Office of the Fire Commissioner. Please contact their Winnipeg Office directly at 1-800-282-8069.

### **Site Preparation**

*What steps must be taken during site preparation for a Mobile Home?*

As a first step, all topsoil and organic material must be removed from the site below the mobile home location. The base of the excavated site area should then be graded from the center to the outside or from side to side, with a minimum slope of 2% to prevent water accumulation under the home. The area should then be filled with gravel or other suitable granular inorganic material to be level above the surrounding finished grade.

All backfill in the area of footings for surface foundations should be compacted. This fill should be similarly graded with a minimum slope of 2%.

A ground cover of minimum of 10 mm poly shall be placed over the entire area below the mobile home and shall extend 150 mm (6 in.) beyond the perimeter to prevent upward movement of moisture into the space beneath the home. If the ground cover cannot be one piece, the sections must be overlapped at least 100 mm (4 in.) at the joints.

### **Clearance**

*Is there a minimum clearance required under the Mobile Home?*

Yes. A vertical clearance of at least 600 mm (24 in.) shall be maintained between the top of the finished grade under the home and the bottom of the floor joists. In homes that incorporate a lowered section (i.e. sunken living room) or where the home is installed on a sloping site, the vertical clearance between the top of the finished grade and the bottom of the joists of the lowered section shall be at least 300 mm (12 in.)

In all cases, sufficient vertical clearance shall be provided to allow ready access for servicing and replacement of heating, plumbing and other equipment located under the home.

### **Foundations**

*Does one acceptable foundation system exist for all mobile homes?*

No. Depending on the soil type and ground conditions, a number of different systems can be incorporated. Two of the more common foundation systems are the concrete block surface foundation and the wood crib.

#### *Concrete Block Surface Foundation*

Concrete block foundation consists of a reinforced precast concrete slab placed on top of proper base. 200 x 200 x 400 mm (8x8x16 in.) concrete blocks are then placed on the concrete slab (may require more than 1 layer of blocks) 2 layers of 400 x 400 x 19 mm (16 x 16 x 3/4 in.) exterior plywood and/or 38 mm

(1 ½ in.) solid lumber are placed on top of blocks. Harwood wedges are then used for final adjustments.

#### *Wood Crib Surface Foundation*

Any wood crib piers that are used should consist of sound lumber placed so that adjacent layers are at right angles to each other, with each layer nailed securely to the layer beneath it.

### **Anchorage**

#### *Does my mobile home require an anchoring system?*

Depending on the size of the mobile home, it may or may not require an anchoring system. Single-wide mobile homes having a gross weight of at least 8,400 kg (18,500 lbs), do not normally require additional anchorage beyond that sufficient to maintain the structural integrity of the box between the main structure frame and the foundation.

#### *Are there any design requirements for anchorage systems?*

Where ground anchors are used to resist wind forces, they should be at a sufficient depth to be free of movement from frost action. If the foundation units move upward as a result of frost action and the ground anchors resist this movement, damage to the mobile home will likely occur. Therefore, it is extremely important that a means of adjusting the anchor cable tension be provided.

#### *Typical Anchorage Systems*

- Ground auger type anchor
- “Duckbill” type anchor
- Concrete “deadman”

### **Skirting & Ventilation**

#### *Are there any requirements for the skirting around a mobile home?*

Skirting should be designed to accommodate a minimum of 50 mm (2 in.) vertical movement of the soil surface due to frost action. Any part of the skirting in contact with the ground should be corrosion resistant or pressure-preservative treated. Cut ends of wood members should be brush or dip treated in accordance with the instructions of the preservative manufacturer. The exterior surface of mobile home skirting should also be painted or otherwise made resistant to the weather.

#### *What type of ventilation is required?*

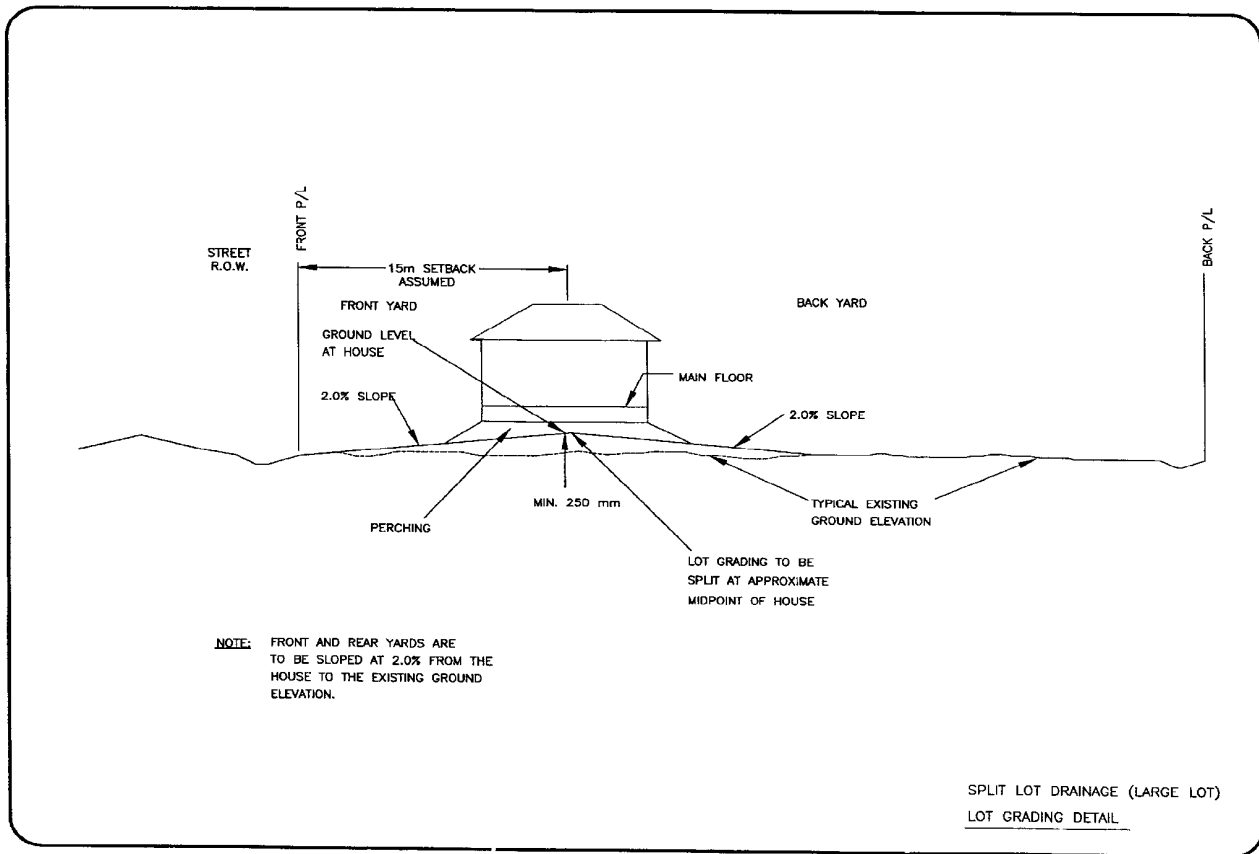
When skirting is used, it must allow for year-round ventilation. This can be accomplished by installing screened louvers or grilles of at least 0.1 m sq of unobstructed venting for each 50 m sq (1 sq ft for each 500 sq ft) of floor area of the mobile home. These grilles should be uniformly spaced on each side of the mobile home.

At least one access panel of not less than 500 x 700 mm (20 x 28 in.) shall be provided in the skirting for periodic inspections and maintenance of services. This panel should be located close to sewer and water connections.

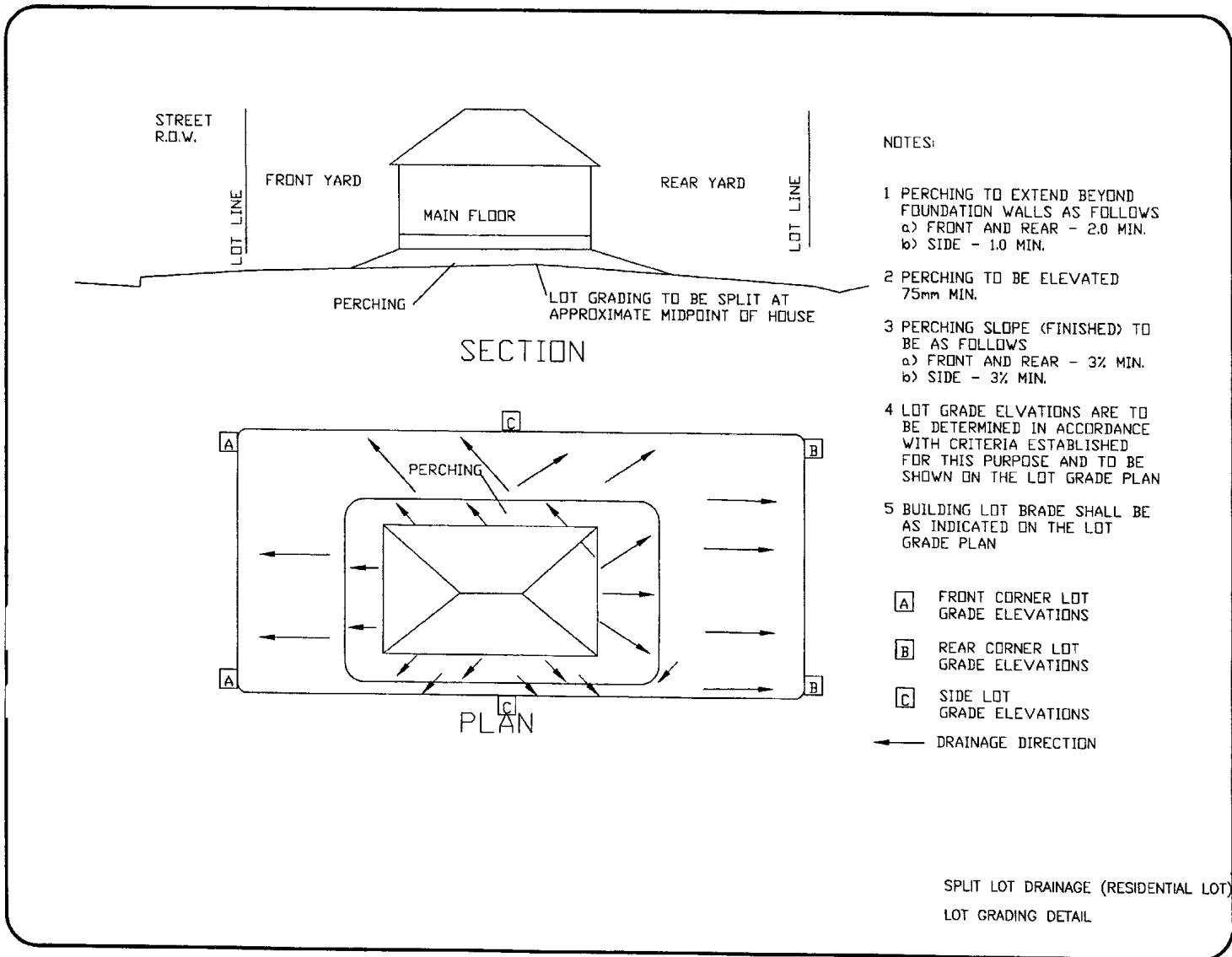
#### *What are the requirements for any additions or accessory structures?*

All additions, porches, garages and accessory structures shall be of an equivalent quality and appearance as the mobile home unit and shall complement the exterior. A building permit is required for any additions.

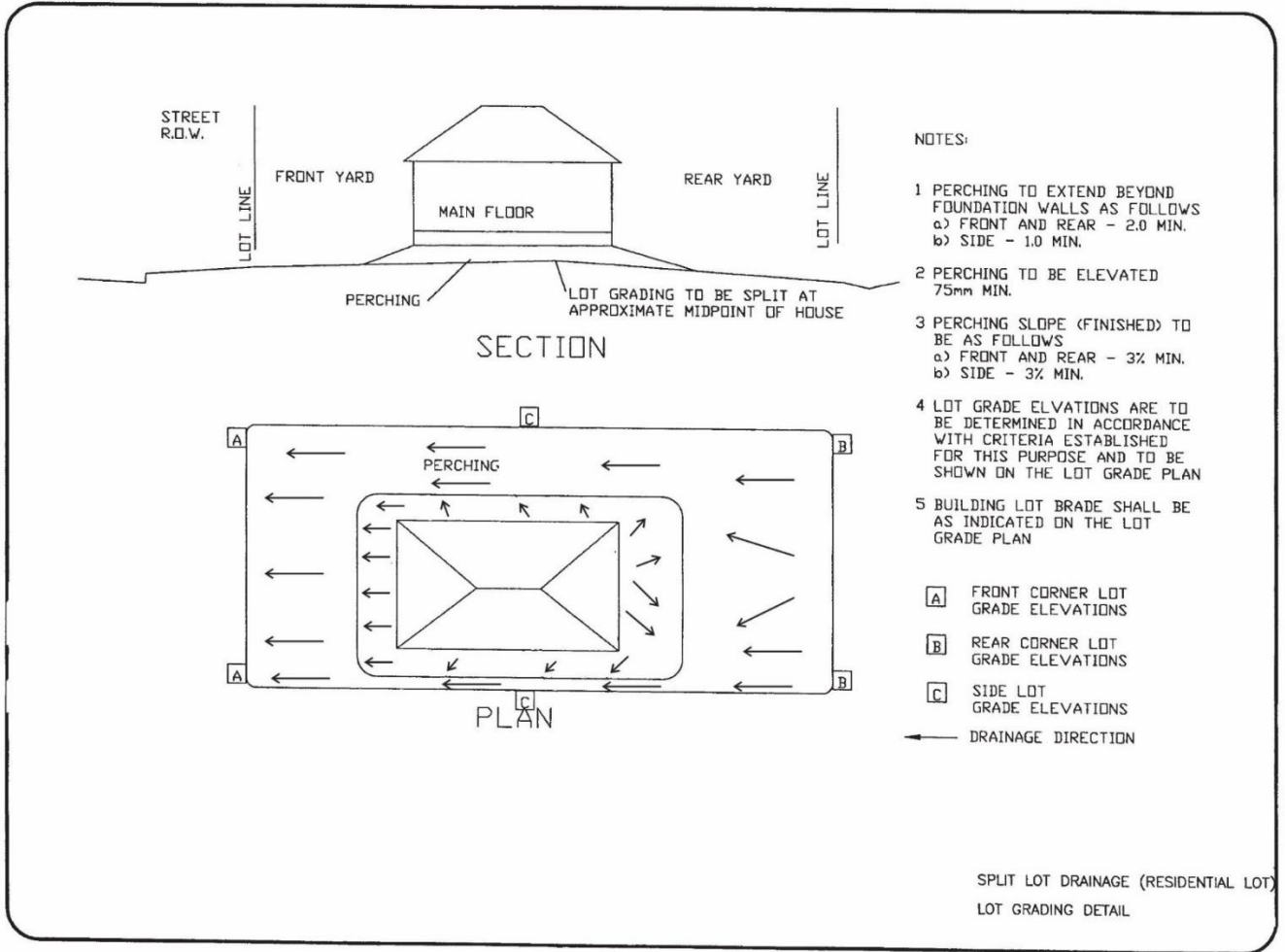
# SCHEDULE E: Lot Grading Drawings (1-3)



Drawing 1: Lot Grading Detail - Split Lot Drainage (Large Lot)



**Drawing 2:** Lot Grading Detail - Split Lot Drainage (Residential Lot)

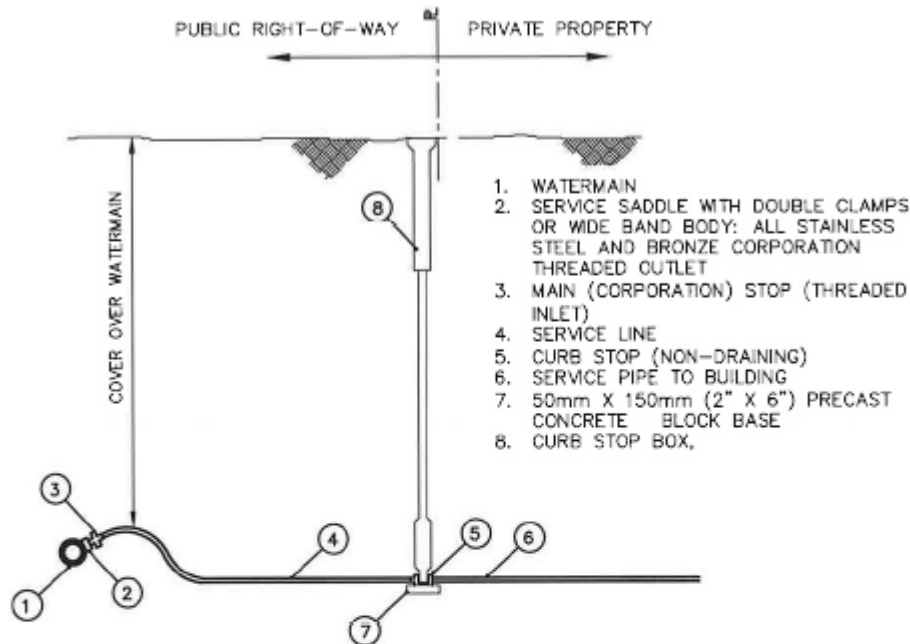


**Drawing 3:** Lot Grading Detail - Back to Front Drainage



# SCHEDULE F: ABANDON SERVICE

## EXTEND / ABANDON EXISTING WATER SERVICE



### ABANDON WATER SERVICE

- EXCAVATE TO EXISTING WATERMAIN AND LOCATE CORPORATION STOP FOR SERVICE TO BE ABANDONED.
- TURN CORPORATION STOP TO OFF POSITION AND CUT WATER SERVICE PIPE TO A MAXIMUM OF 300MM FROM THE WATERMAIN. CRIMP END OF SERVICE PIPE FLAT (IF COPPER), OR SECURELY PLUG.
- LOCATE CURB STOP AND REMOVE TOP CASING OR CUT-OFF CASING A MINIMUM OF 900MM BELOW GROUND.

### EXTEND WATER SERVICE

- IF UTILIZING EXISTING SERVICE LINE AND CONNECTION TO EXISTING SERVICE LINE IS BEING MADE ON PRIVATE PROPERTY, EXISTING AND PROPOSED LINE SIZE MUST CORRESPOND TO MINIMUM WATER SERVICE SIZE AS INDICATED IN THE R.M.'S SERVICING STANDARDS.
- CONNECT REQUIRED LENGTH OF NEW WATER SERVICE TO EXISTING WATER SERVICE PIPE WITH COMPRESSION CONNECTOR PIPE WITH STAINLESS STEEL INSERTS (URBAN), OR BRASS NIPPLES AND STAINLESS STEEL HOSE CLAMPS (RURAL), AND INSTALL INTO BUILDING.

### METRIC

WHOLE NUMBERS INDICATE MILLIMETRES  
DECIMALIZED NUMBERS INDICATE METRES