



Building Permit Checklist

This document is intended to assist applicants in the process of applying for permits. Applicants are required to contact “Call Before You Dig” if you planning to excavate or dig: 1-800-940-3447. It is the owner’s responsibility to ensure the building is located within the property lines, is not built on easements, and adhering to setbacks. If you question where your property lines are and/or where the building is being located, you should hire a surveyor to assist you further.

Application Requirements:

- Completed Development Application and Building Permit Application (The Development Permit Application will ensure the project/business/use conforms to the Zoning Bylaw. The Building Permit is to ensure the building conforms to *The Building Code*)
- Buildings Plans or Engineered Stamped Plans (new home construction, additions, new foundations, accessory buildings over 784 sq ft)
- Energy Code Calculations for new homes
- New Home Warranty Registration and Warranty as per the *New Home Warranty Act* if building a new home (Consumer Protection Office 1-800-782-0067)
- Status of Title (current within 30 days of application) This is available at a fee from the Property Registry Office (1-888-877-3067) or can be obtained for a fee from our office.
- Letter of Authorization (If the applicant is not the landowner. This must be submitted if the landowner has not signed the applications and the applicant will be the contact person)
- Site Plan – Showing the following:
 - North Arrow
 - Civic Address
 - Scale of site plan (i.e. 1 square= 10 m, or 1 cm = 10 m)
 - Legal Description (Quarter section of lot/block/plan)
 - Street and/or road names
 - Lot lines and dimensions
 - Access location (label if it is a proposed access or existing)
 - Existing structures with dimensions and setbacks from property lines
 - Proposed structures with dimensions and setbacks to property lines
 - Location of adjacent waterbody, slope, or wetland
 - Location of any known easements or right-of-ways
- Manitoba Infrastructure Approval if building within 125 of a PTH or PR (1-204-346-7361)
- Manitoba Water Conservation Approval if building within a flood area (1-204-945-2121)
- Applicable fees as per the Schedule of Fees Bylaw (If work has commenced prior to the approval of a permit, the fee will be doubled as per the Schedule of Fess Bylaw)
- Driveway Application form is required if a new approach is to be built. Fees to be determined depending on the size of culvert required.
- Water and Sewer Application is required if connecting to municipal services. Fees as per the Utility Policy.

Once the above information is submitted, the Planning and Development Officer and Building Inspector will review the documents prior to issuing the permit.

*Please note: If the new structure or use is not a permitted use in the zone that your property is located, you will be required to apply for a variance or conditional use as needed and receive approval prior to the permit being issued.