

**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. BUILDER & ADDRESS:** \_\_\_\_\_

**5. DESIGNER & ADDRESS:** \_\_\_\_\_

**6. PURPOSE OF BUILDING:** Permanent residence, summer cottage, guest house, shed, other \_\_\_\_\_

**7. TYPE OF WORK:** New, addition, alteration, renovation, repair, other \_\_\_\_\_

**8. Is a Variation of the Planning Scheme required before building?** YES NO  
(If "YES" acquire an application form from the Municipal Office & 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 & 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) 785-5022).

**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.) \$ \_\_\_\_\_

**14. DEMOLITION/REMOVAL OF OLD BUILDING:** (size & date) \_\_\_\_\_

\_\_\_\_\_  
**Signature(s) of Owner(s)/Agent** **Phone Number**

\_\_\_\_\_  
**APPROVAL: RUSS CLIFTON – BUILDING INSPECTOR – R. M. OF VICTORIA BEACH** **Date**

**Submit with fee to:** Victoria Beach Bldg Inspector – Russ Clifton Box 676 Lac du Bonnet, MB R0E 1A0 Phone/Fax (204) 345-8081  
Winnipeg Cell # 797-8817

**A building permit will not be issued until the necessary diagrams, information, and permit fees have been provided with this application. It is the builder and/or owner's responsibility to ensure compliance with all Planning Scheme and Code requirements.**



# THE RURAL MUNICIPALITY OF VICTORIA BEACH

RUSS CLIFTON – BUILDING INSPECTOR

P.O. Box 676

LAC DU BONNET, MANITOBA R0E 1A0

TELEPHONE / FAX – (204) 345-8081 CELL (WPG) 797-8817

\*\*\*SEE NOTE BELOW\*\*\*

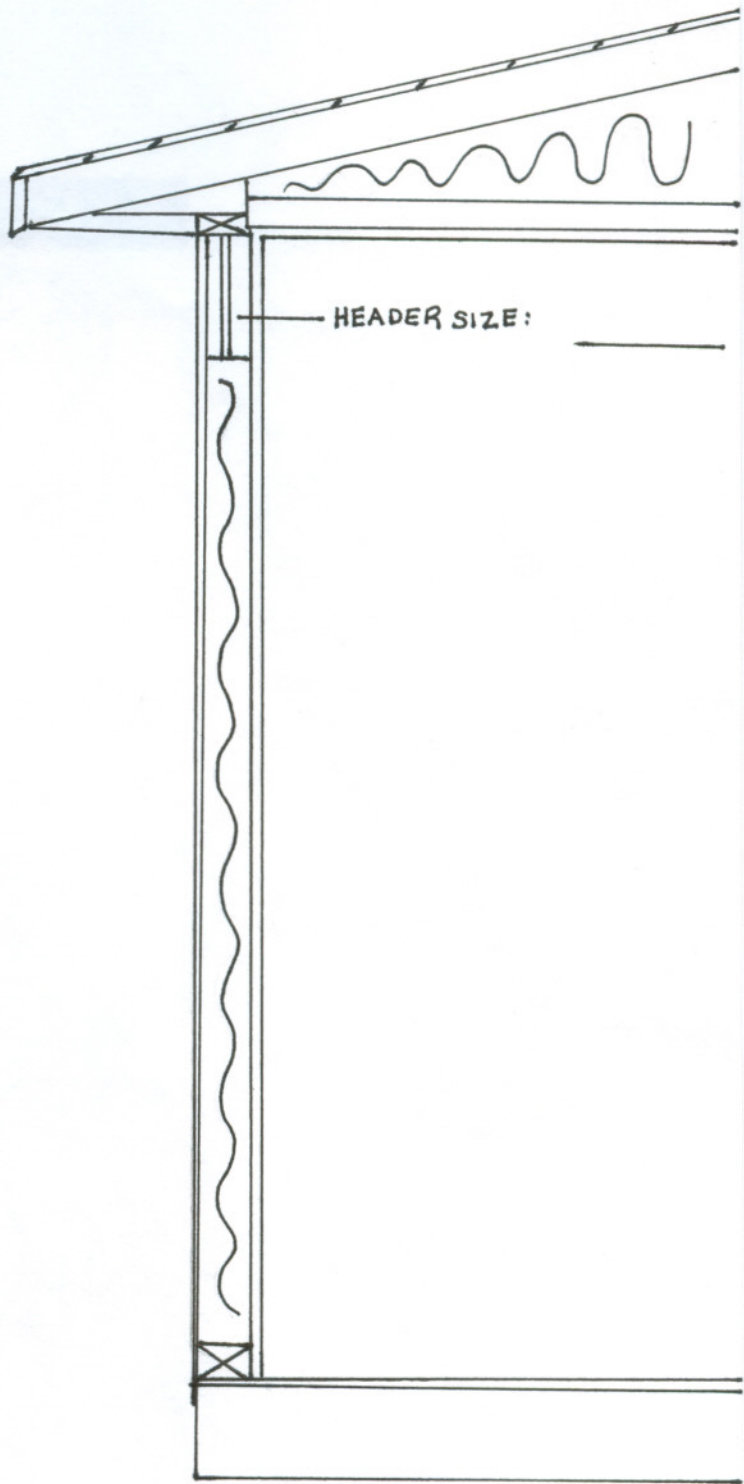
## VENTILATION FORM

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	
		e) No combustion appliances		
Telephone:		Fax:		
Heating System / Other				
Forced Air Heating		Non-Forced Air Heating		Soil gas is a problem
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 @ 10L's                                  L's		
2) Exhaust Fan(s) with outside air supply fan to Forced Air Return		Other Bedrooms @ 5L's                                    L's		
3) HRV-Supply connected to Forced Air Return with extended exhaust ducts		Bathrooms & Kitchens @ 5L's                                    L's		
4) HRV-Supply and exhaust connected to Forced Air Return (Simplified System)		Other Rooms @ 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)		Supplemental Ventilation Capacity		
Design to CSA-F326-M91		Total Ventilation Capacity (TVC)                  L's Less principal exhaust                  (    ) L's fan capacity Equals supplemental capacity                  L's		
Principal Exhaust Fan 9.32.3.3		Heat Recovery Ventilator		
Minimum Capacity – TVCx50%                  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: _____		

\*\*\*NOTE: This form must be completed and returned prior to insulation & vapour barrier inspection.

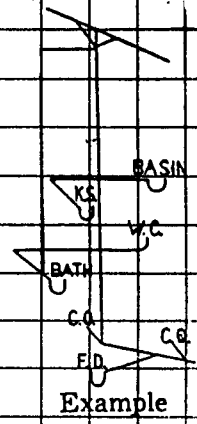
Please submit the following information. Failure to send all the information below will prohibit the Building Inspector from accepting and processing the building permit.

- \_\_\_\_\_
- 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: \_\_\_\_\_



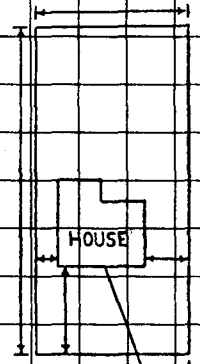
ALSO REQUIRED: a complete floor plan indicating the room sizes and use, as well as the door and window sizes.

PLUMBING LAYOUT showing size of pipes.



FLOOR PLAN showing location of fixtures.

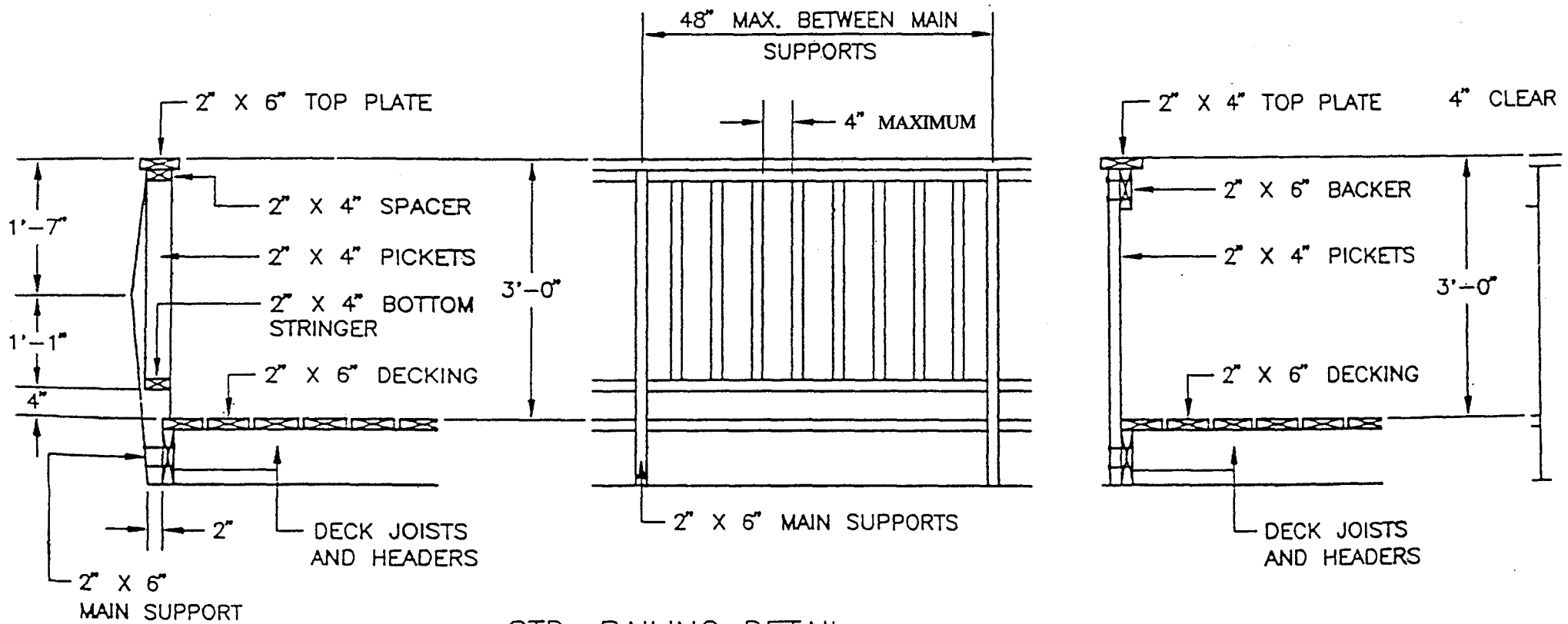
PLOT PLAN showing location of building sewer.



Example



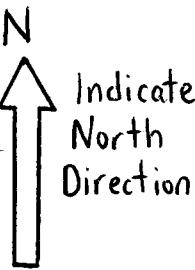
YOUR RAILS SHOULD LOOK LIKE THIS WHEN COMPLETED



STD. RAILING DETAIL

#

# Sample Site Plan



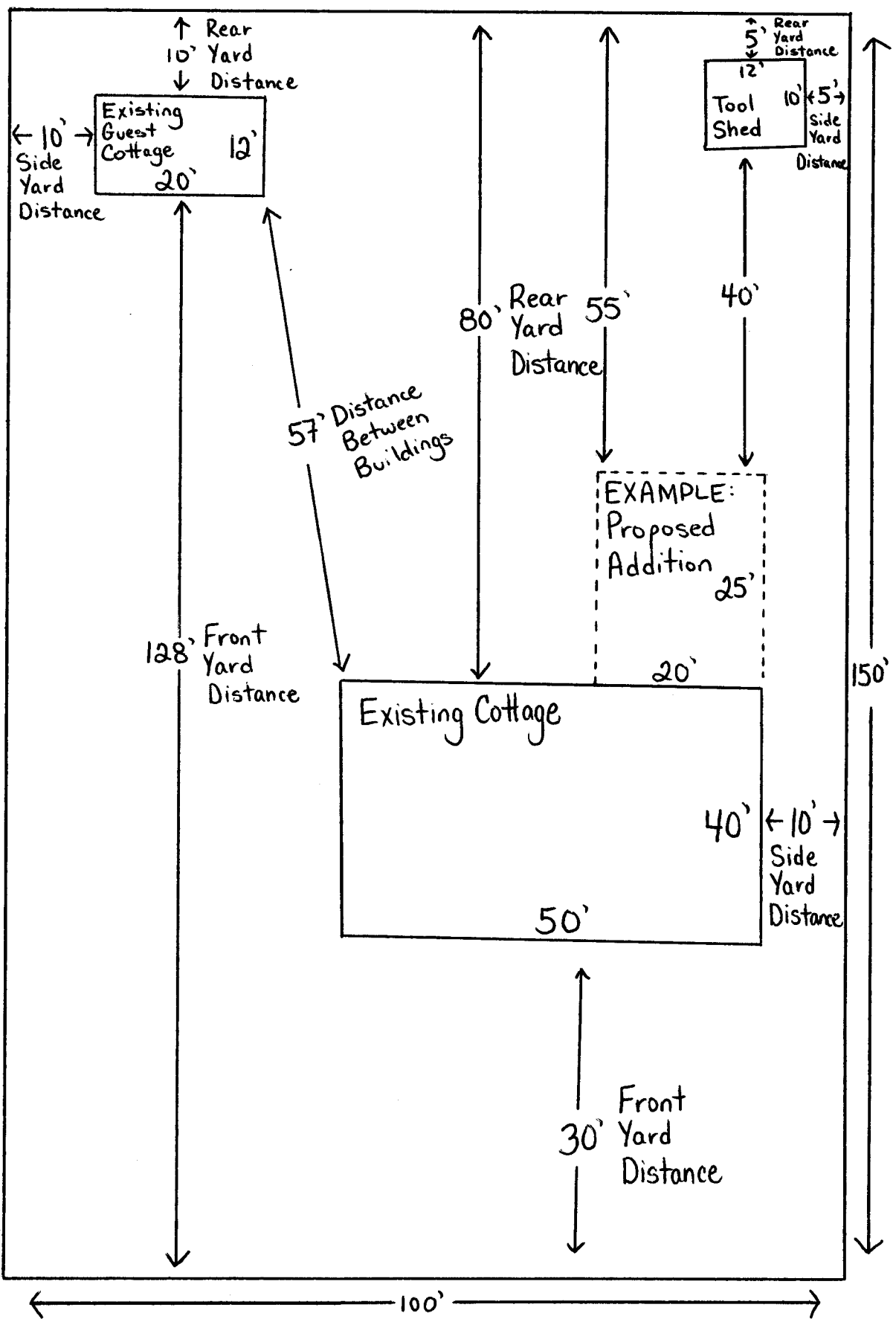
**PRINTED NAME & SIGNATURE OF DRAWER REQUIRED ON SITE PLAN**

(Building Permit No.)

Legal Desc.:

Civic Address:

Indicate size and location of all existing & proposed buildings.





# RURAL MUNICIPALITY OF VICTORIA BEACH

**RUSS CLIFTON - BUILDING INSPECTOR**  
P.O. BOX 676, LAC DU BONNET  
MANITOBA R0E 1A0  
TELEPHONE (204) 345-8081

## **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 ¼ inch = 1 foot or to suit) and the scale should be noted
- Be blackline or blueline 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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## 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



*THE RURAL MUNICIPALITY OF VICTORIA BEACH*

303-960 PORTAGE AVENUE

WINNIPEG, MB R3G 0R4

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

Website – [www.rmvb.ca](http://www.rmvb.ca) Email – vicbeach@mts.net

## **Site Elevation Regulation**

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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**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



# **THE RURAL MUNICIPALITY OF VICTORIA BEACH**

303-960 PORTAGE AVENUE, WINNIPEG, MANITOBA R3G 0R4

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

## **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**