

## What type of permits may be required?

- Building permit
- Development permit
- Plumbing permit
- Sign permit
- Occupancy permit

## How do I obtain a plumbing permit?

A plumbing permit must be applied for by a licensed, certified plumber. The plumber obtains the permit through the Portage la Prairie Planning District Office.

## How do I obtain an electrical permit?

Contact Manitoba Hydro

Every effort has been made to ensure the accuracy of the information contained in this brochure. However, in case of a discrepancy between this brochure and the respective By-laws, the applicable By-Law will take precedence.

**Please call for further information.**

800 Saskatchewan Avenue West  
Portage la Prairie, MB  
R1N 0M8

**Phone:** 204-239-8345

**Fax:** 204-239-8319

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

### Emails:

[kbrookes@ptgplanningdistrict.ca](mailto:kbrookes@ptgplanningdistrict.ca)

[dkilcup@ptgplanningdistrict.ca](mailto:dkilcup@ptgplanningdistrict.ca)

[rfraser@ptgplanningdistrict.ca](mailto:rfraser@ptgplanningdistrict.ca)

# GENERAL BUILDING INFORMATION



## NOTES

- **24 hour notice is required for inspections**
- **Where a building permit is applied for after construction has begun, the applicant shall pay DOUBLE the regular fee.**

**Call utility companies  
before you dig**



**Portage la Prairie  
Planning District**



---

## Commercial/Industrial

- Engineer stamped drawings for any construction, alteration or renovation of a building
- Provide 3 copies of building plans to Planning District Office for review
- Letter of Design Responsibility from Engineer
- Building permit, if required
- Development permit, if required
- Plumbing permits issued, if required
- Sign permit issued, if required
- Final Inspection and Certification Letter from Engineer
- Permit fees are based on the total value of project, including labour

## New Residential Building

- Legal description of property and survey certificate
- Site plan of the property, indicating location of building(s) on the property and size of the building(s) to scale
- Set of plans for proposed building, including a stamped engineer's drawing of the foundation when required
- A side view plan of the foundation showing the distance between the top of the footing and the finished grade
- A refundable elevation 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 #7713
- Building permit fee is based on the total value of construction (including labour)

### When are stamped plans required for residential?

- PWF  
(preserved wood foundation)
- Thickened edge slab in house
- Concrete wall 12 m long
- ICF walls  
(Insulated Concrete Form)

## Development Permit

- Legal description of property and survey certificate
- Site plan of the property, indicating location of building(s) on the property and size of the building(s) to scale
- Set of plans for proposed building, including a stamped engineer's drawing of the foundation when required

### **NOTE**

**It is necessary for all projects to comply with the Manitoba Building Code and the respective municipal by-laws. The ultimate responsibility for compliance rests with the owner and/or contractor.**