



THE RURAL MUNICIPALITY OF VICTORIA BEACH

2035 PORTAGE AVENUE
WINNIPEG, MB R3J 0K6

PHONE: (204) 774-4263 FAX: (204) 774-9834

Website: www.rmofvictoriabeach.ca Email: info@victoriabeach.ca

APPLICATION FOR PERMIT TO BUILD IN THE R.M. OF VICTORIA BEACH

Permit No. _____ Roll No. _____ Receipt No. _____

I/We (the undersigned) hereby apply for a permit to build according to the following specifications and in accordance with all by-laws of the R.M. of Victoria Beach.

- 1. LOCATION: Civic Address _____
- 2. LEGAL DESCRIPTION: Lot/Block/Plan _____
- 3. OWNER & ADDRESS: _____
- 4. EMAIL ADDRESS: _____
- 5. BUILDER & ADDRESS: _____
- 6. PURPOSE OF BUILDING: Main Dwelling, Guest House, Shed, Other _____
- 7. TYPE OF WORK: New, addition, alteration, renovation, repair, other _____
- 8. VARIATION OF PLANNING SCHEME REQUIRED: YES _____ NO _____

(If "Yes" acquire an application form from the Municipal Office and include an up-to-date Building Location Certificate)

- 9. SIZE: (Of Building/Addition) Frontage/Depth _____
- 10. HEIGHT: (As per clause B.9.3 of the VB Planning Scheme) _____ # of Stories _____
- 11. SANITARY ARRANGEMENTS: (Sewage Disposal System)
 - a) Outdoor Toilet _____
 - b) Indoor Toilet (Type) _____
 - c) Sink/Bath/Shower _____
 - d) Kitchen Sink _____
 - e) Pump Out Holding Tank (Size & Material) _____
 - f) Trickle Tank (Size and length of pipes) _____
 - g) Septic Field (Show sketch with distance from property lines, etc.) _____

(A permit to install a private sewage disposal system – holding tank, septic field, grey water field, etc. is required and must be obtained from Manitoba Conservation – 102-235 Eaton Avenue, Selkirk, MB, R1A 0W7 – 204-785-5030).

- 12. ESTIMATED COST: (Excluding lot, including materials, plumbing, electrical, labour, etc.) \$ _____
- 13. FEE: (Based on sq.ft. of total construction + inspection fees as calculated by the Building Insp.) \$ _____

Signature(s) of Owner(s)/Agent	EMAIL ADDRESS	Phone Number
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APPROVAL: BUILDING INSPECTOR – R.M. OF VICTORIA BEACH	DATE
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SUBMIT WITH FEE TO: VICTORIA BEACH BUILDING INSPECTOR, 2035 PORTAGE AVENUE, WINNIPEG, MB R3J 0K6
 A Building Permit will not be issued until the necessary diagrams, information and permit fees have been provided with this application. It is the owner's responsibility to ensure compliance with all municipal planning/zoning and Code requirements.
 NOTE: This document and attachments constitute the official Building Permit once signed and dated by the Building Inspector.



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****THIS FORM MUST BE COMPLETED AND RETURNED PRIOR TO INSULATION & VAPOUR BARRIER INSPECTION****

Location		Builder	
Roll No. _____	Permit No. _____	Name: _____	
Lot: Block: _____	Plan: _____	Address: _____	
Civic Address: _____		City: _____	Province: _____
		Postal Code: _____	
		Telephone: _____	Fax: _____
Installing Contractor		Combustion Appliances 9.32.3.1(1)	
Name: _____		a) Chimney-connected non-solid fuel _____	
HRAI No. _____		b) Non-chimney-connected non-solid fuel _____	
Address: _____		c) Solid fuel with firebox doors _____	
City: _____	Prov. _____	P.C. _____	d) Solid fuel without firebox doors _____
Telephone: _____		e) No combustion appliances _____	
Fax: _____			
Heating System / Other			
Forced Air Heating _____		Non-Forced Air Heating _____	
System Design Option _____		Total Ventilation Capacity 9.32.2.3 _____	
1) Exhaust Fan(s) with outside air duct to Forced Air Return _____		Basement & Master Bedroom ① 10L's _____ L's _____	
2) Exhaust Fan(s) with outside air supply fan to Forced Air Return _____		Other Bedrooms ② 5L's _____ L's _____	
3) HRV-Supply connected to Forced Air Return with extended exhaust ducts _____		Bathrooms & Kitchens ③ 5L's _____ L's _____	
4) HRV-Supply and exhaust connected to Forced Air Return (Supply/Exhaust) _____		Other Rooms ④ 5L's _____ L's _____	
5) Exhaust Fan(s) with outside air supply fan (not connected to forced air system) _____		Total Ventilation Capacity (TVC) _____ L's _____	
6) HRV, Not connected to forced air system (stand alone) Design to CSA-F326-M91 _____		Supplemental Ventilation Capacity _____ L's _____	
		Total Ventilation Capacity (TVC) _____ L's _____	
		Less principal exhaust _____ L's _____	
		Fan capacity _____ L's _____	
		Equals supplemental capacity _____ L's _____	
Principal Exhaust Fan 9.32.3.3		Heat Recovery Ventilator	
Minimum Capacity - Two-way _____ L's _____		Manufacturer _____ Model _____	
Actual Capacity _____ L's _____		_____ L's high _____	
Manufacturer _____ Model _____ HVI _____		_____ L's low _____	
Location _____ Sones _____		HVI _____	
Supplemental Fans 9.32.3.7			
Location: _____ L's _____	Sones: _____	Location: _____ L's _____	Sones: _____
Manufacturer _____ Model _____	HM _____	Manufacturer _____ Model _____	HM _____
Location: _____ L's _____	Sones: _____	Location: _____ L's _____	Sones: _____
Manufacturer _____ Model _____	HM _____	Manufacturer _____ Model _____	HM _____
Adequate make up air shall be provided for all systems that exhaust air to outdoors (Manitoba Building Code 6.2.3.11) (clothes dryers, central vacuum systems, kitchen exhaust systems (that are not part of total ventilation system design)).		Clothes dryer _____ L's _____	
		Central vac _____ L's _____	
		Kitchen exhaust _____ L's _____	
		Other _____ L's _____	
		Total _____ L's _____	
		Size of make up air opening _____	
NOTE: tempering of make up air may be required (MBC 6.2.3.11)		Name: _____	
CERTIFICATION		Address: _____	
I certify this ventilation system design to be in accordance with		City: _____ Province: _____	
NBC 9.32.3 CSA-F326-M91		Postal Code: _____ Telephone: _____	
		Fax: _____	
		Signature _____	

Please submit the following information.
Failure to send all the information below
will prohibit the Building Inspector from
accepting and processing the building permit.

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Truss pitch & size: _____

Rafter size: _____

Beam size (roof): _____

Roof sheathing: _____

Rafter Spacing: _____

Ceiling insulation: _____

Ventilation: _____

Stud size: _____ Spacing: _____

Exterior Sheathing: _____

Ext. Wall Finishes: _____

Wall insulation: _____

Interior Sheathing: _____

Vapor barrier: _____

Joist size: _____ Spacing: _____

Floor sheathing: _____

Bridging: _____

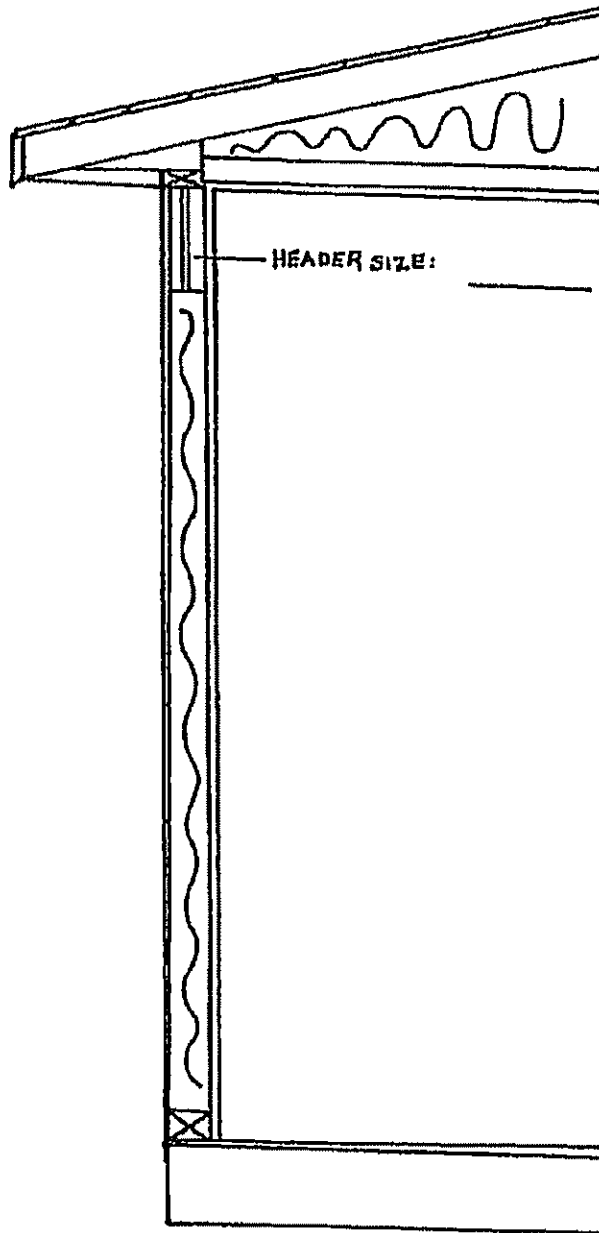
Beam Size: _____ No. _____

Post Size: _____ Spacing: _____

Floor insulation: _____

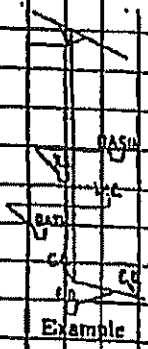
Foundation: _____

Other: _____



ALSO REQUIRED: a complete floor plan
indicating the room sizes and use, as well as
the door and window sizes.

PLUMBING LAYOUT showing size of pipes.



Example

FLOOR PLAN showing location of fixtures.



PLOT PLAN showing location of building tower.



Example

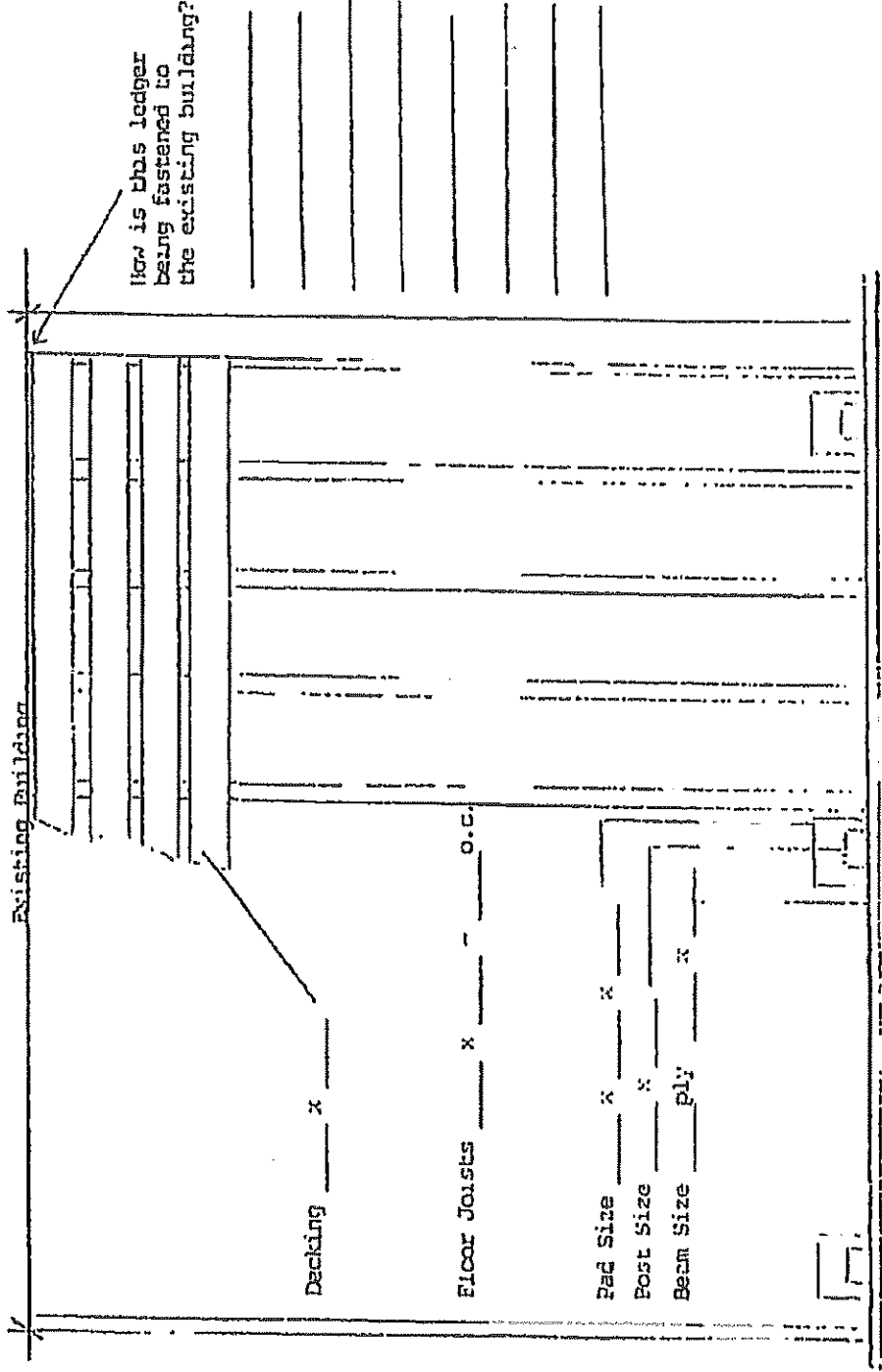
5

TYPICAL DECK

NOTE: The Manitoba Building Code has specific requirements for the construction of guards around decks if the difference between the grade and the decking is 24" or greater. A copy of these requirements is available from the Building Inspector upon request. It is your responsibility to construct according to the Code requirements.

NOTE: To enable the Building Inspector to issue a building permit for your deck, the following information must be provided. Please fill in all the dimensions of your proposed deck.

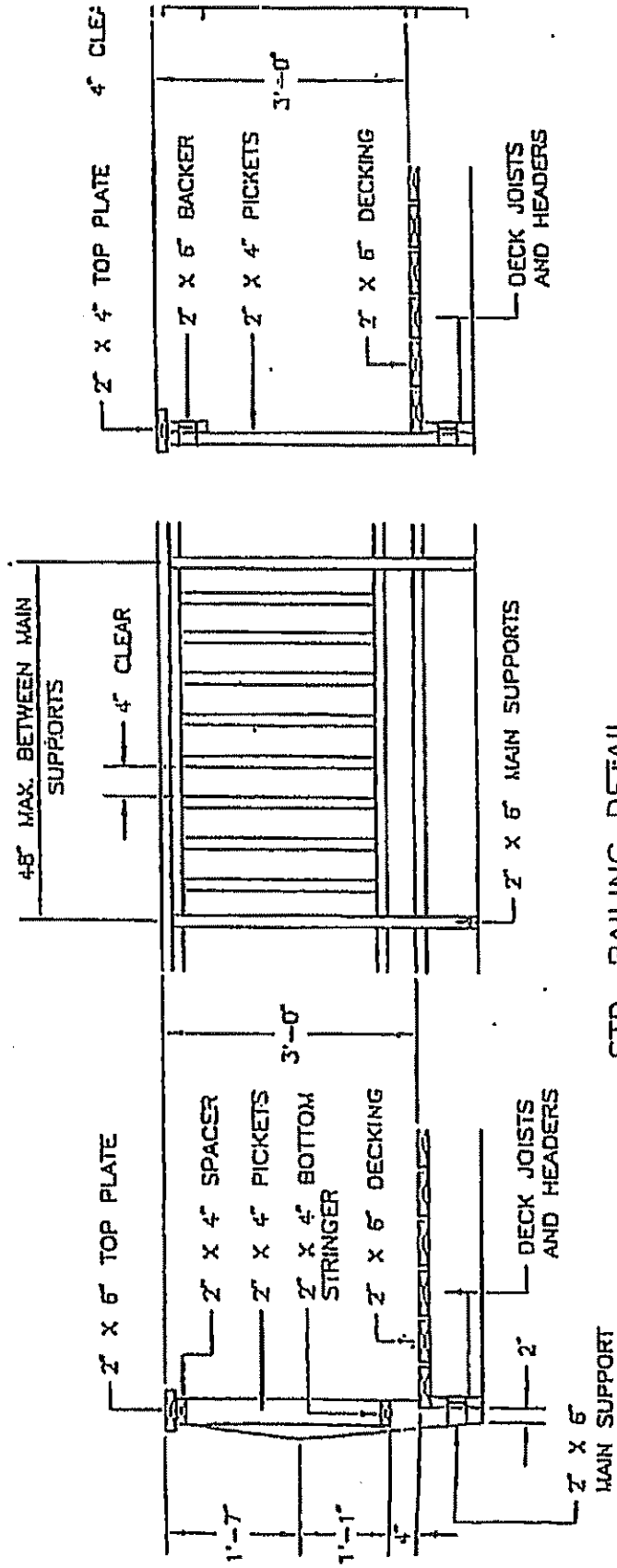
Check materials to be used: Joist Hangers _____ Type of Wood: Spruce _____ Fir _____ Cedar _____ Pressure Treated _____



Indicate guard rail design and spacing.

2

YOUR RAILS SHOULD LOOK LIKE THIS WHEN COMPLETED:



STD. RAILING DETAIL

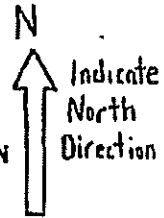
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Sample Site Plan

8.

(Building Permit No.)

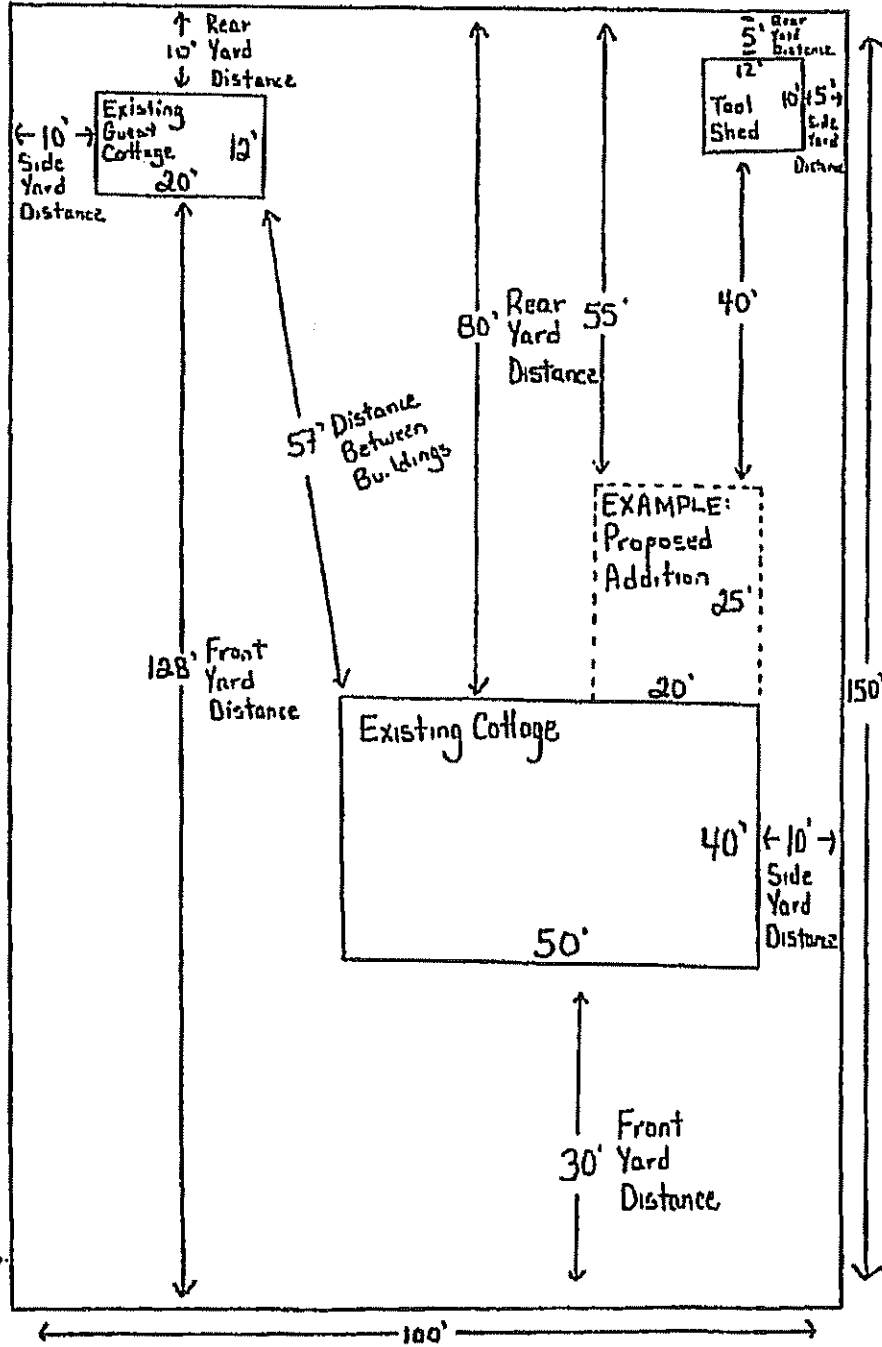
PRINTED NAME & SIGNATURE OF DRAWER REQUIRED ON SITE PLAN



Legal Desc.:

Civic Address:

Indicate size
and location
of all existing &
proposed buildings.





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9.

TO ALL BUILDING PERMIT APPLICANTS / CONTRACTORS / VEHICLE PERMIT HOLDERS

THE MUNICIPALITY'S BUILDING BY-LAW PROHIBITS THE EXCAVATION OR UNDERTAKING OF WORK ON, OVER OR UNDER PUBLIC PROPERTY OR TO ERECT OR PLACE ANY CONSTRUCTION OR WORK OR STORE ANY MATERIALS ON PUBLIC PROPERTY WITHOUT PRIOR WRITTEN CONSENT OF THE MUNICIPALITY. OFFENDERS WILL BE PROSECUTED IN PROVINCIAL JUDGES COURT - MAXIMUM FINE \$1,000. IN ADDITION, THE MUNICIPALITY WILL CHARGE THE COST OF REPAIR AND/OR RESTORATION OF ITS PROPERTY TO THE OWNER.

THE DELIVERY OF ALL BUILDING MATERIAL IS TO BE VIA MUNICIPAL ROADS ONLY AND ACCESS FOR ALL DELIVERIES IS TO BE FROM THE STREET FRONT.

UNAUTHORIZED ACCESS VIA LANES AND PUBLIC RESERVE LAND HAS RESULTED IN DAMAGE TO MUNICIPAL WATER LINES. THE USE OF MUNICIPAL PROPERTY (LANES, PUBLIC RESERVE, ETC...) TO ACCESS PRIVATE PROPERTY (BY VEHICLES) IS PROHIBITED.

BRUSH FROM LOT CLEARING IS NOT TO BE PILED ON THE ROAD ALLOWANCE. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER / CONTRACTOR TO HAUL THIS BRUSH TO THE TRAVERSE BAY LANDFILL ON PTH #11.

COUNCIL REQUESTS THE COOPERATION OF ALL VEHICLE PERMIT HOLDERS TO LIMIT ENTRY INTO THE RESTRICTED AREA AS MUCH AS POSSIBLE. WE ALSO URGE PERMIT HOLDERS, ESPECIALLY CONTRACTORS, TO "CARPOOL" (TRANSPORT AS MANY EMPLOYEES AS POSSIBLE IN ONE VEHICLE) TO A WORKSITE.

WARNING

THE MUNICIPAL POLICE WILL ISSUE FINES FOR CONTRAVENTIONS OF BY-LAWS. ANY UNAUTHORIZED USE OF THE VEHICLE PERMIT OR NON-COMPLIANCE WITH THE TRAFFIC LAWS WILL RESULT IN THE ASSESSMENT OF A FINE AND REVOCATION OF THE PERMIT.

BY ORDER OF R. M. OF VICTORIA BEACH COUNCIL



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10.

DRAWINGS TO BE SUBMITTED WITH A BUILDING PERMIT APPLICATION

Following is a list of drawings, which will 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 the building(s); location of the building(s) in relationship to the property lines and existing buildings on the property; north arrow; vehicle access to the property; parking; grading elevations; site drainage; attestation by designer that building complies to Code

FOUNDATION PLAN – overall size of the foundation, size and location of footings, piles, foundation walls; size and location of openings for doors, windows; foundation drainage

FLOOR PLAN – (for each floor) – size and location of: interior and exterior walls; exits; fire separations; doors (including door swings and 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 and precast concrete walls and floors; related structural details

ELEVATIONS – views of all sides of the building; height of the finished grade; exterior finishing materials; size and location of doors, windows; location of chimneys

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 and handrails; height of finished grade; wind, water and vapour protection; insulation

MECHANICAL PLANS – description and location of heating; ventilation and air conditioning equipment; size and location of ductwork; location of fire dampers; location of plumbing fixtures and supply and waste and piping; size and location of sprinkler systems equipment

ELECTRICAL PLANS – type and location of lighting; electrical panels; fire alarm systems; location of exit lights; emergency lighting



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DRIVEWAY INSTALLATION

Only one driveway per subdivided lot is permitted. Installation of a driveway is subject to the following conditions:

- 1) Boundary of driveway must be a minimum distance of 5 feet from property line
- 2) A culvert (to Municipality's specifications) must be installed under the driveway, at owners' cost, if required by the Municipality

It is the responsibility of the property owner to comply with the above requirements. Before installing the driveway, the owner/contractor must contact the Public Works Department (204-756-2286) to determine if a culvert is required. The Municipality may require relocation of the driveway, due to non-compliance of the above conditions, at the owner's expense.

R. M. OF VICTORIA BEACH COUNCIL



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12.

INFORMATION REQUIRED WHEN APPLYING FOR A BUILDING PERMIT

A building permit form must be completed by the owner or an agent of the owner. An agent must submit a written authorization from the registered or real landowner during the application process. A copy of the certificate of title must accompany the application. Information required on the application form includes:

- Address and legal description of the building location
- Owner's name, address, and telephone number
- Designer's name, address and telephone number
- Contractor or Builder's name, address and telephone number
- Use and size of building
- Type of work being done (new, addition, alteration, renovation, repair, etc.)
- Construction information (materials)
- Total value of all work including materials, installed systems, labour, overhead and profit

Drawings must be submitted with the completed building permit application to show what will be built. The drawings, which will be required, are listed on the next page. All drawings must:

- Show the owner's name, project name, and date
- Be drawn to scale (1:50 or 1/4 inch = 1 foot or to suit) and the scale should be noted
- Be blackline or blue-line prints on good quality paper
- Have legible letters and dimensions that can be read from the bottom or right-hand side of the page
- Be marked with the 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

Professionally sealed plans plus certification of on-site field review by an engineer licensed to practice in Manitoba are required for:

- Preserved wood basement foundations
- Concrete footings and foundations for houses over 40 feet (12.2 meters) in length
- Any building other than a single or two family dwelling, small residential garage or carport
- As authorized by Municipal Building By-laws
- Any public assembly building such as Churches, Community Halls, Beverage Rooms, Restaurants, Schools, Arenas and Stadiums
- Any institutional building such as Nursing Homes, Hospitals and Prisons

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Site Elevation Regulation**RESOLUTION #2010/119**

Any building permit for new or major modification of a cottage, industrial or commercial building or major landscaping project, must include a Site Grading Plan which shows how runoff from rainfall is drained away from the proposed building such that it does not run over or into neighboring properties. If a sump pump is to be installed on the property, a plan shall be provided to indicate how the drainage will be diverted from the property. A Site Grading Plan shall be submitted at the time of building permit application. The Site Grading Plan shall show the proposed elevations at the four corners of the proposed building and corners of the property. The first floor elevation and grade elevation at the building must meet the minimum elevation set by the Province and/or the Municipality in flood prone areas.

Run off from roof areas and yards shall be directed to shallow swales which drain away from the buildings toward the front or rear lot lines. All swales shall have a minimum grade of 1% (1 foot in 100 feet).

At the completion of the site grading work and before an occupation permit is issued, the builder, contractor or owner shall submit an "as-constructed" Site Grading Plan showing how the finished grading meets the requirements of this site grading clause. The "as-constructed" grading plan shall be certified as correct by either a registered Manitoba Land Surveyor or Professional Engineer licensed to practice in Manitoba.



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APPLICATION FOR DEMOLITION IN THE R.M. OF VICTORIA BEACH

Permit No. _____ Roll No. _____ Receipt No. _____

I/We (the undersigned) hereby apply for a demolition permit in accordance with the by-laws of the R.M. of Victoria Beach.

1. LOCATION: Civic Address _____
2. LEGAL DESCRIPTION: Lot/Block/Plan _____
3. OWNER & ADDRESS: _____
4. DEMOLITION / REMOVAL OF OLD BUILDING: (Size and Date) _____
5. FEE: (As calculated by the Building Inspector) \$ _____

Signature(s) of Owner(s)/Agent

Phone Number

APPROVAL: BUILDING INSPECTOR – R.M. OF VICTORIA BEACH

DATE

SUBMIT WITH FEE TO: VICTORIA BEACH BUILDING INSPECTOR, 2035 PORTAGE AVENUE, WINNIPEG, MB R3J 0K6
It is the owner's responsibility to ensure compliance with all municipal planning/zoning and Code requirements.

NOTE: This document and attachments constitute the official Demolition Permit once signed and dated by the Building Inspector.