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Schedule “A”  
**Building Permit Application**

Permit No. Office use only Roll No.  Date:

**CONTACT INFORMATION:**

Owner/Applicant Mailing Address Phone

Legal Description:

Section/Lot Township/Block Range/Plan Email

Street Address:

**DESCRIPTION OF PROJECT:**

☐ Construct ☐ Add ☐ Locate ☐ Renovate ☐ Demolish

Type of Foundation: ☐ Basement ☐ Crawl Space ☐ Surface/Floating Foundation  
☐ Grade Beam on Piles ☐ Post and Pad ☐ Other:

Proposed Start Date:  Est. Value of Project:

Contractor Address Phone/Email

**SURROUNDING LAND USES:** (Are any of the following within 1km of the subject property? If YES, indicate distance.)

Intensive Livestock Operation ☐ YES ☐ NO  Landfill ☐ YES ☐ NO

Sewage Lagoon ☐ YES ☐ NO  Stream or River ☐ YES ☐ NO

**OFFICE USE ONLY:**

Property Zoned: \_\_\_\_\_ Building Plans Received: ☐ Site Plans Received: ☐

Size of Lot: \_\_\_\_\_ Acres / Frontage Yard Requirements (ft): Front \_\_\_\_\_ Sides \_\_\_\_\_ Rear \_\_\_\_\_

Special Approvals	Required	Special Approvals	Required
Variance or Conditional Use		Pre-inspection of any dwelling being relocated	
Zoning		Hazard Land Review	
Driveway Crossing		Wastewater: PRIVATE / MUNICIPAL	
Highways Approval			

**REVIEW OF APPLICATION:** ☐ Accepted ☐ Rejected CAO Signature: \_\_\_\_\_

Modifications or Conditions: \_\_\_\_\_

**BUILDING PERMIT FEE & ISSUANCE: (TO BE FILLED OUT BY OFFICE STAFF ONLY)**

<b>Main Buildings</b> (incl. attached garages, mobile homes, RTM's, seasonal dwellings, covered decks, porches etc.)	_____ sq.ft.	@ 0.50/sq.ft.	\$ _____
<b>Other Floors</b> (incl. any floor other than main floor & open decks	_____ sq.ft.	@ 0.25/sq.ft.	\$ _____
<b>Additions</b>	_____ sq.ft.	@ 0.25/sq.ft.	\$ _____
	<b>SUB-TOTAL</b>	<b>\$300 (min)</b>	<b>\$ _____</b>
<b>Accessory Buildings</b> (108 sq.ft. or more; incl. det. garages, sheds)	_____ sq.ft.	@ 0.50/sq.ft.	\$ _____
<b>Covered Decks/Porches to Existing Buildings</b>	<b>\$120 (min)</b>	_____ sq.ft. @ 0.50/sq.ft.	\$ _____
<b>Foundation Only</b> (on existing building)		\$250.00	\$ _____
<b>Decks</b> (located in the front yard and/or 2 ft above ground level or higher)		\$60.00	\$ _____
<b>Demolition</b>		\$50.00	\$ _____
<b>Other:</b>	# of inspections _____	X \$60.00	\$ _____
<b>Plumbing Fees</b> (any structure, new or relocated, with plumbing)	_____ sq.ft.	@ 0.04/sq.ft.	\$ _____
<b>Lot Grade Permit</b> (main buildings, additions, attached garages) (refundable)		\$250.00	\$ _____
<b>Development Permit Fee</b> (applies to every permit except demolition)		\$20.00	\$ _____
<b>Building Permit Deposit for all Other Permits</b> (refundable)		\$100.00	\$ _____
<b>**DOUBLE PERMIT FEES IF WORK STARTED BEFORE PERMIT IS ISSUED**</b>			<b>TOTAL = \$ _____</b>

**Receipt Number:** \_\_\_\_\_ **Date Payment Received:** \_\_\_\_\_

I undertake to observe and perform the provisions of all Dominion and 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 involves or affects the placing of or the position of any building or structure on or in respect of land, to do all 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.

Signature of Applicant:  Date:

**This application is not a building permit, a permit is required prior to starting construction. All permits will be issued by the Building Inspector.**

Date Permit Issued: \_\_\_\_\_ Issued by: \_\_\_\_\_

# After Permit Has Been Issued

- \* Building permit card must be posted in a visible place before any works are to commence.
- \* Once building permit issued, call the building inspector immediately to schedule a meeting.
  - *It is the responsibility of the Permit holder to make themselves familiar with the additional building permit requirements put in force by the municipality.*
  - *Permit Holder holds the responsibility to contact the Building Inspector prior to any works being started. Failure to do so will be double permit or removal of the works started prior to Inspector Authorization.*
  - *If the contractor takes out the permit for the landowner he is deemed fully responsible for the project.*
  - *For sub-contractors, no works are to be started until the permit is posted!*

## Building and Plumbing Inspector:

➤ **Gary Hora:** ➤ **CELL: 204-380-9624** ➤ **EMAIL: supervisor@psweedbuilding.ca**

- Please have permit number when calling.
- Please leave a message with the Building Inspector when scheduling an inspection.
- Inspections during Business Hours: 8:00am to 5:00pm Monday to Friday

When an inspection is done, the inspector will leave either a red or green sticker on or near the building permit or on the door.  
The green sticker indicates that the work has passed inspection and work can proceed to the next stage.  
The red sticker indicates that the work is either incomplete or improperly done, and will require further inspection. The homeowner/contractor should phone the inspector before proceeding with further works.

## Residential Inspection Requirements 24 Hour Notice Recommended

	1	2	3	4	5	6	7	8	9	10	11	12
HOUSES/MULTI-FAMILY DWELLINGS (per unit)	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓
READY TO MOVE	✓	✓	✓			✓			✓		✓	✓
MOBILE HOMES	✓	✓						✓				✓
ATTACHED GARAGE	✓	✓	✓	✓	✓		✓				✓	✓
DETACHED GARAGE	✓	✓			✓		✓				✓	✓
ADDITIONS (inspections 8 & 10 may apply)	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓
DECK	✓	✓					✓					✓
SHEDS (Accessory Building)	✓	✓					✓					✓
FARM	✓	✓										✓
COMMERCIAL (within municipal jurisdiction)	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓
DEMOLITION												✓
OTHER: AT INSPECTOR'S DISCRETION												

1. Zoning / Site Inspection – when property lines and proposed construction lines are staked ready to verify yard requirements.
2. Elevation Inspection – prior to concrete footing being poured. Ready to establish lot and dwelling grade. Height will be determined at building inspector's discretion.
3. Foundation – prior to pouring concrete and all steel in place.
4. Grade Beam and piles – prior to pouring and all steel in place. }
5. Garage Floor – prior to pouring and all steel in place. }
6. Back Fill Inspection – water proofing, drain tiles and stone cover.
7. Framing – when framing is completed and prior to insulating.
8. In-ground plumbing – underground plumbing complete prior to covering up pipes.
9. Basement Radon Seal – drain pipes installed, base prepared and poly in place.
10. Main Floor Plumbing – prior to insulating.
11. Insulation and Vapour Barrier – insulation installed and poly and sealant application prior to covering walls.
12. Final – when all work is complete prior to occupancy (smoke alarms, railings, lighting, stairs, safety, etc.).

**Please contact the Building Inspector prior to inspection stage or if any discrepancies are found on the blueprints.**