

BUILDING BY-LAW NO. 814/05

SECTION I Title

This by-law may be cited as the Village of Dunnottar Building By-law.

SECTION II Scope & Definitions

2.1 Scope:

- 2.1.1 This by-law applies to the whole of the Village of Dunnottar.
- 2.1.2 This by-law applies to administration and enforcement in the design, construction, erection, placement and occupancy of new buildings, and the alteration, reconstruction, demolition, removal, relocation, occupancy and change in occupancy of existing buildings and any requirements that are necessary to correct unsafe conditions in existing buildings.
- 2.1.3 The requirements of the Code are hereby adopted and shall apply to all work falling within the scope and jurisdiction of this by-law.
- 2.1.4 Any construction or condition that lawfully existed before the effective date of this By-law need not conform to the requirements of this by-law if such construction or condition does not constitute an unsafe condition in the opinion of the authority having jurisdiction.

2.2 Definitions:

- 2.2.1 The words and terms in bold in this by-law shall have the meaning prescribed in subsection 2.2.3 herein, and if no definition is provided herein they shall have the meanings as prescribed in the Code. Should a word or term be defined in both this by-law and the Code, then the forth in this by-law shall govern.
- 2.2.2 Definitions of words and phrases used in this by-law that are specifically defined in the Code or in this subsection shall have the meanings that are commonly assigned to them in the context in which they are used in these requirements, considering the specialized use of terms within the various trades and professions to which the terminology applies, or reference should be made to a standard dictionary.
- 2.2.3 Words and terms in bold in this by-law shall have the following meanings:
  - "Audit"** means a random review of design or construction work by the authority having jurisdiction to ascertain compliance with the Code and this by-law.
  - "Authority Having Jurisdiction"** means the Village of Dunnottar and where the context requires, such building inspector or other authority lawfully appointed by the Village of Dunnottar to administer and enforce the provisions of this by-law
  - "Code"** means the Manitoba Building Code as established, adopted and revised from time to time under Section 3 of the Buildings and Mobile Homes Act.

2.2 Definitions: (Cont'd)

"Council"	means the municipal council of the Village of Dunnottar
"Grade"	A pre-determined evaluation set by the Engineer of the area
"Modular Home"	is a home built under C.S.A. standard CAN/CSA A 277
"Mobile Home"	is a unit built under CSA Standard CSA Z240.
"Permit"	means written permission or written authorization from the authority having jurisdiction in respect to matters regulated by-law
"Person"	means and includes any individual, corporation partnership, firm, joint venture, syndicate, association or trust, and any other form of entity or organization
"Relocation"	the moving of an existing building from one location to another location
"Removal"	the moving of and existing building from one property to another property
"Renovation"	the reconstruction of all or part of the interior or exterior, or both, of an existing building, where there is no structural reconstruction, alteration or enlargement of the building
"Repair"	work done to an existing building for the purpose of maintenance and not amounting to a renovation
"RTM"	means ready to move houses being houses or buildings constructed in one location and moved to a different location
"SIGNS"	shall mean any writing (including letter or word), pictorial representation (including illustration or decoration), emblem (including device, symbol or trade mark) flag (including banner or pennant), or any other figure of similar character which:  (a) is a structure or any part thereof, or is attached to, painted on, or in any other manner represented on a building (b) is used to announce, direct attention to, or advertise, and (c) is visible from outside a building
"Valuation"	shall mean the total monetary worth of all construction or work, including all painting, papering, roofing, electrical work, plumbing, permanent or fixed equipment, including any permanent heating, elevator equipment, or fire sprinkler equipment, and all labor, materials and other devices entering into and necessary to the prosecution of the work in its completed form. No portion of any building including, mechanical, electrical and plumbing work, shall be excluded from the valuation for a permit.

**SECTION 3: General**

**3.1 Application Generally:**

This by-law applies to the design, construction, erection, placement and occupancy of new buildings and the alteration, reconstruction, demolition, removal, relocation, occupancy and change in occupancy of existing buildings.

**3.2 Limited Application to Existing Buildings:**

- 3.2.1 When a building or any part of its altered or repaired, the Code applies to the parts of the building altered or repaired except that where in the opinion of the authority having jurisdiction, the alteration will affect the degree of safety of the existing building, the existing building shall be improved as may be required by the authority having jurisdiction.
- 3.2.2 The number of stories of an existing building or structure shall not be increased unless the entire building or structure conforms to the requirement of the Code.
- 3.2.3 The requirements of this by-law apply where the whole or any part of a building is relocated either within or into the area of jurisdiction of the authority having jurisdiction.
- 3.2.4 When the whole or any part of a building is demolished, the requirements of this by-law apply to the work involved in the demolition and the work required to any parts remaining after demolition to the extent that deficiencies occurring or remaining after demolition require correction.
- 3.2.5 When a building is damaged by fire, earthquake or other cause, the Code, the requirements of this by-law and the appropriate regulations in the Fire Prevention Act, and the Manitoba Fire Code, apply to the work necessary to construct damaged portions of the building.
- 3.2.6 When an unsafe condition exists in or about a building, the Code, the requirements of this by-law and the appropriate regulations in the Fire Prevention Act, and the Manitoba Fire Code, shall apply to the work necessary to correct the unsafe condition.
- 3.2.7 When the occupancy of a building or part of it is changed, the requirements of this by-law apply to all parts of the building effected by the change.

**3.3 Exemptions:**

- 3.3.1 These requirements do not apply to:
- (a) sewage, water, electrical, telephone, rail or similar system located on a street or a public transit right of way,
  - (b) public utility towers or poles, television and radio or other communication aerials and towers, except for loads resulting from those located on or attached buildings.
  - (c) Flood control and hydro electric dams and structures
  - (d) Mechanical or other equipment and appliances not regulated in this by-law.
  - (e) A farm building, other than a farm building used as residence, an attached garage or carport

3.4

**Prohibitions:**

- 3.4.1 Any person who fails to comply with any order or notice issued by any authority having jurisdiction, or who allows a violation of the requirements of this by-law or of the Code to occur or to continue, contravenes the provisions of this by-law.
- 3.4.2 No person shall undertake any work or authorize or allow work to proceed on a project for which a permit is required unless a valid permit exists for the work to be done.
- 3.4.3 No person shall deviate from the accepted plans and specifications forming part of the permit, or omit or fail to complete, prior to occupancy, work required by the said accepted plans and specifications, without first having obtained the acceptance of the authority having jurisdiction to allow such deviation except for minor changes to accepted plans and specifications which, when completed would not cause a violation of the Code or other by-laws.
- 3.4.4 Where an occupancy permit is required by Section 4.2.3 herein, no person shall occupy or allow the occupancy of any building, or part thereof, or change the occupancy, unless and until an occupancy permit has been issued by the authority having jurisdiction.
- 3.4.5 No person shall knowingly submit false or misleading information to the authority having jurisdiction concerning any matter relating to this by-law.
- 3.4.6 No person shall excavate or undertake work on, over or under public property, or erect or place any construction or work or store any materials thereon without receiving prior approval in writing from the appropriate government authority.
- 3.4.7 No person shall allow the ground elevation or the property boundaries of a building lot to be changed so as to place a building, or part of it, in contravention of the requirements of this by-law, unless the building, or part of it, is so altered, after obtaining the necessary permit, such that no contravention will occur because of the change of the property boundary or grades.
- 3.4.8 No person having authority in the construction, reconstruction, demolition, alteration, removal, relocation or occupancy of a building shall cause, allow or maintain an unsafe condition.

**3.5 Module Homes and RTM's**

- 3.5.1 Module homes and/or RTM's shall comply with the requirements of the Code.
- 3.5.2 The authority having jurisdiction may require any or all of the following in respect to a module home or RTM sought to be located within the area of jurisdiction of the authority having jurisdiction:
- (a) the submission of a complete set of plans and specifications;
  - (b) the seal of an Engineer licensed in the Province of Manitoba in respect to all building components requiring professional certification;
  - (c) submission of copies of any or all permits taken out for the module home or RTM in the location of its construction together with a copy of any or all inspection reports;
  - (d) such inspections or certifications as the authority having jurisdiction may deem necessary in order to ensure compliance with the Code and this by-law.

## SECTION 4: Permits

### 4.1 Application:

- 4.1.1 Except as otherwise allowed by the authority having jurisdiction, every application for permit shall be in the form prescribed by the authority having jurisdiction and shall:
- (a) identify and describe in detail the work and occupancy to be covered by the permit for which the application is made,
  - (b) describe the land on which the work is to be done by a description that will readily identify and locate the building lot.
  - (c) State the valuation of the proposed work and be accompanied by the required fee as set out on Schedule A hereto, and,
  - (d) Include those plans and specifications set out on Schedule B hereto (unless otherwise waived by the authority having jurisdiction), and show the occupancy of all parts of the buildings,
  - (e) State the names, addresses and telephone numbers of the owners, architect, professional engineer or other designer, constructor and inspection or testing agency engaged to monitor the work or part of the work,
  - (f) Include such additional information as maybe required by the authority having jurisdiction
  - (g) Submit three sets of plans drawn to scale upon paper, cloth or other substantial materials that shall be clear and durable, and shall indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that when completed the work and the proposed occupancy will conform to the code and other relevant municipal by-laws and provincial regulations,
  - (h) Submit site plans that shall be referenced to an up-to-date survey and, when required to prove compliance with the code, a copy of the survey shall be submitted to the authority having jurisdiction. Site plans shall show when required by the authority having jurisdiction:
    - (a) by dimensions from property lines, the location of the proposed building,
    - (b) the similarly dimensioned location of every other adjacent existing building on the property, and
    - (c) existing and finished ground levels to an established datum at or adjacent to the site.
  - (i) Include a deposit, if required, of such amount as may be determined by the Development Officer.
- 4.1.2 When an application for a permit has not been completed in conformance with the requirements of the authority having jurisdiction within six months after the date of filing, the application shall (unless otherwise extended by the authority having jurisdiction) be deemed to have been abandoned, and can only be reinstated by re-filing.
- 4.1.3 A permit shall expire and the right of an owner under the permit shall end if;
- (a) the work authorized by the permit is not commenced within six months from the date of issue of the permit and actively carried out after that, or
  - (b) the work authorized under the permit is suspended for 6 months unless other extended by the authority having jurisdiction.
- 4.1.4 Any revision to the original application described in article 4.1.1 shall be made in the same manner as for the original permit.
- 4.1.5 Applications for permits may be filed, and permits may be issued to an owner, or to a constructor or other properly authorized agent of the owner.
- 4.1.6 In lieu of separate specifications, the authority having jurisdiction may allow the essential information to be shown on the plans, but in no case shall such terms as "in accordance with the code", "legal", or similar terms be used as substitutes for specific information

4.2 Permits:

4.2.1 Building Permits:

4.2.1.1 Except as permitted in Article 4.2.1.2 herein, unless a building permit has first been obtained from the authority having jurisdiction, no person shall commence or cause to be commenced:

- (a) the location, placement, erection or construction of any building or structure or portion thereof;
- (b) the addition, extension, improvement, alteration or conversion of any building or structure, or portion thereof;
- (c) the repair, rehabilitation, or renovation of any building or structure, or portion thereof;
- (d) underpinning;
- (e) the relocation or removal of any building or structure, or portion thereof;
- (f) the excavation of any land for any purpose of erecting or location on or above it, any building or structure;
- (g) the installation, construction, repair, renewal, alteration or extension of a mechanical system;
- (h) the installation, construction, alteration or extension of a spray paint operation, spray painting booth, dip tank or other special process; or
- (i) the alteration, addition, erection or re-erection of a sign.

4.2.1.2 A *building permit* is not required for:

- (a) patching, painting or decorating;
- (b) replacement of stucco, siding or shingles;
- (c) replacement of doors or windows when the opening is not altered;
- (d) replacement of open landing and stairs;
- (e) construction of fences;
- (f) installation of cabinets and shelves;
- (g) a detached accessory storage building not greater than 10 square meters in building area;
- (h) non-structural alterations or repairs where the value of such work is less than two thousand dollars (\$2,000.00)

4.2.1.3 Notwithstanding that a building permit is not required for the work described in Article 4.2.1.2., such work shall comply with the Code and the provisions of this or other applicable by-laws and the work shall not place the building or structure in contravention or further contravention of the Code or this or any other by-law.

4.2.1.4 Before the issuance of a building permit for cases described in Subsection 5.1.17(1), the owner shall (unless the authority having jurisdiction waives such requirement) submit Letters of Assurance in the forms set out in Schedules C and D, as attached hereto, which:

- (a) confirm that the owner has retained the necessary architects or professional engineers for all the applicable disciplines, for professional design and inspection; and
- (b) incorporate the architects' or professional engineers' assurance of professional design and commitment for inspection.

4.2.1.5 Before the issuance of a building permit, for cases in which professional design is not required, the owner shall (unless the authority having jurisdiction waives such requirement) submit a Letter of Assurance, in the form set out in Schedule E as attached hereto, confirming that the owner will ensure that the building will be constructed in accordance with the Code.

4.2.1.6 The authority having jurisdiction may issue a permit for the entire project conditional upon the submission, prior to commencing work thereon, of additional information not available at the time of issuance, if such data are of secondary importance, and are of such nature that the withholding of the permit until its availability would unreasonably delay the work.

4.2.1.7 Every building permit is issued upon the condition:

- a) that pegs, stakes, lines and other marks approved by the authority having jurisdiction be located on the building site so as to establish the line or limiting distance beyond which the building or structure shall not extend as specified on the permit, and shall be accurately maintained during the course of construction and until occupancy has been approved. Such markings shall be provided for the erection of a new building or structure, extension or addition to existing buildings or structures, or for buildings or structures moved from one location to another whether on the same property or not,
- b) that the construction shall be carried out in accordance with all provisions of the code, and all provisions as described on the building permit and approved plans,
- c) that all municipal bylaws and provincial regulations be complied with, and
- d) that the authority having jurisdiction shall get copies of all changes ordered which may alter any condition or requirement of the code, and a set of the revised plans showing these changes

#### 4.2.1.8 Sign Permit

The application for a sign permit shall:

- a) be made on the prescribed form,
- b) include in duplicate a plot plan showing the street lines or other boundaries of the property upon which it is proposed to erect such sign and location thereof upon the property in relation to the other structures upon such property and upon the premises immediately adjoining, and
- c) when required, in duplicate, complete drawings and specifications covering the construction of the sign and its supporting framework and other information with respect to the building upon which it is proposed to locate the sign as to determine whether the structure of such building will carry the additional loads and stresses imposed thereon by the erection of the sign without exceeding the stress requirements. Such drawings shall in all cases have marked thereon in figures the height of such building.

4.2.1.9 Temporary Job Signs 16" X 24" or smaller, shall be exempt from this by-law for a period of 6 months.

#### 4.2.2. Plumbing Permits:

4.2.2.1 Except as provided in sentence 4.2.2.2., no person shall construct, extend, alter, renew or repair or make a connection to a plumbing system unless a permit to do so has been obtained.

4.2.2.2 A plumbing permit is not required when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared or a leak repaired, if no change to the piping is required.

4.2.2.3 When required by the authority having jurisdiction, the application shall also be accompanied by a plan that shows:

- (a) the location and size of every building drain, and of every trap and clean out fitting that is on a building drain;
- (b) the size and location of every soil or waste pipe, trap and vent pipe; and
- (c) a layout of the potable water distribution system including pipe sizes and valves.

4.2.2.4 A permit shall be issued only to a home owner to do work on a single family dwelling unit owned and occupied or to be occupied by himself, or to a plumber, as licensed by the Province of Manitoba.

**4.2.3. Occupancy Permits:**

Except as otherwise permitted herein, no person shall occupy or use or permit the occupancy or use or change the occupancy or use of any building or part thereof, for which an occupancy permit is required hereunder.

4.2.3.1 An Occupancy Permit is required from the authority having jurisdiction for:

- (a) the occupancy of any new building or structure or portion thereof except a single-family dwelling, a two-family dwelling or a multi-family dwelling without shared exit facilities;
- (b) the occupancy of any existing building or structure where an alteration is made thereto, except a single-family dwelling, a two-family dwelling or a multi-family dwelling without shared exit facilities;
- (c) for a change from one Major Occupancy group to another or a change from one division to another within a Major Occupancy group in any existing building or structure, or part thereof;
- (d) for a change from one use to another within the same division in a Major Occupancy group which results in an increase in the occupant load;
- (e) for a change or addition of an occupancy classification of a suite in a building; and
- (f) for a change from a use not previously authorized to a new use.

4.2.3.2 Before the issuance of an occupancy permit, the owner shall (unless the authority having jurisdiction waives such requirement) submit Letters of Assurance in the form set out in the applicable Schedules F and G, as attached hereto, confirming that the construction of the building, work or project conforms with the plans, specifications and related documents for which the building permit was issued.

4.2.3.3 The authority having jurisdiction may issue an Interim Occupancy Permit for a partial use of a building or structure subject to any conditions imposed by the authority having jurisdiction..

4.2.3.4 No change shall be made in the type of occupancy or use of any building or structure, which would place the building or structure in a different occupancy group, or divisions within a group, unless such buildings or structure is made to comply with the requirements of the Code for that occupancy group, or division within a group.

4.2.3.5 The authority having jurisdiction may issue a Temporary Occupancy Permit for the use of a building or structure approved as a temporary building or structure.

4.2.3.6 A Temporary Occupancy Permit shall be for a period not more than six (6) months, but before the expiration of such period, the Temporary Occupancy Permit may be renewed by the authority having jurisdiction for two further six months periods.

4.2.3.7 Notwithstanding apparent compliance with this by-law, the authority having jurisdiction may refuse to issue an Occupancy Permit if the building, structure or proposed use is to the authority having jurisdiction's knowledge in violation of a Zoning by-law, or any other by-law of the authority having jurisdiction..

4.2.3.8 An applicant for an Occupancy Permit shall supply all information requested by the authority having jurisdiction to show compliance with the by-law and any other relevant by-laws of the authority having jurisdiction.



4.2.3.9 The required Occupancy Permit shall be displayed and maintained in a legible condition by the owner or his agent in a location acceptable to the authority having jurisdiction.

4.2.3.10 An inspection of a site shall be made prior to the issuance of an *Occupancy Permit* or a *Certificate of Occupancy* and a fee shall be charged in accordance with Appendix A.

4.2.3.11 Notwithstanding anything elsewhere contained in the code, for each assembly room in a building or structure classified as a Group A occupancy

- a) the authority having jurisdiction shall furnish an Occupant Load Placard which can be easily read from a distance of twenty (20) feet stating the maximum allowable occupant load as determined by the code.
- b) The owner of the building or structure shall be responsible for keeping the actual occupant load within the allowable limits.

#### 4.2.4. Demolition Permits:

4.2.4.1 No person shall commence or cause to be commenced the demolition of any building or structure, or portion thereof, unless a Demolition Permit has first been obtained from the authority having jurisdiction.

4.2.4.2 The demolition of a building or structure shall be subject to the requirements of the Code.

4.2.4.3 Upon application for a permit to demolish, relocate, or remove a building or structure, the applicant shall submit a statement that the taxes upon the land and building or buildings, or structures that have been paid on full, and that the land and building or buildings, or structures have not been sold for taxes, and if so sold, have not been redeemed. This provision shall not apply to buildings or structures demolished under Subsection 5.5.12 of this by-law.

4.2.4.4 The authority having jurisdiction may request that an application for a permit to remove, relocate or demolish a building or structure shall contain one or more of the following:

- a) a description of the building or structure giving the existing location, construction materials, dimensions, number of rooms and condition of exterior and interior,
- b) a legal description of the existing site,
- c) a legal description of the site at which it is proposed that the building or structure is to be moved if located within the municipality, and
- d) a plot plan of the site to be occupied by the building or structure if located within the municipality

4.2.4.5 The owner, or his agent, of a site from which a building or structure is to be removed or demolished shall:

- a) notify the gas, electric, telephone and water service companies or utilities to shut off and/or remove their service;
- b) plug the sewer line, and
- c) upon completion of the removal or demolition, put the site in a safe and sanitary condition to the satisfaction of the authority having jurisdiction.
- d) clear all debris from site within 30 days of demolition.

**4.2.5 General:**

4.2.5.1 No permit shall be assigned or transferred without the written consent of the authority having jurisdiction..

**4.2.5.2 Electrical Permit**

The requirements for the issuance of an electrical permit shall be as set forth in the Manitoba Electrical Code.

**4.2.5.3 Sign Permits**

No alteration or addition or any erection or re-erection of signs including any of the accessories shall be made unless the owner of the building or site upon which sign is erected or his agent, has obtained a permit.

**4.2.6 Permit For A Temporary Building**

4.2.6.1 Notwithstanding anything contained elsewhere in the code a permit for a temporary building may be issued by the authority having jurisdiction, authorizing for a limited time only the erection and existence of a building or part thereof for an occupancy, which because of its nature, will exist for a short time under circumstances, which warrant only selective compliance with the code. No person shall erect or place a temporary building without first entering into an agreement with the authority having jurisdiction and obtaining the required building permit.

4.2.6.2 a permits for a temporary building shall state the date after which and the condition under which the permit is no longer valid.

4.2.6.3 a temporary building shall be permitted only for the following major occupancy Classifications in accordance with Table 3.1.2.A of the code

- a) All divisions, Group A;
- b) Group C;
- c) Group D; and
- d) Group E

A display home or display cottage may also be classified as a temporary building.

4.2.6.4 A permit for a temporary building may be extended provided permission in writing is granted by the authority having jurisdiction.

4.2.6.5 A permit for a temporary building shall be posted on the building.

**4.2.7. Fees**

4.2.7.1 Permit fees are set forth in Appendix A of this by-law.

4.2.7.2 Inspection fees are set forth in Appendix A of this by-law.

**SECTION 5: Duties, Responsibilities & Powers**

**5.1. Duties and Responsibilities of the Owner:**

- 5.1.1 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 the requirements of this by-law.
- 5.1.2 Every owner shall obtain all permits or approvals required in connection with proposed work, prior to commencing the work to which they relate.
- 5.1.3 Every owner shall:
- (a) Ensure that the plans and specifications on which the issue of any permit was based are available continuously at site of the work for audit or inspection during working hours by the authority having jurisdiction, and that the Permit, or true copy thereof, is posted conspicuously on the site during the entire execution of the work.
  - (b) Keep visible at all times during construction the street number of the premises in figures at least 3 inches (75 mm) high and visible from the street or sidewalk.
  - (c) Call for inspections with a 24-hour notice
- 5.1.4 Every owner shall give notice to the authority having jurisdiction of dates on which he intends to begin work prior to commencing work on the building site.
- 5.1.5 Every owner shall before commencing the work, give notice in writing to the authority having jurisdiction, prior to commencing the work, listing
- (a) The name, address and telephone number of
    - (i) The constructor or other person in charge of the work;
    - (ii) The designer of the work;
    - (iii) The person reviewing the work; and
    - (iv) Any inspection or testing agency engaged to monitor the work or part of the work.
  - (b) Any change in or termination or employment of such persons during the course of the construction immediately that such change or termination occurs.
- 5.1.6 Every owner shall give sufficient notice to the authority having jurisdiction.
- (a) of intent to begin work that the authority having jurisdiction has directed may be subject to audit during construction,
  - (b) of intent to cover work that the authority having jurisdiction has directed may be subject to audit during construction; and
  - (c) when work has been completed and before occupancy.
- 5.1.7 Every owner shall give notice in writing to the authority having jurisdiction.
- (a) immediately upon any change in ownership or change in the address of the owner occurs prior to the issuance of an Occupancy Permit;
  - (b) prior to occupying any portion of the building if it is to be occupied in stages; and
  - (c) of any such other notice as may be required by the authority having jurisdiction.

- 5.1.8 Every owner shall give such other notice to the authority having jurisdiction as may be required by the provisions of the Code or this by-law.
- 5.1.9 Every owner shall make, or have made at his own expense, the tests or inspections necessary to prove compliance with these requirements and shall promptly provide a copy of all such test or inspection reports to the authority having jurisdiction when and as required by the authority having jurisdiction.
- 5.1.10 Every owner shall provide an up-to-date survey of the building site when and as required by the authority having jurisdiction.
- 5.1.11 Every owner shall provide a grade and drainage plan when and as required by the authority having jurisdiction.
- 5.1.12 When required by the authority having jurisdiction, every owner shall uncover and re-cover at his own expense any work that has been covered contrary to an order issued by the above authority.
- 5.1.13 Every owner is responsible for the cost of repair of any damage to public property or works located thereon that may occur as a result of undertaking work for which a building permit was or was not required.
- 5.1.14 Every owner shall, where required, obtain an occupancy permit from the authority having jurisdiction before any
- (a) occupancy of a building or part of it after construction, partial demolition or alteration of that building, or
  - (b) change in the occupancy of any building or part of it.
- 5.1.15 Should occupancy occur before the completion of any work being undertaken, every owner shall ensure that no unsafe condition exists or will exist because of the work being undertaken or not completed.
- 5.1.16 The granting of a permit by the authority having jurisdiction shall not in any way relieve the owner of a building from full responsibility for carrying out the work or having it carried out in accordance with these requirements, including ensuring that the occupancy of the building, or any part of it, is in accordance with the terms of the permit.
- 5.1.17 When a building or part of it is in an unsafe condition, the owner shall immediately take all necessary action to put the building in a safe condition. All buildings or structures, existing and new, and all parts thereof shall be maintained in a safe condition. All devices or safeguards that are required by the code in a building or structure when erected, altered, or repaired, shall be maintained in good working order. The owner or his designated agent shall be responsible for the maintenance of such building or structures.
- 5.1.18 (1) Every owner who undertakes to construct or have constructed a building which
- (a) has structural components falling within the scope of Part 4 of the Code,
  - (b) has structural components specifically requiring a professional engineer design in accordance with the Code, or
  - (c) requires the use of firewalls according to the Code,
- shall ensure that an architect, professional engineer or both are retained to undertake professional design and inspection.

- 5.1.18 (2) Professional design and inspection referred to in sentence (1) requires that an architect, professional engineer or both be responsible
- (a) for the design and that all appropriate plans, specifications and related documents meet the requirements of the Code, and the requirements of applicable acts, regulations and by-laws, and bear the seal or stamp of the registered professional, and
  - (b) for inspection of construction to ensure compliance with the design and the requirements of applicable acts, regulations and by-laws.
- (3) If the engagement of an architect or professional engineer pursuant to Sentences 5.1.17.(1) and (2) is terminated during the construction period, work shall be discontinued until a replacement has been appointed.
- (4) The requirements of Sentences 5.1.17(1), (2), and (3) shall apply to a change in occupancy, an alteration, addition, reconstruction or the relocation of a building where and as required by the authority having jurisdiction.
- 5.1.19 Where the dimensions of a structural component are not provided in Part 9 of the Code for use in a building within the scope of that part, and such dimensions are to be determined on the basis of calculation, testing or other means of evaluation, the owner shall retain the services of an architect or professional engineer.
- 5.1.20 Every owner who undertakes to construct, alter, reconstruct, demolish, remove or relocate a building shall provide supervision and coordination of all work and trades.
- 5.1.21 Every owner shall ensure that all materials, systems, equipment, and the like used in the construction, alteration, reconstruction or renovation of a building meet the requirements of applicable acts, regulations and by-laws for the work undertaken.
- 5.1.22 Where required as a condition of building permit approval, every owner shall call for the inspections recommended in the conditions of building permit approval, 24 hour notice is required. Inspections that may be recommended include:
1. Footing, formwork, piling
  2. Steel and formwork for any grade beam or pile
  3. Steel and formwork for any engineered portion of a foundation
  4. Outside drain tile and damp proofing prior to backfill
  5. Inside drain tile, gravel, sump pit and sump system
  6. Framing and roof system. Engineered drawings to be on site for engineered roof trusses or engineered floor trusses
  7. Insulation and vapour barrier
  8. Plumbing rough in below main floor level and in ground
  9. Plumbing venting
  10. Plumbing final
  11. Installation of house numbers for 911 municipal addressing
- 5.1.23 Every owner shall install approved house numbers as assigned by municipal office.

5.2 Duties and Responsibilities of the Constructor:

- 5.2.1 Every Constructor shall ensure that all construction safety requirements of the Code are complied with.
- 5.2.2 Every Constructor is responsible for ensuring that no excavation or other work is undertaken on public property, and that no building is erected or materials stored in whole or in part thereon without approval first having been obtained in writing from the Council.
- 5.2.3 Every Constructor is responsible jointly and severally with the owner for work actually taken.

5.3 Duties & Responsibilities of Authority Having Jurisdiction:

- 5.3.1 The authority having jurisdiction shall administer this by-law and shall have the powers of enforcement more particularly set out in Article 5.5 herein.
- 5.3.2 The authority having jurisdiction shall keep copies of all applications received, permits and orders issued, inspections and tests made, and of all papers and documents connected with the administration of the Code and this by-law for such time as required by the provisions of the Municipal Act
- 5.3.3 Where the authority having jurisdictions seeks to enforce any of the powers set out in Article 5.5.2 herein, the authority having jurisdiction shall issue in writing such notices or orders as may be necessary to inform the owner of the contravention of the Code or this by-law.
- 5.3.4 The authority having jurisdiction shall provide, when requested to do so, all reasons for refusal to grant a permit.
- 5.3.5 The authority having jurisdiction shall accept any construction or condition that lawfully existed prior to the effective date of the code provided that such construction or condition does not constitute an unsafe condition.
- 5.3.6 The authority having jurisdiction shall answer such relevant questions as may be reasonable with respect to the provisions of the code or this By-law when requested to do so, but except for standard design aids shall refrain from assisting in the laying out of any work and from acting in the capacity of an engineering or architectural consultant.
- 5.3.7 The authority having jurisdiction shall issue a permit to the owner, constructor or agent when, to the best of his knowledge, the applicable conditions as set forth in the code have been met.
- 5.3.8 The building inspector or any of his assistants charged with the enforcement of this By-law while acting for the municipality shall not thereby render themselves liable personally, and they are hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of their official duties. Any suit instituted against any officer or employee because of an act performed by him in the lawful discharge of his duties and under the provisions of this By-law shall be defended by the legal representative of the municipality until the final termination of the proceedings. In no case shall the building inspector or any of his assistants be liable for costs in any action, suit or proceeding that may be instituted in pursuance of the provisions of this by-law and any officer of the Inspections Department, acting in good faith and without malice, shall be free from liability for acts performed under any of its provisions or by reason of any act or omission in the performance of his official duties in connection therewith.

**5.4 Duties and Responsibilities of the Designer:**

- 5.4.1 When a designer is retained, the designer shall ensure that the design of the building conforms to the Code.
- 5.4.2 When a professional engineer or architect is required by the Code or the requirements of this by-law, they shall do inspections to ensure that the construction conforms to the design and the Code.
- 5.4.3 Every designer is required to submit to the authority having jurisdiction:
- (a) all information needed for review of the design;
  - (b) any changes to the design for which a permit has or may be issued;
  - (c) copies of all inspection reports for inspections done by the designer and others, and
  - (d) any other documentation or certification required by the authority having jurisdiction.
- 5.4.4 Every designer shall ensure that all materials, systems, equipment or related matter specified for the construction, alteration, reconstruction or renovation of a building meet the requirements of the Code and the requirements of applicable Acts, regulations and by-laws for the work to be undertaken.
- 5.4.5 If the responsible architect and or professional engineer withdraw from the project, he shall immediately advise the authority having jurisdiction.
- 5.4.6 Prior to the issuance of an occupancy permit, the responsible architect and/or professional engineer shall, where required by the authority having jurisdiction, submit a certificate stating:
- "The construction has been reviewed under my supervision in accordance with recognized professional inspection standards, and that to the best of my/our knowledge the structure was constructed in accordance with the accepted drawings and specifications and requirements of the applicable by-laws".
- 5.4.7 The responsible architect and/or professional engineer shall sign date and seal all of the documents referred to in this article.

**5.5 Powers of Authority Having Jurisdiction:**

- 5.5.1 The authority having jurisdiction may enter any building or premises at any reasonable time to audit for compliance with the Code or these requirements, or to determine if an unsafe condition exists.
- 5.5.2 the authority having jurisdiction is empowered to issue orders for:
- (a) An owner or authorized agent to hold at specific stages of construction in order to facilitate an audit or inspection;
  - (b) A person who contravenes these requirements to comply with them within the time period that may be specified;
  - (c) Work to stop on the building or any part of it if such work is proceeding in contravention of these requirements, or if there is deemed to be an unsafe condition;
  - (d) The removal of any unauthorized encroachment on public property;
  - (e) the removal of any building or part of it constructed in contravention of these requirements;
  - (f) the cessation of any occupancy in contravention of these requirements;
  - (g) the cessation of any occupancy if any unsafe condition exists because of work being undertaken or not completed, and
  - (h) Correction of any unsafe condition.

- 5.5.3 The authority having jurisdiction may direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or foundation condition meets these requirements.
- 5.5.4 The authority having jurisdiction, may require an owner to submit, in addition to the information required in Article 4.1.1, an up-to-date plan or survey, prepared by a registered land surveyor, architect or professional engineer, as is appropriate to the work, and which shall contain sufficient information regarding the site and the location of any building.
- (a) to establish before construction begins that all the requirements related to this information will be complied with; and
  - (b) to verify that, upon completion of the work, all such requirements have been compliance with.
- 5.5.5 The authority having jurisdiction may ask for any other documentation or tests deemed necessary at the expense of the owner.
- 5.5.6 Notwithstanding any other provisions herein, wherein the opinion of the authority having jurisdiction the site conditions, the size or complexity of a building, part of a building or building component warrant, or for any other reason, the authority having jurisdiction, may require that the owner have the following done at his/her expense:
- (a) the appropriate plans, specifications and related documents be reviewed by and bear the seal or stamp of an architect or professional engineer, and
  - (b) the work is inspected during construction by the architect or professional engineer responsible for the work.
- 5.5.7 The authority having jurisdiction may issue a building permit at the risk of the owner with, if necessary, conditions to ensure compliance with these requirements and any other applicable regulations, to excavate or to construct a portion of a building before all the plans of the project have been submitted to the authority having jurisdiction.
- 5.5.8 The authority having jurisdiction may refuse to issue any permit
- (a) whenever information submitted is inadequate to determine compliance with the provisions of these requirements,
  - (b) whenever incorrect information is found to have been submitted,
  - (c) that would authorize any building work or occupancy that would not be permitted by these requirements, or
  - (d) that would be prohibited by any other Act, regulation or by-law.
- 5.5.9 The authority having jurisdiction may revoke a permit by written notice to the permit holder if
- (a) there is contravention of any condition under which the permit was issued,
  - (b) the permit was issued in error, or
  - (c) the permit was issued on the basis of incorrect information,
  - (d) the work is being done contrary to the terms of the permit.



5.5.10 The authority having jurisdiction may place a valuation on the cost of the work for the purpose of determining permit fees. Such valuation shall take precedence over any valuation provided by the owner and notwithstanding any provisions of this by-law, the valuation for a building permit in the case of a removal or relocation, shall include the cost to move the building, excavation at the new site, cleaning and leaving the former site in the condition specified in the code and alterations or repairs to the building.

In the case of the erection, alteration or enlargement of any sign or encroachment, the valuation shall reflect the cost of any contract for the prosecution of the work with all contractors which shall include all labour costs, materials, and devices necessary to complete the work, and shall be the reproduction cost without depreciation and without regard to any loss occasioned from fire, used material or other causes.

Every owner, architect, engineer, contractor or builder, having contracted for or having performed or supervised any work of construction, alteration or repairs on any land, or the agent of such person, shall give, in writing over his signature when requested by the authority having jurisdiction all the information in his power with respect to the cost of the work.

5.5.11 The authority having jurisdiction may issue an occupancy permit, subject to compliance with provisions to safeguard persons in or about the premises, to allow the occupancy of a building or part of it for the accepted use, before commencement or completion of the construction or demolition work.

5.5.12 When any building, construction or excavation or part of it is in an unsafe condition, as a result of being open or unguarded, or because of danger from fire or risk of accident because of its ruinous or dilapidated state, faulty construction, abandonment or other, and when due notice to correct such condition has not been complied with, the authority having jurisdiction may

- (a) Demolish, remove or make safe such building, construction excavation or part of it at the expense of the owner and may recover such expense in like manner as municipal taxes, and
- (b) Take such other measures, as he may consider necessary to protect the public.

5.5.13 Notwithstanding any other provisions herein, when, in the opinion of the authority having jurisdiction, immediate measures need to be taken to avoid an imminent danger, the authority having jurisdiction may take such action as is appropriate, without notice and at the expense of the owner.

5.5.14 The authority having jurisdiction may withhold issuing an occupancy permit on completion of the building or part of the building, until the owner has provided letters to certify compliance with the code, these requirements and the requirements of applicable Acts, regulations or by-laws.

5.5.15 The authority having jurisdiction may issue to the owner an order or notice in writing to correct any unsafe conditions observed in any building.

5.5.16 The authority having jurisdiction may authorize the complete or partial demolition or removal at the expense of the owner thereof, a building which, in his opinion, has been constructed in contravention of the code, or any by-law and to provide that the cost of such demolition or removal as certified by the authority having jurisdiction may be added to the taxes on the land occupied by such building and collected as other taxes.

- 5.5.17 The authority having jurisdiction may by written notice, require the owner of a building, or other person acting for the owner in respect thereof, to comply within a specified period of time to have the building made to conform with the code in such respects as are specified in the notice. Omission to give such notice, however, shall not prevent any owner or other person from being prosecuted for breach of the code.
- 5.5.18 Where, upon noncompliance with any notice given under articles 5.5.17 and 5.5.16 the authority having jurisdiction causes the building or structure to be demolished, the municipality may sell the material, fixtures, and other salvage there from towards paying the cost of the demolition and the balance, if any, shall be applied toward paying any taxes owing in respect to the property, after encumbrances, and lien holders, if any, in the order of their priority and the surplus, if any, shall be paid to the owner of the property.
- 5.5.19 Where the authority having jurisdiction is unable, as set forth in article 5.5.17, to locate the owner, occupier, agent or person in charge of the building or structure, or of a well, excavation or opening, or in cases where service as aforesaid is impracticable, the unsafe notice shall be posted by affixing two copies thereof in a conspicuous place on the premises; and such procedure shall be deemed the equivalent of personal notice.

**SECTION 6: Appeal**

- 6.1 Any person aggrieved by any decision or order of the authority having jurisdiction as to the issuance of permits, the prevention of construction or occupancy of buildings, the demolition or removal of buildings, or structures, or any other matter herein may, within fifteen (15) days from the date of the decision, appeal to the Council. All decisions or orders remain in effect during the appeal process.
- 6.2 Council may hear the appeal as a committee of the whole or by subcommittee especially established for this purpose.
- 6.3 Upon the hearing of an appeal, the Council may:
- (a) Uphold, rescind, suspend or modify any decision or order given by the authority having jurisdiction;
  - (b) Extend the time within which compliance with the decision or order shall made; or
  - (c) Make such other decision or order as in the circumstances of each case it deems just;

and the decision or order of the Council upon being communicated to the appellant shall stand in place of the decision or order against which appeal is made, and any failure to comply with the decision or order is an offense.

SECTION 7: *Offenses and Penalties*

7.1 Any person who contravenes or disobeys, or refuses or neglects to obey

- (a) any provision of the Code or this by-law or any provision of any other by-law that, by this by-law, is made applicable; or
- (b) any order or decision of the Council under Article 6 herein;

for which no other penalty is herein provided is guilty of any offense and liable, on summary conviction, to a fine not exceeding five thousand dollars (\$5,000.00), or in the case of an individual, to imprisonment for a term not exceeding six months or to both such fine and such an imprisonment

7.2 Where a corporation commits an offense against the Code or this by-law, each Director or Officer of the corporation who authorized, consented to, connived at, or knowingly permitted or acquiesced in, the doing of the act that constitutes the offense, is likewise guilty of the offenses and liable, on summary conviction, to the penalty for which provision is made in Subsection 7.1 aforesaid.

7.3 Where the contravention, refusal, neglect, omission, or failure, continues for more than one day, the person is guilty of a separate offenses for each day it continues.

## APPENDIX "A"

*This is Appendix "A" to By-Law No.814/05  
Respecting*

*"Classes of Permits and Permit Fees"*

Class of Permit	Fees
A.1	Building Permit
A.2	Plumbing Permit
A.3	Occupancy Permit
A.4	Swimming Pools
A.5	Signs
A.6	Mobile Signs
A.7	Penalty
B.1	Inspections
C.1	Building Valuation
C.2	Commercial Industrial
C.3	Plans Examination
D.1	Ready-to-Move Homes (RTM)
E.1.1.	Miscellaneous
E.1.2	Document Fees

## SCHEDULE OF FEES

### A.1 BUILDING PERMIT FEES

A.1.1 Issuance of building permit for the construction, erection, placement, alteration, repair, or renovation of a building, structure or sign other than a temporary building or sign shall be based on the following table:

#### NEW RESIDENTIAL, COTTAGES AND GUEST HOUSES: FEE (All New, NOT ADDITIONS)

Main Floor, attached covered decks, porches and screen rooms*	\$0.50 per square foot
Second Floor*	\$0.40 per square foot
Attached garages*	\$0.40 per square foot
Open decks with no roof*	\$0.25 per square foot
*For building permit fee portion, where this exceeds \$1,200.00, there shall be a 50% reduction on the portion over \$1,200.00.	

#### REPAIRS, ALTERATIONS, RENOVATION, ETC.

Main Floor, sun room, screen porch, addition, renovation, 3 or 4 season rooms, decks with roofs	\$0.50 per square foot
Open deck, without roof	\$0.25 per square foot

#### FOUNDATIONS

Grade required to be 18 inches above front ditch back slope (Contractor to set grade)	\$75.00 flat fee
--	------------------

#### ACCESSORY BUILDINGS

Fences	N/C Development Permit
Sheds/Garden Sheds (100 square feet or less)	N/C Development Permit
Sheds/Garages (101 to 500 square feet)	\$50.00 flat fee
Sheds/Garages (501 to 896 square feet)	\$75.00 flat fee
Detached Garage (896 to 1200 square feet, maximum size) *Note: Lot coverage maximums apply	\$0.12 per square foot
Pools	\$50.00 flat fee
Gazebo	\$50.00 flat fee
Signs, Residential or Commercial	\$25.00 flat fee
Plumbing, addition, 4 fixtures maximum	\$50.00 flat fee
Plumbing, new construction, over 4 fixtures	\$75.00 flat fee
Occupancy Permit for new, renovation, addition, accessory	Included in permit fee

**MOVE IN/OUT/DEMOLITION BUILDINGS**

Demolition	\$25.00 flat fee
Move in house, Permit + Foundation + Plumbing	\$175.00 flat fee
Move out Building	\$25.00 flat fee
RTM, must be accompanied by Inspection Reports	\$375.00 flat fee
RTM, without inspections	Not Permitted
Inspections for Move in Buildings, within 45 minute radius outside 45 minutes radius	\$75.00 flat fee Extra time charged
Temporary Permits for 6 months, 1 no charge renewal permitted	\$50.00 flat fee

**SURCHARGE:** All per square foot fees and flat fees may be doubled at the discretion of the Development Officer if a permit is NOT obtained prior to the commencement of work or if there is no permit for work or buildings in a zoning memorandum request.

**COMMERCIAL**

Commercial Buildings Reduced over \$2,500.00 by 50% of the amount over \$2,500.00.	\$100.00 minimum plus \$6.00 per thousand of contract value
Commercial Plan reading for jobs worth over \$200,000.00	\$250.00 flat fee
Commercial Signs	\$25.00 flat fee
Commercial Plumbing, up to 4 fixtures	\$50.00 flat fee
Commercial Plumber, over 4 fixtures	\$75.00 flat fee
Occupancy Permit for change of use or tenant	\$25.00 flat fee

**MISCELLANEOUS**

Zoning Memorandum, New Building Location Certificate required	\$75.00 flat fee
Variation Application to Council	\$250.00 flat fee
Variation Application to Development Officer (10% maximum)	\$100.00 flat fee
Conditional Use Application	\$250.00 plus costs
Zoning Change Application	\$750.00 plus costs
Development Plan Amendment	\$750.00 plus costs

## APPENDIX "B"

*This is Appendix "B" to By-Law No. 814/05  
Respecting*

*List of Plans or Working Drawings  
to accompany applications for permits*

- 1) The Site Plan
- 2) Floor Plans
- 3) Foundation Plans
- 4) Framing Plans
- 5) Roof Plans
- 6) Reflected Ceiling Plans
- 7) Sections and Details
- 8) Building Elevations
- 9) Electrical Drawings
- 10) Heating, Ventilation and Air Conditioning Drawings
- 11) Plumbing Drawings

APPENDIX "C"

Pursuant to Subsection 4.2.1.4 of the Building By-Law

Note: To be submitted prior to issuance of a Building Permit  
The authority having jurisdiction relies upon the information provided.

ASSURANCE OF RETENTION OF PROFESSIONAL

RE: Design and Inspection of Construction by a professional engineer or architect, known as the  
"Prime Consultant"

The Authority Having Jurisdiction

\_\_\_\_\_ Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

RE:

\_\_\_\_\_ (Address of Project)

\_\_\_\_\_ (Legal Description of Project)

The undersigned has retained as the Prime Consultant,

\_\_\_\_\_

to undertake and/or coordinate the design and inspections of the applicable registered professionals required for this project in order to ascertain that the design will comply and construction of the project will substantially conform in all material respects with the current Building Code and other applicable safety standards, except the construction safety aspects.

As used herein, inspections shall mean such reviews of the work at the project site and at fabrication locations, where applicable, as the registered professional, on the basis of professional discretion, considers necessary in order to ascertain that the work conforms in all respects to the plans and supporting documents prepared by the registered professional for which he permit is issued by the municipality for the pr project. This includes keeping records of all site visits and any corrective action taken as a result thereof

The owner and the prime consultant will notify the Authority Having Jurisdiction in writing prior to any intended termination of or by the prime consultant. It is understood that work on the above project will cease as of the effective date of such termination, until such time as a new appointment is made.



The owner hereby certifies that all required Municipal and Provincial Permits and other required authorizations will be obtained prior to the commencement of construction.

Prime Consultant's Information

Owner's Information

\_\_\_\_\_  
Prime Consultant's Name (Print)

\_\_\_\_\_  
Owner's Name (Print)

\_\_\_\_\_  
Prime Consultant's Signature  
signature

\_\_\_\_\_  
Owner's or Owner's appointed agent's

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Occupation (Print)

\_\_\_\_\_  
Title of Agent (if applicable) (Print)

*(Affix Coordinating  
Professional's Seal here)*

\_\_\_\_\_  
Address (Print)

The Corporate Seal  
of \_\_\_\_\_  
was hereunto affixed in the presence of

\_\_\_\_\_  
(Print name of witness)

*(Affix Owner's  
Corporate Seal here)*

The above must be signed by the owner or the owner's appointed agent. The signature must be witnessed by the prime consultant. If the owner is a company, the corporate seal of the company must be affixed to the document in the presence of its duly authorized officers. The officers must also sign, setting forth their positions in the company. The prime consultant is to be registered in the Province of Manitoba as a member in good standing in the Association of Architects or the Association of Professional Engineers

APPENDIX "D"

Pursuant to Subsection 4.2.1.4 of the Building By-law

Note: To be submitted prior to issuance of a Building Permit  
Separate form to be submitted by each registered professional.  
The information provided is relied upon by the Authority Having Jurisdiction

ASSURANCE OF PROFESSIONAL DESIGN AND  
COMMITMENT FOR INSPECTION

The Authority Having Jurisdiction

\_\_\_\_\_ Date \_\_\_\_\_  
(Address)

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

Re: \_\_\_\_\_

\_\_\_\_\_  
(Legal Description of Project)

The undersigned hereby gives assurance that the design of the (initial applicable item/items)

_____	ARCHITECTURAL
_____	STRUCTURAL
_____	MECHANICAL
_____	PLUMBING
_____	FIRE SUPPRESSION SYSTEMS
_____	ELECTRICAL
_____	GEOTECHNICAL - temporary
_____	GEOTECHNICAL - permanent

components of the project as shown on the plans and supporting documents prepared by this registered professional conform to all the applicable requirements of all applicable acts, regulations and by-laws. Further, the undersigned will be responsible for inspections of the above referenced components during construction.

The undersigned also assures competence in the necessary fields of expertise to undertake the project on the basis of training, ability and expertise in the appropriate professional and technical disciplines.

As used herein, inspections shall mean such reviews of the work at the project site and at fabrication locations, where applicable, as the registered professional, on the basis of professional discretion, considers necessary in order to ascertain that the work conforms in all respects to the plans and supporting documents prepared by this registered professional for which the building permit is issued by the municipality for the project. This includes keeping records of all site visits and any corrective action taken as a result thereof

APPENDIX "E"

Pursuant to Subsection 4.2.1.5 of the Building By-law

Note: To be submitted prior to issuance of a Building Permit

The information provided is relied upon by the authority having jurisdiction

LETTER OF ASSURANCE

The Authority Having Jurisdiction  
(Address)

Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

Re: \_\_\_\_\_  
(Address of Project)

\_\_\_\_\_  
(Legal Description of Project)

The undersigned agrees to undertake and/or coordinate the design review of this project in order to ensure that the design will comply and construction of the project will conform in all respects with all applicable acts, regulations and by-laws.

The owner hereby certifies that all required Municipal and Provincial Permits and other required authorizations will be obtained prior to the commencement of construction.

Designer's Information

Owner's Information

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Owner's Name (Print)

\_\_\_\_\_  
Signature

signature

\_\_\_\_\_  
Owner's or Owner's appointed agent's \_\_\_\_\_

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Occupation (Print)

\_\_\_\_\_  
Title of Agent (If applicable) (Print)

\_\_\_\_\_  
Certification or License

\_\_\_\_\_  
Address (Print)

The Corporate Seal of  
was hereunto affixed in the presence of

\_\_\_\_\_  
(Print name and office of signatory)  
Affix Owner's Corporate Seal here)

The above must be signed by the owner or the owner's appointed agent. If the owner is a company, the corporate seal of the company must be affixed to the document in the presence of its duly authorized officers. The officers must also sign, setting forth their positions in the company.

The undersigned also undertakes to notify the Authority Having Jurisdiction in writing as soon as practical if his contract for inspection is terminated at any time during construction.

\_\_\_\_\_  
Name

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

*(Affix PROFESSIONAL  
SEAL here)*

If the Registered Professional is a member of a firm, complete the following

I am a member of the firm \_\_\_\_\_  
(Print name of firm)

and I sign this letter on behalf of myself and the firm.

Note: The above letter must be signed by a registered professional who is registered in the Province of Manitoba as a member in good standing in the Association of Architects or the Association of Professional Engineers.

APPENDIX "F"

Pursuant to Subsection 4.2.3.2 of the Building By-law

Note: To be submitted after completion of the project but prior to official occupancy  
The information provided is relied upon the authority having jurisdiction.

ASSURANCE OF COMPLIANCE

The Authority Having Jurisdiction      Date \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam:

Re: \_\_\_\_\_  
(Address of Project)

\_\_\_\_\_  
(Legal Description of Project)

I hereby certify that all aspects of the project conform with the plan and supporting documents which were submitted prior to receiving a building permit and that the construction conforms to the Manitoba Building Code. I further certify that there are no outstanding Municipal or Provincial approvals, permits or other requirements pertaining to the use or occupancy of this project.

\_\_\_\_\_  
Name (print)      Date: \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

APPENDIX "G"

Pursuant to Subsection 4.2.3.2 of the Building By-law

Note: To be submitted after completion of the project but prior to official occupancy  
Separate form to be submitted by each registered professional.  
The information provided is relied upon by the authority having jurisdiction.

ASSURANCE OF PROFESSIONAL  
INSPECTION AND COMPLIANCE

The Authority Having Jurisdiction      Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

Re: \_\_\_\_\_  
(Address of Project)

\_\_\_\_\_  
(Legal Description of Project)

I hereby certify that I have fulfilled my obligation for inspection as outlined in the following previously submitted letters;

- "A" ASSURANCE OF RETENTION OF PROFESSIONAL
- "B" ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR INSPECTION

Based on such inspections the following aspects of the project conform in all respects with the plans and supporting documents, including all amendments thereto, prepared by this registered professional for which a permit was issued by the municipality for the project.

- \_\_\_\_\_ COORDINATION OF DESIGN AND INSPECTION  
(to be initialed by the prime consultant)
- \_\_\_\_\_ ARCHITECTURAL
- \_\_\_\_\_ STRUCTURAL
- \_\_\_\_\_ MECHANICAL
- \_\_\_\_\_ PLUMBING
- \_\_\_\_\_ FIRE SUPPRESSION SYSTEMS
- \_\_\_\_\_ ELECTRICAL
- \_\_\_\_\_ GEOTECHNICAL - temporary
- \_\_\_\_\_ GEOTECHNICAL - permanent  
(to be initialed by the applicable registered professional)

I hereby enclose the final design plans and supporting documents prepared by this registered professional for the above referenced Project. I further certify that there are no outstanding Municipal or Provincial approvals, permits or other requirements pertaining to the use or occupancy of this project.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

(Affix PROFESSIONAL  
SEAL here)

If the Registered Professional is a member of a firm, complete the following:

I am a member of the firm \_\_\_\_\_  
(Print name of firm)

and I sign this letter on behalf of myself and the firm.

Note. The above letter must be signed by a registered professional who is registered in the Province of Manitoba as a member in good standing in the Association of Architects or the Association of Professional Engineers.