



BUILDING PERMIT GUIDE

INFORMATION REQUIRED WHEN APPLYING FOR A BUILDING PERMIT

Building, Plumbing, and Occupancy Permit Applications and Permit Fee Calculator can be found at http://www.firecomm.gov.mb.ca/codes_forms.html

Building permit fees are determined based on the project. The Building Fees Regulation can be found at <http://web2.gov.mb.ca/laws/regq/pdf/b093-211.02.pdf>.

The owner or an agent of the owner must complete a building permit application form.

Information required on the application form includes:

- Civic address and legal description of building location.
- Owner's name, address, telephone number.
- Designer's name, address, telephone number.
- Contractor's or builder's name, address, telephone number.
- Use and size of building.
- Type of work being done (new, addition, alteration, renovation, repair, etc.).

The "Municipal Authorization" portion of the building permit application **MUST** be completed by the designated authority from the municipality or government authority in which the project is proposed **PRIOR** to sending the permit application to our office. Municipal authorization may be in the form of a Development Permit issued by the authority for the location in which the project is located.

Drawings must be submitted with the completed building permit application to show what will be built. The drawings, which will be required, are listed on the reverse side.

All drawings must:

- Show the owner's name, project name and date.
- Be drawn to scale (1:50 or 1/4" = 1' or to suit) and the scale should be noted.
- Be black line or blue line prints on good quality paper.
- Have legible letters and dimensions, which can be read from the bottom or right hand side of the page.
- Be marked with the architect's or engineer's stamp, signed and dated, within the last 12 months (if professional design is required see information below).
- Clearly show the locations of and define the use of existing and new construction for additions, alterations and renovations.
- Include a Part 3 Code Analysis if Part 3 certification is required for the project

Professional sealed plans plus certification & on-site review by an architect and/or engineer licensed to practice in Manitoba are required for:

- Preserved wood basement foundations (PWF) when constructed in anything other than coarse grain soils.
- Concrete footings and foundations for houses over 40' (12.2 m.) in length.
- Deep foundations (wood, steel, concrete or a combination thereof, which is either bored or cast-in-place).
- Any public assembly building such as Churches, Community Halls, Beverage Rooms, Restaurants, Schools, Arenas and Stadia.
- Any institutional building such as Nursing Home, Hospital and Prison.
- Any high hazard industrial building such as Bulk Plants for flammable liquids.
- Chemical Manufacturing or Processing Plants, Grain Elevators and Spray Coating Operations.
- Letters of Assurance and Certification are required to be submitted by design professionals for all aspects of the project (e.g. structural, geotechnical, mechanical, electrical, fire suppression, energy code). Copies of these forms can be found at http://www.firecomm.gov.mb.ca/codes_forms.html

Approvals by other jurisdictions for development permits, elevators, gas appliance, boilers, electrical systems, environmental discharge, etc. may also be required. Applications for these approvals must be directed to the appropriate authority.

DRAWINGS TO BE SUBMITTED WITH PERMIT APPLICATION

Following is a list of drawings, **which may be required** when applying for a building permit. Information typically shown on these drawings is listed but other information must be added, if necessary, to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

- **SITE PLAN:** building address; street names; size of site; size of building(s); location of the building(s) in relationship to property lines and existing buildings on property; north arrow; vehicle access to the property; parking; grading elevations and site drainage; attestation by designer that building complies with the code.
- **CODE ANALYSIS:** project description, building height, building area, number of streets the building faces, occupancy classification, sprinkler requirements, fire alarm requirements, occupant load, spatial separations, building size and construction relative to occupancy, exits, washrooms, and electrical life safety
- **FOUNDATION PLAN:** overall size of the foundation; size and location of footings, piles, foundation walls; size & location openings for doors, windows; foundation drainage.
- **FLOOR PLAN:** (for each floor) 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.
- **STRUCTURAL PLANS:** size, material and location of: columns; beams; joists; studs; rafters; trusses; masonry walls; poured in place and precast concrete walls and floors; related structural details.
- **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.
- **MECHANICAL PLANS:** description and location of heating; ventilation and air-conditioning equipment, size and location of ductwork; location of fire dampers; location of plumbing fixtures and supply and waste and piping; size and location of sprinkler systems equipment.
- **ELECTRICAL PLANS:** type and location of lighting; electrical panels; fire alarm systems; location of exit lights; emergency lighting.
- **PLUMBING ISOMETRIC DRAWINGS:** line drawing showing drain sizes, vent sizes, trap locations, etc.

For additional information, please contact the Building and Fire Safety Section at:

508-401 York Ave.
Winnipeg, MB R3C 0P8
T: 204 945-3322
F: 204 948-2089
Toll Free: 1-888-282-8069

1601 Van Horne Ave. E.
Brandon, MB R7A 7K2
T: 204 726-6855
F: 204 726-6847
Toll Free: 1-888-253-1488

Box 8 27-2nd Ave.
Dauphin, MB R7N 3E5
T: 204 622-2116
F: 204 622-2309

www.firecomm.gov.mb.ca



Office of the Fire Commissioner

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BUILDING PERMIT APPLICATION

The undersigned hereby applies for a Permit to build in accordance with this application; all by-laws and regulations applicable thereto; and all conditions stated on the reverse. The accuracy of the information which follows and the accompanying plans and specifications with the representation therein are the responsibility of the owners and are hereby made a part of the application.

Instructions: PRINT CLEARLY: 1) Appropriate fee must accompany application; 2) Make Cheque or Money Order payable to the Minister of Finance (Do NOT send cash in mail)

LOCATION OF BUILDING:			
(No. or Section)	(Street or Township)	(City or Town or Range)	(Municipality)
BUILDING NAME: _____		Building Size: _____	
ZONING DISTRICT	LOT NUMBER	PLAN NUMBER	LOT SIZE
DESCRIPTION OF WORK:		MUNICIPAL AUTHORIZATION	
		I, _____ on behalf of the (Title) _____ (City, Town, R.M., L.G.D., Crown Agency)	
CLASS OF WORK:		CONFIRM THAT THE APPLICANT HAS MET OR AGREED TO MEET ALL REQUIREMENTS OF OUR JURISDICTION PERTAINING TO THIS PROJECT. (Print Name) _____ (Signature) _____	
1) NEW	6) TEMPORARY		
2) ADDITION	7) DEMOLITION		
3) ALTERATION	8) CHANGE IN OCCUPANCY		
4) RECONSTRUCTION	9) FACTORY BUILT RELOCATABLES		
5) RELOCATION	Other		
VALUATION OF WORK: \$		BUILDING PERMIT FEE: \$	
APPLICANT:		Address/Postal Code:	Email:
			Phone:
OWNER:		Address/Postal Code:	Email:
			Phone:
ARCHITECT/ENGINEER/DESIGNER:		Address/Postal Code:	Email:
			Phone:
CONTRACTOR:		Address/Postal Code:	Email:
			Phone:
DECLARATION			
I, the undersigned, _____ (please print), am the authorized agent/owner named in this application for a Building Permit. I acknowledge that:			
1) All statements and representations contained in the application for permit and the plans and specifications are correct, accurate, and adhere to all applicable legislation, by-laws, Codes and Standards;			
2) The issuance of a Building Permit by the Office of the Fire Commissioner does not waive any provisions contained in <u>The Buildings and Mobile Homes Act</u> , its regulations and any applicable Codes and Standards contained therein;			
3) The issuance of the Building Permit by the Office of the Fire Commissioner does not waive, amend or change any application by-laws or requirements contained in any other applicable legislation;			
4) Any changes from the plans and specifications or building location as specified in the application for permit shall void the permit.			
Signature of Authorized Agent _____		Date _____	
"The Office of the Fire Commissioner does not accept any responsibility for errors or omissions contained in the submitted plans and specifications and the issuance of this Building Permit does not warrant that the plans and specifications are in accordance with any applicable Act, Codes or Standards."			
WHEN PROPERLY VALIDATED (in this space) THIS IS YOUR PERMIT			
Assignments:	Validated:	Date:	Permit No:
Comments:			
FOR OFFICE USE ONLY			
Type of Construction: C / N.C. / COMBINATION	No. of Storeys:	Building Area:	Const. Article:
Occupancy Group:	Major Occupancy:	Plumbing Permit Req'd? (yes..no)	Fee Paid:

NOTICE

1) The permit is issued upon the condition:

- a) That the construction shall be carried out in accordance with all provisions of the Manitoba Building Code, and all provisions as described on the building permit and plans submitted;
- b) That all municipal by-laws and provincial regulations be complied with; and
- c) That this department shall get copies of all changes ordered which may alter any condition or requirements of the Manitoba Building Code, and a set of the revised plans showing these changes:
 - It is unlawful to commence work without a permit therefore.
 - This permit becomes null and void if work or construction authorized is not commenced within six (6) months.
 - This permit does not confer upon the permittee or owner or authorized agent the right to establish an approach from the public street to serve the premises nor does it confer the right to use the street for any building operation.
 - Every owner shall allow the authority having jurisdiction to enter any building or premises at any reasonable time for the purpose of administering and enforcing these requirements.
 - The building owner, designer, contractor or other agent authorized by the owner shall perform sufficient field reviews to certify that all aspects of the project conform in all respects with the plan and supporting documents, including all amendments thereto, prepared by the designer.
 - Every owner shall ensure that the plans, specification and related documents on which the issue of the building permit was based are available at the site of the work for audit or inspection during work hours; and that the permit, or true copy thereof, is posted conspicuously on the site during the entire execution of the work.
 - Every owner shall give notice to the authority having jurisdiction upon completion of any work prior to any occupancy of the building or part thereof after construction, partial demolition or alteration of that building or change in the occupancy of any building or part thereof.
 - No person in control of, supervising or participating in the removal, relocation or occupancy of a building shall cause, allow or maintain any unsafe condition.
 - For a temporary building, an additional agreement with this department is required.

MEANING OF "VALUE"

- For purposes of this Section, "value" means the value of all construction work, including the value of all renovation and repair work, as stipulated in the contract price for the total project.

BUILDING PERMIT FEES

Building Permit - Part 3 building/Part 9, excluding one and two family dwellings

2 The fee for a building permit for the construction, erection, placement, alteration, repair or renovation of a building is as follows:

- a) 1% of the first \$1,000,000 and 0.6% of the value of the work over \$1,000,000;
- b) despite subsection 2(a) the minimum fee for a building permit under the Section is \$200.

Building Permit for one or two family dwellings

3(1) The fee for a building permit for the construction, renovation or repair of a one or two family dwelling unit is as follows:

- a) if the value of the work is \$100,000 or less, 1% of the value of the work;
- b) if the value of the work is over \$100,000, 1% of the first \$100,000, and 0.6% of the value of the work is over \$100,000;
- c) the minimum fee for a building permit under this section is \$60.

3(2) For the purpose of subsection 3(1), the value of construction, renovation or repair is to be calculated on the following basis:

- a) for the main floor of the dwelling unit, including the basement: \$387 per square metre (\$36 per square foot);
- b) for the second or any other floor of the dwelling unit: \$260 per square metre (\$26 per square foot);
- c) for the replacement of a basement, including foundations, piles and grade beams: \$215 per square metre (\$20 per square foot);
- d) for a surface foundation: \$108 per square metre (\$10 per square foot);
- e) for attached garage or attached accessory building, including the foundation: \$161 per square metre (\$15 per square foot);
- f) for a porch or open deck: \$54 per square metre (\$5 per square foot);

Other Building Permits

4 The fee for a building permit for the construction of a detached garage or other detached accessory structure is \$60.

5 The fee for a building permit for the construction of an outside swimming pool, including any related decking or fencing is \$95.

6 The fee for a building permit for the finishing of a basement or the finishing of the lower level of a bi-level house is \$60.

TEMPORARY BUILDING PERMIT FEE

Permit for temporary building

7 The fee for a permit for the construction, erection or placement of a temporary building on a site is the same as for a building permit plus \$30 per month until the building is removed.

Relocation of a building

8 The fee for a permit to relocate a building or structure or part of a building or structure is \$60.

DEMOLITION PERMIT FEE

Permit for demolishing a building

9 The fee for a permit for the demolition of a building is \$60.

PLUMBING PERMIT FEE

10 A separate permit application is required for plumbing work. Contact the Office of the Fire Commissioner for information on applying for a plumbing permit.

OCCUPANCY PERMIT FEE

11(1) Subject to subsection (2), the fee for any occupancy permit to occupy a newly constructed, renovated or repaired building where a building permit has been issued is \$50.

11(2) Subsection (1) does not apply with respect to the construction, renovation or repair of a one or two family dwelling.

REFUND ON PERMIT APPLICATION

Refund on cancellation of permit

12 Where a permit is surrendered for cancellation within six months after the day it is issued, the holder of the permit shall be refunded the fee paid for the permit less the following amounts:

- (a) \$20; and
- (b) \$60 for each inspection conducted after the permit was issued.

DOUBLE FEES

Fees for permit after work commenced

13 Where for any reason a permit is not obtained before the commencement of the work for which a permit is required, the fee for a permit is twice the amount prescribed in this Schedule.

(PLEASE MAKE CHEQUES PAYABLE TO THE MINISTER OF FINANCE)



Office of the Fire Commissioner

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Winnipeg, MB R3C 0P8
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Fax: (204) 622-2309



PLUMBING PERMIT APPLICATION

The undersigned hereby applies for a Permit authorizing the occupancy of the following premises:

Instructions: PRINT CLEARLY: 1) Appropriate fee must accompany application; 2) Make Cheque or Money Order payable to the Minister of Finance (Do NOT send cash in mail)

LOCATION OF BUILDING:																
(No. or Section)			(Street or Township)				(City or Town or Range)				(Municipality)					
BUILDING NAME: _____																
BUILDING SIZE: _____																
CLASS OF WORK																
1) NEW <input type="checkbox"/>				3) REPAIR <input type="checkbox"/>				5) ALTERATION <input type="checkbox"/>				6) OTHER (SPECIFY) <input type="checkbox"/>				
2) ADDITION <input type="checkbox"/>				4) RENOVATION <input type="checkbox"/>												
MAJOR OCCUPANCY				BUILDING PERMIT NO.:				NEW OR REVISION								
NO. OF DWELLING UNITS				NO. OF OTHER UNITS				NO. OF STOREYS								
AREA OF ROOF AND PAVED SURFACE TO BE DRAINED								SIZE OF HOUSE DRAIN AND TRAP								
APPLICANT:				ADDRESS												
PHONE () -				POSTAL CODE				EMAIL:								
OWNER:				ADDRESS												
PHONE () -				POSTAL CODE				EMAIL:								
ARCHITECT OR DESIGNER:				ADDRESS												
PHONE () -				POSTAL CODE				EMAIL:								
CONTRACTOR:				ADDRESS												
PHONE () -				POSTAL CODE				EMAIL:								
NUMBER AND LOCATION OF FIXTURES (TRAPS)																
FLOOR	FIXTURES	WATER CLOSETS	BATH TUBS	BASINS	KITCHEN SINKS	LAUNDRY TUBS	AUTO WASHERS	SHOWERS	URINALS					FLOOR DRAINS	ROOF TERMINALS	FEES
BASEMENT	FIXTURES															
1ST	FIXTURES															
2ND	FIXTURES															
3RD	FIXTURES															
4TH	FIXTURES															
For Additional Stories Please Itemize On Separate Sheet																
Signature of Applicant _____														Date _____		

WHEN PROPERLY VALIDATED (in this space) THIS IS YOUR PERMIT		
Assignment	Date: _____ Validated By: _____	Plumbing Permit #: _____ -P



Winnipeg: 508 - 401 York Avenue, R3C 0P8
 Brandon: 1601 Van Horne Avenue East, R7A 7K2
 Dauphin: Box 8 27-2nd Avenue, R7N 3E5

(204) 945-3322 Fax: (204)948-2089
 (204) 726-6855 Fax: (204)726-6847
 (204) 648-7413 Fax: (204)622-2309

**LETTER OF ASSURANCE
 OF PROFESSIONAL DESIGN AND COMMITMENT FOR INSPECTION**

Date: _____

Permit No.: _____

Re: Description of Project: _____

The undersigned hereby gives assurance that, to the best of his/her knowledge the design of the:

- (Please initial) _____ MBC Parts 3 & 5 and MECB Part 3 (Architectural)
- (Please initial) _____ MBC Part 4 (Structural, including Part 9 buildings with Part 4 components)
- (Please initial) _____ MBC Part 6 and MECB Part 5 (HVAC)
- (Please initial) _____ MBC Part 7 and MECB Part 6 (Plumbing)
- (Please initial) _____ MECB Parts 4 & 7 (Electrical)
- (Please initial) _____ Exhaust and Suppression Systems
- (Please initial) _____ Fire Detection and Alarm Systems
- (Please initial) _____ Fire Suppression Systems

Comments: _____

Components of the project as shown on the plans and supporting documents prepared by this registered professional conform to all the applicable requirements of all applicable Acts, Regulations and By-laws. Further, the undersigned will be responsible for inspections of the above-referenced components during construction, as required by Manitoba Building Code Amendment, Article 2.2.7.2 (1) – Review of Construction.

The undersigned also assured competence in the necessary fields of expertise to undertake the project on the basis of training, ability and expertise in the appropriate professional and technical disciplines.

As used herein, inspections shall mean such reviews of the work at the project site and at fabrication locations, where applicable, as the registered professional, on the basis of professional discretion, considers necessary in order to ascertain that the work conforms in all respects to the plans and supporting documents prepared by this registered professional for which the Building Permit is issued. This includes keeping records of all site visits and any corrective action taken as a result thereof. Copies of the inspection reports will be provided to the authority having jurisdiction upon request.

(Each registered professional shall complete the following:)

Name _____

Address _____

Email Address / Telephone _____



Affix Seal, Signature & Date

(If the registered professional is a member of a firm, complete the following:)

I am a member of the firm _____
 and I sign this letter on behalf of the firm. (Print name of firm)

Note: The foregoing letter must be signed by a registered professional who is registered in the Province of Manitoba as a member in good standing in the Engineers Geoscientists Manitoba or the Manitoba Association of Architects.