

Application Checklist

Before submitting your application, please confirm you have the following items:

- Owner's name
- Mailing address/contact information
- Legal description of the property
- Civic address
- Site plan
- Three (3) sets of construction drawings
- Engineer's stamp (if required)
- Lot Grade Plan (if applicable)
- Status of Title

Do I require any other permits or approvals?

- Developer's approval may be required dependent on the area of construction.
- Department of Infrastructure and Transportation approval is required if building within 125 feet of any Provincial Highway right-of-way.
- A Geotechnical Report will be required when construction occurs within 350 feet of the Red River.
- Other permits or approvals may be required. Please discuss your proposal with Planning staff for more information.

Don't forget to call before you dig:



Manitoba Hydro 1-888-624-9376
MTS (204) 941-7267
SHAW 1-866-344-7429

Web: www.callb4udig.mb.ca

Planning Department
Office Hours
Monday to Friday
8:30am to 5:00pm



RM of East St. Paul
Unit 1 - 3021 Birds Hill Road
East St. Paul, Manitoba
R2E 1A7

Ph. (204)663-0618
Fax (204)668-1987

Email:

planning.department@eaststpaul.com

Web:

www.eaststpaul.com

This pamphlet provides general guidance only. For definitive requirements and procedures, please consult The Planning Act, the East St. Paul Development Plan, the East St. Paul Zoning By-Law or the Manitoba Department of Local Government.

Please consult the RM of East St. Paul Planning Department for further information or to make an application.

Dwellings & Additions



Rural Municipality of
EAST ST. PAUL
Planning Department

Is a Building Permit required?

YES. A Building Permit is required for new home construction, additions (including sunrooms and enclosed decks), alterations, renovations and some repairs. A permit must be obtained before any work is commenced. You can apply for a permit at the municipal office (Unit 1 - 3021 Birds Hill Road).

Separate permits are required for electrical and plumbing work. Electrical permits are obtained through Manitoba Hydro. Plumbing permits are issued by the RM of East St. Paul in conjunction with the building permit for new construction or renovations, and are based on the proposed number of plumbing fixtures in the structure.

What do the construction drawings have to indicate?

The construction drawings require the following:

- Complete foundation, dimensioned and fully detailed;
- Building sections, indicating all building materials;
- Floors plans at all levels, with room use indicated (i.e: bedroom, kitchen, etc.)
- Floor framing plan;
- Roof system plans; and
- Elevation drawings.

Do I need an Engineer's Stamp?

A Professional Engineer's Stamp is required for:

- Preserved Wood Foundations;
- Pile foundations for Single Storey Residences exceeding Manitoba Building Code Part 9 Limitations
- Pile foundations for residences of Two Storeys or more;
- Concrete foundation walls which exceed 11.9 meters (39'4") in length;
- Timber-frame or log construction; or
- Variations from the minimum standards of the Building Code.

An engineer's stamp may also be required in other instances, at the Building Inspector's discretion.

What information should be indicated on the site plan?

The site plan should have the following information:

- lot dimensions, civic address, legal description, and north arrow;
- dimensions from building to property lines (and separation distances between buildings, if applicable);
- dimensions of all projections (i.e. alcoves, canopies, eaves, decks, fireplaces, landings, steps, etc.);
- locations of downspouts and sump pump discharge;
- the dimensions and locations of accessory structures (examples are detached garages, sheds, air-conditioning units) that are included in the permit application;
- the dimension, location and type of surface of existing and proposed approaches and driveways;
- location and dimensions of registered easements; and
- location of wells, holding tanks and septic fields (if applicable).

What is the cost of a Building Permit?

The minimum cost for a building permit is \$50.00. The price is dependent on the type and square footage of the proposed structure or addition.

For new homes there is a Service Application Deposit, which includes:

Lot Grade Deposit	\$1000.00
Lot Grade Fee	\$200.00
Building Permit Deposit	\$100.00
Approach Permit	\$80.00

Where on my property can I build?

The placement of principal structures and additions to principal structures is dictated by relevant zoning regulations. Please consult the RM of East St. Paul Zoning By-law or Planning Department staff for the specific setback, height, and area regulations for your property.

Minimum yard and building requirements in the R1-17, RR-5, RR-2, and RR-1 zones:

Front Yard Setback - 40 ft (12.19 m)
Side Yard Setback - 10 ft (3.05 m) (Corner - 15 ft/4.57m)
Rear Yard Setback - 25 ft (7.62 m)

Will I require building inspections during construction?

Building permit inspections are carried out by the Municipal Building Inspector, who ensures that the work is carried out according to applicable regulations. If the Inspector determines that your work does not conform to the approved plans, you will be requested to remedy the problem.

You will be required to post your building permit and keep a copy of your building permit on site. You or your contractor will also need to call for inspections during the construction process for the following:

- Footing
- Basement wall
- Drain tile and damp proofing
- Framing
- Plumbing
- HVAC
- Insulation and Vapour Barrier
- Final Inspection

I already have a permit, but I want to make a change to my building plans. Do I need a new permit?

Once you have an issued permit, you cannot depart from the approved plans without written permission from the Planning Department. Present your required changes to the municipality, and depending on the magnitude of the changes proposed, staff will inform you what will be required in order to proceed with construction.

If I get a permit, how long do I have to start building?

Permits become null and void if the construction authorized is not commenced within six (6) months from the date of issuance of the permit, or if work is suspended for six (6) months.