

## PERMIT INFORMATION

Permits and information can be obtained from the RM of Whitemouth by contacting the following:

-49 Railway Avenue Whitemouth

-Box 248 Whitemouth Manitoba R0E 2G0

-Marc Ruta: Building Inspector/ Development Office 204-348-2221 204-340-6277

[buildinginspector@rmwhitemouth.com](mailto:buildinginspector@rmwhitemouth.com)

-Margaret Arndt: Administrative Assistant 204-348-2221 [adminassistant@rmwhitemouth.com](mailto:adminassistant@rmwhitemouth.com)

Garages/ accessory buildings and travel trailers/ motorhomes *are not* allowed on vacant land until the primary building has been erected. Travel Trailers must be in a permitted trailer park. Please remember when purchasing property it is the owners responsibility to ensure that the existing use of the property is in compliance with all municipal by-laws.

All structures over 150 square feet require a building permit. All structures under 150 square feet require a locate permit. Some zones have limits on the number of accessory buildings allowed. Allow a minimum of 5 business days from the date all information is submitted to be issued a building permit.

Any structural repairs or alterations require a building permit. Any renovation that reaches any of the listed required inspections also requires a permit.

If construction has not started within 6 months of the date of issuance, the building permit is NULL and VOID. A new permit must be issued. The permit is also Null and Void if the authorized work is suspended for 6 months.

### RESIDENTIAL PERMIT REQUIREMENTS:

1. A completed permit application
2. Site Plan ( must show dimensions of the property and all distances from each property line to the proposed building ) drawn by a licenced surveyor.
3. Drafted Plans/ Blue Prints ( plans may be required to be sealed by a MB Professional Engineer ) must include the following ( 2-11" X 17" copies required )
  1. Foundation Plan
  2. Future basement layout
  3. Floor plans with dimensions
  4. Plumbing layout and schematic of drainage system
  5. Roof system plans
  6. Elevation drawings
  7. Detailed cross sections, dimensions and elevations
  8. Heating, Ventilation and Air Conditioning drawings
  9. List of Contractors
  10. Civic address/ culvert permit ( apply at RM office )
  11. All fees and deposits paid
4. Staking Certificate / Survey and Lot Grade – required for all residential lots and when requested by the Municipality.
5. Building Location Certificate ( BLC )-may be required at the discretion of the Municipality.
6. Civic Address, Culvert Permits, Lot Grade applications, sewer and water connections are all made through the RM office.

## **INSPECTIONS**

The following inspections are required prior to, during and after construction. Remember it is the OWNER'S AND PERMIT HOLDERS RESPONSIBILITY to call for inspections at each stage. You can schedule an inspection by calling the Building Inspector at 204-348-2221, 204-340-6277, 204-348-7693. If you do not speak directly to the building inspector, DO NOT COVER. A minimum of 2 working days is required for all inspection notifications. If the work is not completed to the inspection stage and another inspection is required the fee is \$60.00 plus mileage.

The following is a list of **required** inspections:

1. Site inspection prior to digging, Property lines must be marked in a visible manner as well as location of building and excavation.
2. Foundation footing / piles ( prior to pouring, forms and steel must be in place )
3. Foundation walls ( when all forming is up and steel in place- prior to pouring )
4. Weeping tile and damp proofing ( prior to back filling )
5. Framing ( all framing must be complete, windows and doors installed )
6. Plumbing ( all rough in plumbing must be complete including basement floor )
7. Vapour Barrier ( all insulation and vapour barrier in place and sealed )
8. Final Inspection ( to be done when building is 100% complete and prior to occupancy. An Occupancy Permit must be issued before you can reside in any dwelling )

## **Mobile Homes**

All mobile Homes must be approved by the Building Inspector **prior** to entering the RM of Whitemouth or relocation within the municipality. Location for the Mobile Home must be zoned correctly. The year, serial number and CSA sticker must be inspected by the Building Inspector prior to entry into the Municipality.

## **Demolition Permit**

A demolition permit is required for all structures being removed from a property. Contact the Building Inspector for more information.

## **Finishing a basement**

A building permit application must be filled out with a layout plan and a value of the work being done.

## **All Accessory Structures over 150 Square Feet**

A building permit application with a site plan, construction details ( Engineering may be required ) and a BLC may be required.

## **OFC ( Office of the Fire Commissioner )**

Contact Information: 204-945-3322 / 1-800-282-8069 / [firecomm@gov.mb.ca](mailto:firecomm@gov.mb.ca)

A permit is required through the OFC for all Part 3 buildings which includes all buildings over 600 Square meters ( 6458 square feet ) a public gathering place and/ or more than 3 stories high. A Development Permit is required from the Municipality before a permit can be issued by the Fire Commissioner.

## **Decks / Fences**

A Building Permit is required for all decks. All aspects of the Building Code must be complied with and include, but not limited to the following:

1. Where the floor level of the deck is between 24" and 72" above the ground, a railing of 36" in height must be installed around the deck. The openings between the spindles cannot exceed 4".
2. Where the floor level of a deck is greater than 72" above the ground, the railing height must be increased to 42".
3. Any closed in or covered deck requires drawings.
4. Fences need to follow zoning requirements.

## **Swimming Pools / Hot Tubs**

All private swimming pools or hot tubs capable of holding 24" (600mm) of water require a permit and inspection prior to being filled with water. Pools and hot tubs are regulated by Provincial Law under the Manitoba Building Code.

## **Failing to take out a Permit**

Work that is done without a permit may not meet the minimum Building Code requirements and could result in substandard construction that may not be structurally adequate. This could lead to costly repairs to correct the problem or even a complete failure of the construction. Remedial action may be required to bring the structure to current code as well as fines, penalties or legal action.

## **Other Jurisdictions**

RM of Whitemouth Public Works 204-348-2815

Manitoba Hydro Electrical permits 204-345-2392

Manitoba Hydro Shorelines 204-345-9091 / 204-345-9080

Manitoba Conservation- Holding Tanks, septic fields, burning permits 204-345-1400

Manitoba Infrastructure and Transportation contact

Manitoba Government Inquiry – Email: [mgi@gov.mb.ca](mailto:mgi@gov.mb.ca)

Tel.: 204-945-3744 Toll Free in North America: 1-866-626-4862

Highway Information is available by dialing 511

Other contact numbers are listed online: <https://www.gov.mb.ca/mit/contact/index.html>