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# Development - Building - Occupancy Application

## INSTRUCTIONS:

- 1) Print clearly and press firmly
- 2) Appropriate fee must accompany application
- 3) See reverse for additional information
- 4) Attach site plan
- 5) Goldenrod - Applicant's Copy

I, \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_ hereby make application for permission  
 in accordance with the plans and other information submitted herewith, to construction  alter  extend  renovate  excavate  develop   
 locate  repair  occupy  demolish  remove

Location: Number \_\_\_\_\_ Street \_\_\_\_\_ Side \_\_\_\_\_  
 Between Intersection Streets \_\_\_\_\_ Municipality \_\_\_\_\_

Legal Description: Lot (s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
 Roll No. \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Legal attached

Applicant: \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_  
 Owner: \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_  
 Engineer or Architect: \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_

Documents: Plans (duplicate)  Site Plan  Surveyor's certificate  Certificate of title  Others \_\_\_\_\_

Permit  
 1) New Permit  2) Revisions to Permit  \*3) Temporary Building Permit (see reverse)  Permit Fee \_\_\_\_\_  
 Major Occupancy \_\_\_\_\_ Valuation of Work \_\_\_\_\_ Describe Work \_\_\_\_\_  
 Describe Work \_\_\_\_\_

### ZONING BY-LAW \_\_\_\_\_ | \_\_\_\_\_ TOWN PLANNING SCHEME \_\_\_\_\_

USE Property Zoned \_\_\_\_\_ Abutting Properties Zoned \_\_\_\_\_ Variation Order No. \_\_\_\_\_ Occupancy Permit: Yes  No   
 Use (s)  Existing  Proposed \_\_\_\_\_ Permitted  Conditional  Temporary

**BULK**  
 Type of Lot: Interior  Corner  Reverse Corner  Key  Through  Irregular Shaped   
 Size of Lot \_\_\_\_\_ Area of Lot \_\_\_\_\_ sq ft. Width & Area Required \_\_\_\_\_ Lane \_\_\_\_\_  
 Lot Coverage: maximum permitted \_\_\_\_\_ Usable Open Space minimum required \_\_\_\_\_ Floor Area Ratio \_\_\_\_\_ Height: maximum permitted \_\_\_\_\_  
 Number of Storeys \_\_\_\_\_ / Ht. \_\_\_\_\_ Number of Rooms \_\_\_\_\_ Number of Dwelling Units \_\_\_\_\_ Basement yes  no   
 Size of Building Front \_\_\_\_\_ ft./Depth \_\_\_\_\_ ft. Existing Structure(s) on Site \_\_\_\_\_  
 Yards Required: front \_\_\_\_\_ ft. sides ( ) \_\_\_\_\_ ft. ( ) \_\_\_\_\_ ft. rear \_\_\_\_\_ ft.  
 Maximum Projections Permitted into yards:  
 Canopies: front \_\_\_\_\_ ft. sides \_\_\_\_\_ ft. rear \_\_\_\_\_ ft.  
 Eaves: front \_\_\_\_\_ ft. sides \_\_\_\_\_ ft. rear \_\_\_\_\_ ft.  
 Chimneys: front \_\_\_\_\_ ft. sides \_\_\_\_\_ ft. rear \_\_\_\_\_ ft.  
 Parking Spaces: required \_\_\_\_\_ Surfacing required: gravel  asphalt or concrete  Loading Spaces: required  Surfacing required: gravel  asphalt or concrete

Type of Const.	Size of Bldg. (Total) sq.ft.	Division	Max. Occ. Load	Occupancy Group	Special Approvals		
					Required	Received	
Material & Size of Footings .....					Zoning		
Material & Thickness of Foundation ..... Size of basement .....					Health Dept.		
Size of Joists: 1st Floor ..... x ..... 2nd: ..... x ..... 3rd: ..... x .....					Fire Dept.		
Height of Ceilings: Basement to ..... 1st Floor to ..... 2nd to ..... 3rd .....					Liquor Control		
Materials of External Walls ..... Interior .....					Environmental		
Roof (flat, pitch or mansard) ..... Roof Materials .....					Municipal Approval		
Chimneys? ..... Heating Apparatus .....					Others (Specify)		

PERMIT NO.  
 \_\_\_\_\_

## APPROVAL FOR PERMIT - DEVELOPMENT BUILDING OCCUPANCY

Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 (Development Officer)

I undertake to observe and perform the provisions of all Dominion or Provincial statutes or regulations, the applicable by-law or by-laws, schemes or regulations or orders and plans continued in force pursuant to Manitoba Building Code including any applicable Town Planning Scheme or Zoning By-law, By-laws of the District including any applicable zoning by-law, any agreement entered into affecting said land, and all specifications or instructions issued by the duly authorized officers of the District in respect of the work incidental to the subject matter of this application and if the permit involved or affects the placing of or the position of any building or structure on or in respect of land, to do all the work so that the building or structure will be wholly within the boundaries of the lot or parcel of land indicated in this application and to indemnify the Municipality against all losses, costs, charges or damages caused by or arising out of anything done pursuant to any permit issued under this application.

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)  
 Owner \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)

## NOTICE

It is unlawful to commence work without a permit therefore.

Separate permits are required for electrical, plumbing, sign.

This permit becomes full and void if work or construction authorized is not commenced within six (6) months from the date of issuance of the permit, or if work or construction is suspended for six (6) months.

\*For a temporary building, an additional agreement with this department is required.

The permit is issued upon the condition:

- (a) That pegs, stakes, lines and other marks approved by this department be located on the building site so as to establish the line or limiting distance beyond which the building or structure shall not extend as specified on the permit, and shall be accurately maintained during the course of construction and until occupancy has been approved. Such markings shall be provided for the erection of a new building or structure, extension or addition to existing buildings or structures, or for buildings or structures moved from one location to another whether on the same property or not.
- (b) 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 approved plans.
- (c) That all municipal by-laws and provincial regulations be complied with and
- (d) That this department shall get copies of all changes ordered which may alter any condition or requirement of the Manitoba Building Code, and a set of the revised plans showing these changes.

Where a permit has been issued, no departure shall be made from the approved plans, specifications and descriptions unless written permission is obtained from this department.

The permit may be cancelled if work does not proceed at a satisfactory rate in the opinion of this department.

The permittee or his authorized agent shall request inspection from this department at all stages of work as required by this department.

Notwithstanding the issuance of a permit, a separate occupancy permit or certificate of occupancy is required to occupy a building or part thereof or to change the occupancy.

This permit does not confer upon the Permittee or his 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.

### OCCUPANCY REQUIREMENTS

No owner shall occupy a building or part thereof or change the occupancy without first obtaining the required permit from the District.

### IMPORTANT INFORMATION IN RESPECT TO NEW CONSTRUCTION

Attention is drawn to the fact that building permits do not confer the right to use any portion of any street or highway for any building operation, nor for a private vehicle approach from the street or highway.

Arrangements must be made with the office concerned in respect to sewer and water connections, use of sidewalks or any portion of a right-of-way, and private approaches from streets or highways, which includes any roadway, bridge or culvert connecting adjacent property to the street or road.

A minimum deposit may be required where excavations are carried out for building purposes and for other reasons which relevant information is available at the offices directed to.

Should building grades be required, arrangements for securing same should also be made as soon as possible and prior to commencement of construction operations.

### NUMBERING BUILDINGS

The owner or other person in charge of a building shall affix and at all times keep affixed to the building in a place so as to be clearly visible from the sidewalk, a number consisting of figures measuring not less than three inches in height of a colour contrasting with the surface to which it is affixed, and in addition, where the building is served by a lane, said number shall be affixed to the building, or garage or accessory building so as to be clearly visible from the lane.

### PENALTIES

An individual found guilty of a breach of the Zoning By-law and/or the Building By-law shall be liable on conviction to a fine of not more than one thousand dollars (\$1000.00).

A corporation found guilty of a breach of the Zoning By-law and/or Building By-law shall be liable on conviction to a fine of not more than five thousand dollars (\$5000.00).

Every such person or owner shall be deemed guilty of a separate offence for each and every day during any portion of which the breach is made or continued.