

BUILDING PERMIT APPLICATION



Rural Municipality of Ellice – Archie

Box 67 McAuley, MB R0M 1H0

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The undersigned hereby applies for a Permit 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 part of the application.

Proposed Construction Type

- | | | | | |
|--|--|--|---------------------------------------|---|
| ☐ New Dwelling | ☐ RTM/Modular | ☐ Addition/Covered Deck | ☐ Deck/Ramp | ☐ Accessory Building |
| ☐ Attached Garage | ☐ Detached Garage | ☐ Renovation (see page 2) | ☐ Other: _____ | |

Description of Project:

Square Footage: Basement _____ ft² Main Floor _____ ft² Second Floor _____ ft²
Addition _____ ft² Garage _____ ft² Deck _____ ft² ☐ Open ☐ Covered

Total Height (from grade) _____ feet **Number of Storeys** _____ **Plumbing Fixtures/Drains** ☐ YES ☐ NO
(Include a Plumbing Permit Application if YES)

Property Information

- ☐ Residential ☐ Commercial ☐ Agricultural

Roll Number: _____ **Civic Address:** _____

Urban: Lot Block Plan **Rural:** NW SW NE SE Section Township Range

Lot Size (LxW): _____ **Acres:** _____

Contact Information

Applicant: _____ **Registered Landowner:** _____

Mailing Address: _____ **Mailing Address:** _____

Town / Postal Code: _____ **Town / Postal Code:** _____

Phone Number: _____ **Phone Number:** _____

Email: _____ **Email:** _____

Contractor: _____ **Email/Phone:** _____

Plumber: _____ **Email/Phone:** _____

Engineer: _____ **Email/Phone:** _____

Architect: _____ **Email/Phone:** _____

Accompanying Information Checklist:

- | | |
|--|--|
| ☐ Site Plan | ☐ Construction Plans |
| ☐ Copy of Land Title | ☐ Property Line Verification |
| ☐ Application Fee \$ _____ | ☐ Project Value \$ _____ |
- (Fee Calculation Shown on Reverse) (Total monetary value of completed cost incl. construction, material & labour costs)

Renovation Information

Approximate Area of space being renovated: _____ ft²

Change in Use for all or part of the building:

☐ Not Applicable

New Category: ☐ Residential ☐ Commercial ☐ Agricultural

Description of New Use: _____

Re-Roofing:

☐ Not Applicable

Current Material Description: _____ New Material Description: _____

Exterior Cladding Replacement:

☐ Not Applicable

Current Material Description: _____ New Material Description: _____

Exterior Insulation being added: ☐ YES ☐ NO Insulation Description: _____

Air Barrier Installation being added: ☐ YES ☐ NO Manufacturer/Type: _____

Bathroom Renovation:

☐ Not Applicable

Description: _____ # of New Drains: _____ (Plumbing permit required)

New Ventilation: _____

Kitchen Renovation:

☐ Not Applicable

Description: _____ # of New Drains: _____ (Plumbing permit required)

Commercial Kitchen Deep Fryer/Grill: ☐ YES ☐ NO New Ventilation: _____

Installation of Windows:

☐ Not Applicable

Is the structure frame being altered: ☐ YES ☐ NO Location(s): _____

Window Style & Size(s): _____

Installation of Doors:

☐ Not Applicable

Is the structure frame being altered: ☐ YES ☐ NO Location(s): _____

Door Style & Size(s): _____

Exterior Means of Egress Alteration: (location & description)

☐ Not Applicable

Landing: _____

Stairs: _____

Ramp: _____

Building Ventilation Systems to be Installed / Changed:

☐ Not Applicable

Heat Recovery Ventilator (HRV) to be installed: ☐ YES ☐ NO

Device or venting being installed (other than an HRV): _____

Heating Systems to be Installed / Changed to:

☐ Not Applicable

Current Heating System: _____

Type: ☐ Baseboard ☐ Stove/Fireplace ☐ Hydronic ☐ Forced Air – changing/adding ductwork: ☐ YES ☐ NO

Fuel: ☐ Electricity ☐ Pellet/Wood ☐ Natural Gas ☐ Propane ☐ Geothermal

Solid Fuel Burning Appliance Installed:

☐ Not Applicable

Appliance to be installed: _____ Proposed Chimney Type: _____

Foundation Alteration:

☐ Not Applicable

Description of foundation repairs: _____

Description of foundation drainage improvement: _____

Location & description of sump pump installation: _____

Insulation – Changing / Adding: (Type, Thickness, R-Value)

☐ Not Applicable

Attic: _____ Floors: _____

Basement Walls: _____ Crawl Space Walls: _____

Rim Joist: _____ Other: _____

Life Safety Systems to be Installed/Upgraded: (location & description)

☐ Not Applicable

Sprinkler System: _____

Fire Suppression System: _____

Other: _____

Declaration

I acknowledge that:

- 1) All statements and representations contained in this application for permit and the plans and specifications are correct, accurate, and adhere to any applicable legislation, by-laws, codes, and standards.
- 2) The issuance of a permit by the RM of Ellice – Archie does not waive, amend, or change any applicable by-laws or requirement contained in any other applicable legislation.
- 3) Any unauthorized changes from the plans and specifications or building location as specified in this application shall void the permit
- 4) Owner/Applicant is responsible for searching any caveats registered on title.
- 5) I waive the rights of action against the RM of Ellice – Archie arising from this application and any permit issued.
- 6) For administrative purposes, where information is missing or required to be included, authorization is granted to the RM of Ellice – Archie to add information where required to complete this application.

Applicant (print): _____ **Signature:** _____ **Date:** _____

Landowner (print): _____ **Signature:** _____ **Date:** _____

Site Plan

Setbacks (distance from property line):

Front Setback (ft): _____ Rear Setback (ft): _____ Side Setback (ft): _____ Side Setback (ft): _____

Information Required:

- Include street or road names adjacent to property lines.
- Include proposed construction along with existing structures and driveways.
- Include dimensions (footprint) of all buildings/structures/fences (existing & proposed).
- Include height of proposed building/structure/fence.
- Include distance to nearest structures (existing & proposed).
- Include distance to each property line from the proposed building/structure (called a setback).

****Note: Site plan does not need to be to scale but shall be accurate.***

N

W

E

S

Applicant (print): _____ Signature: _____ Date: _____

Landowner (print): _____ Signature: _____ Date: _____

FEE CALCULATIONS

The fee for a development permit for the construction, erection, placement, alteration, reconstruction, demolition, removal, relocation, repair or renovation of a building, structure, sign, occupancy of new buildings, occupancy and change of occupancy of existing buildings, is as follows:

Fees Schedule established with By- Law #04-2026

1.1	COMMERCIAL / INDUSTRIAL BUILDING PERMIT	
a.	Value of \$1,000,000 or less	\$55.00 base fee + 1.05% of total construction value
b.	Value greater than \$1,000,000	\$55.00 base fee + 1.05% for first \$1M plus 0.65% valuation over \$1M

1.2	RESIDENTIAL BUILDING PERMIT	
a.	Foundation Only	\$55.00 base fee + \$0.37 / sq ft
b.	Ground Storey with Foundation	\$55.00 base fee + \$0.37 / sq ft
c.	Upper Storey	\$55.00 base fee + \$0.37 / sq ft
d.	Structural Alterations / Renovations	\$55.00 base fee + \$6.00 / \$1000 project value
e.	Detached Accessory Building <u>over 200 sq ft</u> (garage, garden shed, covered deck, gazebo, greenhouse or similar structures)	\$55.00 base fee + \$0.37 / sq ft
f.	RTM/Mobile/Modular Home Installation (moved in or relocated). Includes inspection and plumbing. <i>(see Notes ii. & iii. below)</i>	\$250.00 base fee + Foundation Fee: \$55.00 + \$0.37 / sq ft
g.	Uncovered Decks / Patios / Ramps or similar structures <u>over 24 inches in height from ground level</u> (see Notes vi. below) <i>(Note: if structure is covered, see sections 1.2.b)</i>	\$55.00 + \$0.37 / sq ft

1.3	TEMPORARY BUILDING PERMIT	
a.	Temporary placement of a building / structure on a site for a period of no more than 12 months	\$55.00

1.4	PLUMBING PERMITS	A separate permit application is required for plumbing work. Contact the municipal office for more information on applying for a plumbing permit.
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3.1	INSPECTION FEES – All inspections require 24 hours' notice.	
a.	Inspections related to a building, plumbing or development permit and conducted during regular hours (Mon-Fri 8am-5pm)	Fee included in permit fee
b.	Inspection of a building or structure not required as part of the permit and conducted during regular hours (Mon-Fri 8am-5pm)	\$95.00/hour + mileage (as per RM approved rates)
c.	Inspection conducted outside of regular office hours, minimum one hour charge in addition to applicable permit fees	\$150.00 + mileage (as per RM approved rates)

d.	Additional inspection (Re-Inspection) due to deficiencies related to a permit	\$95.00/hour + mileage (as per RM approved rates)
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5.1	PENALTY FEES FOR NON-COMPLIANCE	
a.	Failure to obtain a permit prior to the commencement of the actual work, through neglect, or for any other reason	Fees double normal rate for applicable permit.
b.	Where work is not ready for inspection at the time for which the inspection was called	\$95.00/hour + mileage (as per RM approved rates)
c.	Additional inspection (Re-Inspection) due to deficiencies related to a permit	\$95.00/hour + mileage (as per RM approved rates)

NOTES:

- i. Building Permits expire 18 months after the date of issuance if work on the project has not commenced.
- ii. All Mobile / Modular homes must be CSA Approved or have an approved permit from Manitoba Hydro.
- iii. Inspection reports are required to be submitted with the building permit for RTM's
- iv. "Project Value" means the total monetary worth of the final project costs, including all construction costs, material costs and labour costs associated with the project. This will include such things as site preparation, foundations, construction, all painting and papering (interior finishes), exterior finishes, roofing, electrical work, plumbing, permanent or fixed equipment, including any permanent heating, elevator equipment, fire protection or sprinkler equipment, and all labour, materials and other devices entering and necessary to the prosecution of the work in its completed form.
- v. Building projects exceeding 600m² (6,458 ft²), including large farm buildings, commercial, and industrial structures, are generally regulated under Part 3 of the Manitoba Building Code and require a Development Permit from the municipality and a building permit from the Office of the Fire Commissioner (OFC).
- vi. Decks, Patios or similar structures which are 24 inches or higher off the ground must follow building code and drawings must be submitted with permit applications.

NOTICE

- It is unlawful to commence work without a permit.
- This permit becomes null and void if work or construction authorized is not commenced within eighteen (18) months after date of issuance.
- 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.