

## Building Permit Guide

Date Issued: December 3, 2020  
ITS BC Guide 05

---

### INFORMATION REQUIRED WHEN APPLYING FOR A BUILDING PERMIT

Building, Plumbing, and Occupancy Permit Applications and Permit Fee Calculator can be found at <https://www.gov.mb.ca/mr/its>

Building permit fees are determined based on the project. The Building Fees Regulation can be found at

- [http://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=211/2002](http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=211/2002)
- <http://web2.gov.mb.ca/laws/regs/annual/2018/095.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 <https://www.gov.mb.ca/mr/its>

**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 Inspection and Technical Services at:**

508-401 York Ave.  
Winnipeg, MB R3C 0P8  
T: 204 945-3373  
F: 204 948-2089  
Toll Free: 1-888-282-8069

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