



## 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](http://www.ptgplanningdistrict.ca)



### **OBTAINING A NEW RESIDENTIAL BUILDING/DEVELOPMENT PERMIT WITHIN THE CITY OF PORTAGE LA PRAIRIE**

- The Building/Development permit application is subject to a minimum two (2) day waiting period while elevations are being determined and plans approved.
- 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.
- Obtain permits from the Portage la Prairie Planning District.
- Refer to the Portage la Prairie Planning District Fee Schedule.

#### **REQUIREMENTS:**

1. Legal description of the 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 top of finished grade.
5. Supply shop drawings for all engineered components. ie. 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.
8. Plumbing permits must be obtained by a licensed plumbing firm. A schematic of the plumbing is required.
9. Electrical permits obtain through Manitoba Hydro.

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

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