



PORTAGE LA PRAIRIE PLANNING DISTRICT

800 Saskatchewan Ave. W.
Portage la Prairie, Manitoba R1N 0M8

Phone: (204) 239-8345 Fax: (204) 239-8319
www.ptgplanningdistrict.ca



Obtaining a New Residential Building/Development Permit

REQUIREMENTS:

1. Legal description of property and Survey Certificate with corner pins marked.
2. A site plan of the property indicating location of building (to scale) or buildings on the property and size of the building or buildings.
3. A full set of plans for the proposed building, including a stamped engineer's drawing of the foundation when required.
4. A side view plan of the foundation showing the distance between the top of the footing and the finished grade.
5. Supply shop drawings for all engineered components. (i.e. roof & floor trusses, beams etc.)
6. A deposit of \$1,000.00 in the form of cash, cheque, letter of credit or bond, as per City of Portage la Prairie Building By-law number 7713. (Finished Grades)
7. Building/Development permit fee is based on total value of construction, including labour. (\$50.00 for first \$3000.00 and \$6.00 for each \$1000.00 after that)
8. Plumbing permits can be obtained by a licensed plumbing firm. Fees are \$15.00 per fixture or a min. \$50.00. A schematic of the plumbing is required.

The Building/Development permit application is subject to a minimum two (2) day waiting period while elevations are being determined and plans approved. The Building/Development permit will then be issued. No excavation or construction work will be undertaken until a permit has been issued, as per the City of Portage la Prairie By-law number 7713. The permit must be obtained from The Portage la Prairie Planning District.

Should you have any questions or concerns, please contact the number above

NOTE: This is an approximate list of items that may be required.