

## **Town of Carman Construction Project - a citizen's guide**

Prior to commencement of any construction work, all residents, property owners or contractors are required to obtain the following:

- “Municipal Approval” and
- “Building Permit”
  - Building permits are not valid unless “municipal approval” is obtained.
  - Building permits are issued under the “Rules & Regulations” found in the “Municipal Building By-Law”
  - Clearance from all utilities – Manitoba Hydro; MTS; Centra Gas; Town of Carman; Valley Cable Vision.

### **MUNICIPAL APPROVAL**

Information that may be required to be submitted to process “Municipal Approval”:

- Site plan, drawn to scale, showing the actual shape and dimension of your lot.
- The exact size and location on the site of any existing buildings and location of the proposed building, enlargement or structural alterations.
- The existing or proposed use of the building or structure and land.
- Other information that may be required includes:
  - Number and location of auto spaces and loading spaces.
  - The number of families, dwelling units or rental units the building is designed to accommodate.
- Existing conditions.
- Current copies of titles; easements; caveats; surveyor’s certificate; and other such materials necessary to determine conformity with other by-laws.
- Environmental approval.
- Highways approval.
- Utilities approval.

Municipality will provide to Applicants the following:

- Guide to obtaining a building permit.
- Building permit application.
- Plumbing permit.

NOTE: Applicant may wish to contact the Office of the Fire Commissioner prior to receiving “Municipal Approval” to review proposed project.

### **WHAT DOES THE BUILDING PERMIT GIVE THE OWNER?**

- VERIFICATION that the Designer has correctly utilized the applicable sections of the Code.
- PRE-CONSULTATION and meetings if necessary.
- VERIFICATION that building systems that are required to be designed professionally, have been.
- VERIFICATION that the building is structurally sound (foundation, load bearing walls & floors).
- VERIFICATION that adequate exiting has been provided including the bedroom window size in residential buildings.
- VERIFICATION that approved materials are utilized for fire separation, flame spread ratings as well as other building components.
- VERIFICATION that the air, vapour and insulation materials have been installed correctly.
- VERIFICATION that air and water quality has been installed as well as lighting (natural & artificial).
- VERIFICATION that disabled requirements are installed when required.

- VERIFICATION that fire protection and detection systems are installed if required.
- VERIFICATION that the various trades do not sabotage the other work.
- PROVIDE some protection for the community's firefighters who will be the last persons to enter if a fire were to occur.
- VERIFICATION that adjoining property is protected.
- PROTECT future purchasers who deserve a reasonable assurance that the building they are purchasing complies to the code.
- ENSURE compliance so that the quality and durability of buildings will remain for years to come.

The larger the project the greater the risk and exposure.

## BUILDING PERMIT GUIDE

### INFORMATION REQUIRED WHEN APPLYING FOR A BUILDING PERMIT

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

Information required on the application form includes:

- 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.).
- Construction information (materials).

Drawings must be submitted with the complete 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 blackline 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 (if professional design is required see information below).
- Clearly show the locations of existing and new construction for additions, alterations and renovations.

PROFESSIONAL SEALED PLANS PLUS CERTIFICATION AND ON-SITE REVIEW by an architect or engineer licensed to practice in Manitoba are required for:

- Preserved wood basement foundations (PWF).
- Concrete footings and foundations for houses over 40' (12.2 m) in length.
- Any building other than a single or two family dwelling, small residential garage or carport.
- 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 Prisons.
- Any high hazard industrial building such as Bulk Plants for flammable liquids.
- Chemical Manufacturing or Processing Plants, Grain Elevators and Spray Coating Operations.

Approvals by other jurisdictions for development permits, elevators, gas appliances, 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 & site drainage.

**FOUNDATION PLAN:** overall size of the foundation; size & location of footings, piles, foundations walls; size & location opening for doors, windows; foundation drainage.

**FLOOR PLAN:** (for each floor) size & location of: interior & exterior walls; exits; fire separations; doors (including door swings & 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 & pre-cast 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 chimney(s).

**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 & handrails; height of finished grade; wind, water & vapour protection.

**MECHANICAL PLANS:** description & location of heating; ventilation & air-conditioning equipment, size & location of ductwork; location of fire dampers; location of plumbing fixtures & supply & waste & piping; size & location of sprinkler systems equipment.

**ELECTRICAL PLANS:** type & location of lighting; electrical panels; fire alarm systems; location of exit lights; emergency lighting.

## Building Permits

1. No construction, be it Residential or other Building, should be started until a Building Permit is approved.
2. The Owner or Contractor must notify the Building Inspector when building is at inspection stage.

Stage One: Plan Review.

Stage Two: Site inspection - one time.

Stage Three: Foundation inspection.

Stage Four: Framing and plumbing inspection.

Stage Five: Final inspection.

A garage requires inspection at Stages 2, 3 and 5.

Call time for inspections: 24 hour notice required - notification given to Town office or directly to Building Inspector.

Where, in the opinion of the Authority having jurisdiction or its designate, work is proceeding in contravention of the Code or this by-law, or any condition under which the building permit was issued, or where no building permit was issued, or if there is deemed to be an unsafe condition, a stop work order may be issued. Upon issuance of a stop work order, work shall immediately be stopped. The stop work order shall be in writing and shall be given to the owner of the property involved or the owner's agent, or to the person in charge personally, and shall state the conditions under which work may be resumed.

3. Ready to move homes and moving of existing homes, to be checked by Building Inspector.
4. Demolition of existing buildings requires a permit.
5. Renovations give particulars and nature of renovation when applying for permit, request inspection when job is complete.
6. Other requirements, to be filed with Building Permit application:
  - a. One set of plans.
  - b. A Survey Certificate showing the proper corner pegs on the lot.
  - c. A plot plan showing the building as situated on lot.
7. For Electrical Permit, check with Electrician or Manitoba Hydro.
8. Water and Sewer Connection Applications and Plumbing Permits will be issued on same locations as Building Permit.
9. Builders should familiarize themselves with zoning regulations in the area they plan construction, setbacks as required by zoning of Front Yards, Rear Yards, and Side Yards must be adhered to.
10. The Manitoba Building Code, Manitoba Fire Code and Manitoba Plumbing Code have been adopted as the standards for:
  - a. buildings and materials used therein;
  - b. plumbing and plumbing installations;
  - c. equipment and appliances used in buildings.
11. Any person, firm or corporation that contravenes, or refuses, neglects, omits, or fails to obey or observe, any provision of the By-Law, is guilty of an offense, and is liable, on summary conviction, to a fine of not less than fifty dollars (\$50.00) and not exceeding five hundred dollars (\$500.00) or to imprisonment for a term not exceeding one month, or to both such a fine and imprisonment.

12. Where the contravention, refusal, neglect, omission, or failure, continues for more than one day, then each day shall constitute a separate offense.
13. Where a permit has not been obtained prior to the commencement of the actual work through neglect or for any other reason, the permit fee shall be double the normal rate.