
BUILDING PERMIT INFORMATION CHECKLIST

A building permit application must be completed by the owner or agent for the owner.

- Permit fee must be paid before the permit can be issued.
- Note: Where a permit is not obtained prior to start of work, the fee will be doubled.

A Permit cannot be issued until all required information is submitted.

TO PROVIDE WHEN APPLYING FOR A PERMIT

BASIC APPLICATION INFORMATION:

- Address and legal description of building location.
- Owner's name, civic address, telephone number.
- Designer's name, address, telephone number.
- Contractor's or builder's name, address, telephone number.
- Use of building.
- Type of work being done (new, addition, alteration, renovation, repair, etc.).
- Value of all work including materials, installed systems (electrical, plumbing etc.).
- **SITE PLAN** showing details as required. See back of this page.

DRAWINGS/PLANS must be submitted with the completed building permit application.

See back of this page. Drawings must:

- Show the owner's name, address, and telephone number.
- Be drawn to scale and the scale indicated on the drawings.
- Be black line or blue line drawings on good quality paper.
- Have legible information and dimensions which indicate construction details.
- Be marked with the designer's, architects or engineer's stamp*, signed and dated
- Clearly show the locations of existing and new construction for additions, alterations etc.

***PROFESSIONALLY SEALED PLANS PLUS CERTIFICATION** by the architect or engineer licensed to practice in Manitoba is required to be submitted for:

- All Preserved Wood Foundations (PWF).
- Concrete foundations and footings over 12.2 metres (40 feet) in length.
- Any Building over 600 square metres (6458 square feet) in area.
- Any public assembly building such as churches, community halls, beverage rooms, restaurants, schools, arenas, and stadia.
- Any institutional building such as nursing homes, hospitals, prisons.
- Any high hazard industrial building such as bulk chemical and flammable liquids plants, processing plants, grain elevators, and spray painting operations etc;

MB. Hydro electrical service, MB. Conservation Onsite Waste Disposal system discharge - applications for these approvals will be directed to the appropriate authority and confirmation from these departments is required prior to permit issuance. Approval by other jurisdictions for Zoning clearance (Development Permits), gas appliances, boilers, etc. may be required. .

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- Information typically shown on these drawings is listed.
- Other information may be required to describe the proposed construction in more detail.
- For alterations and renovations, some of the drawings may not be required.

FOR DEVELOPMENT PERMIT APPLICATION:

An approved Development Permit is required prior to issuing Building Permit.

... SITE PLAN - building address; street/road names; size of site(lot);use of the building; size of the building(s); location of the building(s) in relation to the property lines and existing buildings; north arrow; access to the site; parking; grading elevation for drainage; well; septic tank and field location. This is necessary for confirmation of MB. Conservation Registration of Onsite Waste Disposal system and Hydro service in the area.

FOR BUILDING PERMIT APPLICATION:

- FOUNDATION PLAN - overall size; size and location of the footings, piles, foundation walls; size and location of openings for doors, windows; pads for columns; foundation drainage.
- FLOOR PLANS - (for each level) - size and location of: interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stairs; windows; barrier-free entrances; barrier-free washrooms; other barrier-free facilities; built in furnishings; room sizes; location of service area.(i.e. furnace and laundry room)
- STRUCTURAL PLANS - size, material and location of: columns; beams; joists; studs; roof trusses; floor trusses/ joists; masonry walls; poured in place and precast concrete walls and floors; and related structural engineering details. (NOTE: Floor and rafter drawing to be supplied.)
- ELEVATIONS - views of all sides of the building; height of finished grade; exterior finishing materials; size and location of doors, windows; location of chimneys.
- CROSS SECTIONS AND 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 and vapour protection; insulation value.
- VENTILATION/MECHANICAL PLANS - description and location of heating, ventilation and air-conditioning equipment, size and location of ductwork; location of plumbing fixtures and supply and waste piping; location of fire dampers; size and location of sprinkler systems equipment (if required).
- ELECTRICAL PLANS - type and location of lighting; electrical panels; smoke and heat detectors, CO2, fire alarm systems; location of exit lights; emergency lighting etc.
- LISTING of CONTRACTORS, SUBTRADES and SUPPLIERS: