



## Rural Municipality of Springfield

Unit 1 – 27 055 Oakwood Rd 64N

P.O. Box 219

Oakbank, Manitoba

R0E 1J0

Phone: (204)-444-3824

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### BUILDING & DEVELOPEMENT PERMIT REQUIREMENTS & APPLICATION INFORMATION

#### **Information required when applying for a building permit**

##### **1. Site Plan Must Show:**

- ◆ Legal Description (i.e. Section, Township, Range and Lot, Block, Plan) and Civic Address
- ◆ North arrow and scale of drawing
- ◆ Site boundaries including dimensions of property lines and their bearing relative to north, angles of corners, radii of curves
- ◆ Identification of adjacent streets, lanes, and other public right-of-ways
- ◆ Location and dimensions of any easement that cross the site and/any other pertinent legal features
- ◆ Dimensions of setbacks required by the district regulations
- ◆ Location and dimensions of existing structures and a description of any demolition intended as result of the new construction
- ◆ Location, shape and size of the proposed structure, including roof overhangs and other projections
- ◆ Location and dimensions of existing and proposed driveways, parking areas, and walkways
- ◆ Existing ground elevation and contour lines, and, where regarding is necessary, new contour lines
- ◆ Proposed building elevation measured at the main floor level

##### **2. Building Plans & Architectural Drawings Must Show:**

- ◆ All foundations, piles and footing plans/details (must be stamped by P. Eng. Registered in the Province of Manitoba)
- ◆ Basement plan or future layout of a basement with all required dimensions
- ◆ Floor plan with dimensions and layout of rooms, windows, doors (for each floor)
- ◆ Roof system plan and prefab truss drawings and specifications (must be certified stamped by P. Eng. Registered in the Province of Manitoba)
- ◆ Elevation drawings showing all sides, exterior finish, location of doors, windows, chimneys including sizes
- ◆ Details of cross sections, materials, dimensions and elevations
- ◆ Plumbing layout and details showing sewer and water arrangements
- ◆ Minimum scale for drawings 1:100

**NOTE:** Separate permits are required for plumbing, electrical, sewage disposal systems, driveways, and lot grading.

##### **3. Manitoba Land Surveyor's Certificate:**

- ◆ The Development Officer may request a Manitoba Land Surveyor's Certificate.

##### **4. Status of Title**

- ◆ The owner must provide a current copy of a certificate of title or other evidence of ownership prior to any permits being issued. If a certificate of title shows any caveats a copy of all caveats are also required. Certificate of title must not be any older that 1 year.

##### **5. Other Information Required for a Building Permit**

- ◆ Address and legal description of building location
- ◆ Owner's name, address, and phone number
- ◆ Designer's name, address and phone number
- ◆ Contractor's or builder's name, address, and phone number
- ◆ Use and size of building
- ◆ Type of work to be performed (i.e.: new, addition, alteration, renovation, repairs, etc.)
- ◆ Construction information (materials within cross sections)
- ◆ Estimated value in dollars of work including materials, installed systems, labour.

## **6. Important Information Required on all Drawing Plans Submitted**

- ◆ Show the owner's name, project name, address, and date.
- ◆ Be drawn to scale. Scale must be noted on each drawing.
- ◆ Two (2) complete sets of drawings on blackline or blue-line prints on good quality paper without any distortion to drawings.
- ◆ Must have legible letters and dimensions.
- ◆ Clearly show the locations of existing and new construction for additions, alterations, and renovations.
- ◆ Engineer's stamp, signed and dated (if professional design is required - see information below)

## **7. Mobile Homes and Modular Homes**

- ◆ Proof of year manufactured, make, model, serial number, and that the certification is affixed to the mobile home. Must comply to the Manitoba Building Code and CSA Z 240.

**Note:** If construction has not commenced within 6 months of the date of issue shown on the building permit application, the building permit is null and void, and a new permit must be applied for.

## **Engineer's Report**

Professionally sealed plans plus a certified notification of an on-site review or report must be submitted to the Rural Municipality of Springfield by an engineer licensed to practice in the Province of Manitoba for and including but not necessarily limited to the following construction works:

- All preserved wood foundations (PWF ) basement
- Concrete footings and basement foundations over 40 feet (12.0 meters) in length
- All concrete piles, footings, grade beams and slab foundations require an Engineer's stamp regardless of size.
- All **commercial and industrial buildings** (the entire set of plans to be sealed by a P. Eng.) The entire set consists of **site plan, foundation plan, framing plan, truss layout or roof plan, floor plans, cross sections, mechanical plans, electrical plans, plumbing plans**, and any other plans requested by the authority having jurisdiction.

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### **\*Please Note:**

Approval by other jurisdictions for natural gas, hydro, signs along any Provincial roadway\*, environmental discharge systems, culvert and driveway access also require permits. Applications for these approvals must be granted by the appropriate authority, prior to any building within the Rural Municipality of Springfield.

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## **Important Phone Numbers**

Centra Gas Manitoba Inc.

444 St. Mary Ave

Winnipeg, Manitoba

#(204)- 480-5174 (for residential)

#(204)-480-5174 (for commercial & industrial)

Manitoba Hydro (electrical permit)

Customer Service Center – #(204) 480-5937

Transcona office #(204)-224-7371

Beausejour office #(204)-268-1343

River East office #(204)-654-5371

Steinbach office #(204)-326-9824

MB Conservation

Chris Sands, Environmental Officer

#(204)-945-7082

(re: holding tanks, cisterns, septic tanks and fields)

Manitoba Telephone System

Prejacking Dept. – #(204)-941-4339

\*MB Highways & Transportation

(structures, signs, buildings, access crossings)

#(204)-945-5658 MB Hwy's Government Services

#(204)-945-8912 Highway Traffic Board

Office of the Fire Commissioner

Code & Standards

#(204)-945-3331

(permits for structures, buildings, larger than 6000 sq.ft(557 sq.m) and/or more than 3 stories)

Cooks Creek Conservation District

#(204)-777-2223

MB Natural Resources (drainage)

Operation Division

#(204)-642-6069

\* All buildings, structures, and signs, which are placed on, under or above the ground within the controlled area, require permits. Control areas are 125' (38.1m) from the edge of the highway right-of-way except for the planting which is 50'(15.24m) from the edge of the highway right-of-way. Permits are required for P.T.H. No. 1 west if any buildings, structures or signs are placed within 250'(76.2m) from the edge of the highway right-of-way. All accesses onto a P.T.H. or P.R. must also be applied for and approved by application permits.