



# VILLAGE OF BENITO

## BUILDING PERMIT GUIDE

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### *Information Required When Applying For a Building Permit*

A building permit application form must be completed by the owner or an agent of the owner. Information required on or with the application form include:

- Address and legal description of building location
- Owner's name, address and telephone number
- Contractor's or builder's name, address and telephone number
- Use and size of building
- Type of work to be done (new, addition, alteration, renovation, repair, etc)
- Construction information regarding materials being used
- 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 required are listed on the reverse side of this guide. All drawings must have the following information and will remain on our files.

- Show the owners' name, project name and date
- Be drawn to scale (1:50 or to suit) and the scale should be noted
- Be blackline or blue-line prints on good quality paper
- Have legible letters and dimensions which can be read from the bottom or right hand side of the page
- Be marked with the architect's or engineer's stamp, signed and dated (where 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 architect or engineer licensed to practice in Manitoba are required for the following:

- Preserved wood basement foundations
- Concrete footings and foundations for houses over 40' (12.2 meters) in length
- Any building other than a single or two family dwelling, small residential garage or carport
- Any public assembly building such as Churches, Community Halls, Beverage Rooms, Restaurants, Schools, Arenas and Stadia
- Any institutional building such as Nursing Homes, Hospitals and Prisons
- Any high hazard industrial building such as Bulk Plants for flammable liquids, Chemical Manufacturing or Processing Plants, Grain Elevators and Spray Painting Operations

**\*\*\*IMPORTANT NOTE:** In the event that any building, renovation and/or construction requiring Building, Plumbing and/or Electrical inspections is done without the required permits and inspections a professional engineer licensed in the Province of Manitoba shall conduct a plan review and carry out the required inspections and provide a written report of such. The written report shall bear the Professional Seal of the Engineer. These costs will be at the owner/s expense. **Double permit fees also apply when work commences prior to obtaining the appropriate permits.**



Approval by other jurisdictions for development permits, elevators, gas appliances, boilers, electrical systems, environmental discharge, etc. may also be required. Applications for these approvals must be directed to the appropriate authority.

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## BUILDING PERMIT GUIDE (CONT'D)

### DRAWINGS TO BE SUBMITTED WITH PERMIT APPLICATION

Following is a list of drawings that 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 the 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 property, parking, grading elevations, site drainage, attestation by designer that building complies with code.

**FOUNDATION PLAN** ~ overall size of the foundation, size and location of: footings, piles and foundation walls, openings for doors & windows and 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, washrooms and other barrier-free facilities and 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** ~ view of all sides of the building, height of finished grade, exterior finishing materials, size and location of doors & windows, and location of chimneys.

**CROSS-SECTIONS & 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 & vapour protection and insulation.

**MECHANICAL PLANS** ~ description and location of heating, ventilation and air-conditioning equipment, size and location of duct work, location of fire dampers, location of plumbing fixtures and supply & waste piping size and location of sprinkler systems equipment.

**ELECTRICAL PLANS** ~ type and location of lighting, electrical panels, fire alarm systems, location of exit lights and emergency lighting.

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## INSPECTIONS

The following is a list of typical inspections, whereby the Building Inspector must be notified at least 24 hours in advance:

1. Foundation ~ prior to pouring any concrete; ie footings, floors & walls
2. Framing complete
3. Insulation & vapour barrier complete
4. Final ~ safety concerns, ie hand rails, smoke detectors

The list is not all inclusive as each project varies. It is the applicant's responsibility to check with the Building Inspector at the beginning of the project to be aware of all required inspections throughout the project.