



**PORTAGE LA PRAIRIE PLANNING DISTRICT**

800 Saskatchewan Ave. W. Phone: (204) 239-8345  
Portage la Prairie, MB R1N 0M8 Fax: (204) 239-8319



**PERMIT APPLICATION**  
NO.

Construct  Alter  Repair  Sign  Fee: \$  
Demolish  Move  Development  Value: \$

Owner: Address: Phone:

Applicant: Address: Phone:

Description of Work:

Location: Roll No.:

Legal Description:

Contractor: Address: Phone:

Document: Plans  Site Plan  Surveyors Certificate  Certificate of Title  Others   
Property Zoned - Permitted  Conditional

Abutting Properties Zoned -

Variation Order No. - Conditional Use Order No. -

Type of Lot: Interior  Corner  Reverse Corner  Key  Through  Irregular Shape

Existing Use/Structures on Site -

Proposed Use/Structures on Site -

Lot Dimensions - Area of Lot -

Size of Building - No. of Storeys - No. of Dwelling Units -

Basement: Yes  No  Type - Other -

**REQUIREMENTS**

Minimum Yards Required: Front - Sides - Rear -  
Maximum Height Permitted - Minimum Dwelling Unit Area Required -

Maximum Floor Area Ratio Permitted -

Parking Spaces Required - Loading Spaces Required -

Parking and Loading Spaces - Surfacing: Asphalt  Concrete  Paving Bricks  Gravel

Minimum Distance Required from Main Building -

**REMARKS/CONDITIONS OF APPROVAL:**

Sub-Trades: Plumbing  Electrical  Other

Address:

Type of Construction -

**REQUIREMENTS/CONDITIONS:**

**NOTE: CHECK WITH UTILITIES BEFORE COMMENCING EXCAVATION**

**CITY HOUSING NOTE: ENSURE THAT THE TOP OF THE BASEMENT FLOOR IS AT LEAST .9 METERS ABOVE THE INVERT OF THE CLOSEST MANHOLE UPSTREAM.**

I undertake to observe and perform the provision of all Dominion or Provincial Statues or regulations, the applicable By-Law or By-Laws of The City of Portage la Prairie or Rural Municipality of Portage la Prairie, and all regulations or orders and plans continued in force including any applicable Schemes or Zoning By-Laws, and agreement entered into affecting said land and all specifications or instructions issued by duly authorized officers in respect of the work incidental to the subject matter of this application and if the permit involves or affects the placing or the position of any building or structure on or in respect of land, to do all work so that the building or structure will be wholly within the boundaries of the lot or parcel of land indicated in this application and to indemnify the City, Rural Municipality and/or Planning District of Portage la Prairie against all losses, costs, charges or damages caused by or arising out of anything done pursuant to any permit issued under this application.

**NOTE: 24 Hours notice is required for inspections. To arrange for inspections, please call between 8:30 a.m. and 4:30 p.m. Monday through Friday.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_

## OCCUPANCY REQUIREMENTS

No owner shall occupy a building or part thereof or change the occupancy without first obtaining the required permit from the Portage la Prairie Planning District.  
When an occupancy certificate is required, all aspects of zoning and building by-laws must be completed and approved prior to occupancy.

### IMPORTANT INFORMATION IN RESPECT TO NEW CONSTRUCTION

All building construction shall comply with the requirements of the Manitoba Building Code, the City and Rural Municipality of Portage la Prairie Building By-law and any other applicable provincial regulations. Drawings showing compliance with the above may be required.

Attention is drawn to the fact that building permits do not confer the right to use any portion of any street or highway for any building operation, nor for a private vehicle approach from the street or highway.

Arrangements must be made with the appropriate municipality in respect to sewer and water connections, use of sidewalks or any portion of a right-of-way, and private approaches from streets or highways, which includes any roadway, bridge or culvert connecting adjacent property to the street or road.

A deposit may be required where excavations are carried out for building purposes and for other reasons which relevant information is available at the office directed to.

A survey may be required by a Manitoba Land Surveyor or property pins located before a building permit will be issued.

A separate permit is required for plumbing. Check with Manitoba Hydro and other utilities for easements covering underground installation before commencing excavation. Driveway approval must be authorized by the authority having jurisdiction.

Electrical permits must be obtained from Manitoba Hydro.

**If an application is not proceeded within 3 months, it must be considered abandoned and can only be reinstated by re-filing.**

### 24 HOURS NOTICE IS REQUIRED FOR INSPECTIONS

#### PENALTIES

An individual or corporation found guilty of a breach of the Zoning By-law and/or the Building By-law shall be liable on conviction to a fine in accordance with the appropriate By-law.

Every such person or owner shall be deemed guilty of a separate offence for each and every day during any portion of which the breach is made or continued.

#### PERMIT REFUNDS

Whenever a permit is revoked or surrendered for cancellation, the holder of the permit is entitled to a refund in accordance with Portage la Prairie Planning District policy.

#### REMOVAL AND DEMOLITIONS OF BUILDING

The owner, or his agent, of the property from which a building is to be removed or demolished, shall:

- a) notify the gas, electric, telephone and water utilities to be shut off and/or remove their service.
- b) Disconnect the water and sewer line at a point approved by the applicable City Engineering Department or Environmental Operations.
- c) **All demolition waste must go** to the authorized **Portage la Prairie Regional Landfill Authority** site.
- d) Upon completion of the removal or demolition, leave the site in a safe and sanitary condition to the satisfaction of the Building Inspector.
- e) Permits do not confer the right to use any portion of any street or highway for any demolition or removal.
- f) Permits to move buildings on streets or roads must be obtained from the Portage la Prairie Planning District.
- g) Protection to the public i.e. fencing and barricading may be required in certain cases.
- h) Sufficient information shall be submitted with each application to determine whether or not the proposed work will not affect adjacent property.
- i) As per the Manitoba Workplace Safety & Health Division it is the property owner/contractor's responsibility to adhere to the requirements for handling and disposal of hazardous substances prior to the demolition of any structure or building. The property owner/contactor are required to immediately contact Manitoba Workplace Safety & Health Division if any hazardous materials are found on site during the demolition.

#### SITE PLAN AND ZONING

Neither the granting of a development permit nor the approval of the drawing and specifications nor the inspections made by the Development Officer/Building Inspector shall in any way relieve the owner of the responsibility of complying with the requirements of the City and/or Rural Municipality of Portage la Prairie Building By-law or Zoning By-law. Field inspections will not confirm compliance of the bulk requirements contained within the respective Zoning By-laws. Compliance may only be confirmed by submission to this office of a Builder's Location Certificate prepared by a Registered Manitoba Land Surveyor.

Initial \_\_\_\_\_