



# BUILDING PERMIT GUIDE



Telephone: (204)627-1100

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The Town of The Pas Building By-law is primarily an administrative document that adopts the Manitoba Building Code and related standards to provide construction requirements. Throughout this booklet the Manitoba Building Code will be referred to as the Building Code.

Every effort has been made to ensure the accuracy of information contained in this publication. In the event of a discrepancy between this booklet and the governing Town of The Pas By-law, the By-law will take precedence.

## **What is a building permit?**

A building permit is a document which grants legal permission to begin construction of a building project. In the Town of The Pas a building permit is issued by The Office of the Fire Commissioner.

## **Why is a building permit required?**

A building permit is required in order to protect the health, safety and welfare of the public. It does so by providing the means for the Town of The Pas to ensure the necessary officials review the project design and to inspect the construction for minimum standards as required by The National Building Code and the Town of The Pas Building By-law.

NOTE: A zoning amendment is required for any change in land use

## **What construction projects require building permits?**

A building permit is required for new construction, additions, alterations, renovations, relocations and repairs or rehabilitation of a building or structure. Some minor repairs do not require a permit. A list of typical projects and whether or not they require a permit will follow in this correspondence. Plumbing permits may also be required.

## **What if I fail to take out a permit?**

- ✓ If the work does not comply with code requirements, costly repairs may become required
- ✓ Work that cannot be made to comply will require removal
- ✓ The cost of the permit may be doubled
- ✓ Legal action may be initiated to ensure compliance

## **Examples of projects which normally do NOT require a building permit:**

- ✓ Replacement of stucco, siding or shingles with the same materials
- ✓ Replacement of doors when the opening is not altered
- ✓ Replacement of open landing and stairs
- ✓ Construction of fences
- ✓ Patching, painting and decorating
- ✓ Installation of cabinets and shelves

## **Examples of projects which REQUIRE a building permit:**

- ✓ Finishing previously unfinished spaces such as rec rooms, family room attics etc.
- ✓ Repair, additions and underpinning of foundations
- ✓ Installation of solid fuel burning appliances such as wood stoves and fire places
- ✓ Installation of pools (including any device capable of holding 600 mm (24 in) or more of water.
- ✓ Construction of decks
- ✓ Construction of temporary buildings
- ✓ Construction of accessory buildings (storage sheds) exceeding 10 square meters (100 sq. ft.)
- ✓ Construction of attached or detached garages and carports
- ✓ Demolitions

Although a building permit may not be required, it is still necessary to comply with the Building Code and Zoning By-law of the municipality. A development permit may be required for some projects.

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

The building permit application must be completed by the owner or agent of the owner. The General Contractor would be considered an agent of the owner. Information required would include:

- ✓ Address and legal description of the proposed location
- ✓ Owner's name, address and telephone number
- ✓ Contractor's name, address and telephone number
- ✓ If applicable, the designers name, address and telephone number
- ✓ Use and size of the building
- ✓ Type of work being proposed, i.e. new, addition, repair, renovation or alteration etc.
- ✓ Total value of work/construction (including labour)

## **What else do I need to present with the building permit?**

A copy of survey certificate must accompany your building permit application and must show the existing buildings and their current location on the property along with the location of the proposed building to be constructed. All undeveloped properties will require a current survey outlining the proposed building.

## **What if I don't have a survey certificate?**

A survey certificate can be arranged through a Certified Manitoba Land Surveyor.

The following are Surveyors that are available to The Pas and area. Please note that the Town is not recommending one over the other.

### **Altus Geomatics**

661 Century Street

Winnipeg, MB R3H 0L9

Phone: 1 (204) 272-2600 x 2731 or (204) 272-2621

### **Balchen & Kulchycki Surveys**

1550 Main St. S

Dauphin, MB R7N 1M8

Phone: (204) 638-6336

### **Issac & Denchuk**

200 Clandeboye Avenue

Selkirk, MB R1A 0X1

Phone: (204) 785-2924 or (800) 325-5963

## Now that you have the information, what happens next?

You must submit the information to the Town Office, who in turn will approve the location of your construction and endorse the building permit. You then must contact the Office of the Fire Commissioner and send them your application along with blueprints and applicable fees. Building shall not start until such time as the approval is given by the Codes & Standards Officer, Office of the Fire Commissioner.

**Mike Zolinski**

**Town of The Pas Building Inspector**

Phone: 204-627-9122

Email : [buildinginspector@townofthepas.ca](mailto:buildinginspector@townofthepas.ca)

Remember To Call Before You Dig!!

MTS: 204-225-5687

Manitoba Hydro: 888-624-9376

Shaw Cable: 204-623-7065

Town of The Pas Water & Sewer: 204-627-1127



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