City of Dauphin

Dauphin

Everything you deserve

Building Permit Guide



General Information 3-4
Applying for a Permit 5-6
Guidelines 7-8
Contact Info.....9
Fee Schedule 10
Notes.....10

The City of Dauphin Building Bylaw is primarily an administrative document that adopts the Manitoba Building Code and related standards to provide construction requirements. Throughout this booklet the Manitoba Building Code will be referred to as the Building Code.

Every effort has been made to ensure the accuracy of information contained in this publication. However, in the event of a discrepancy between this booklet and the governing City of Dauphin Bylaw, the Bylaw will take precedence.

What is a building permit?

A building permit is a document that grants legal permission to begin construction of a building project. In the City of Dauphin, a building permit is issued by the City's Building Inspector.

Why is a building permit required?

A building permit is required in order to protect the health, safety, and welfare of the public. It does so by providing the means for City of Dauphin officials to review the project design and to inspect the construction for minimum standards as required by the Manitoba Building Code and the City of Dauphin Building Bylaw.

NOTE: A zoning development permit is required for any change in site development or land use.

Which construction projects require building permits?

A building permit is required for new construction, additions, alterations, renovations, relocations, and repairs or rehabilitation of a building or structure. Some minor repairs do not require a permit. At right are listed some typical projects and whether or not they require a permit. Plumbing permits may also be required.

What if I fail to take out a permit?

- If the work does not comply with code requirements, costly repairs may be required.
- Work that cannot be made to comply will require removal.
- The cost of the permit may be doubled.
- Legal action may be initiated to ensure compliance.

Examples of projects that normally do NOT require a building permit:

- Replacement of stucco, siding, or shingles with the same materials.
- Replacement of doors when the opening is not altered.
- Replacement of open landing and stairs.
- Construction of fences.
- Patching, painting, and decorating.
- Installation of cabinets and shelves.
- Handicap access ramps (Residential)

Examples of projects that REQUIRE a building permit:

- Finishing previously unfinished spaces such as rec rooms, family room, attics, etc.
- Repair, additions, and underpinning of foundations.
- Installation of solid fuel burning appliances such as wood stoves and fireplaces.
- Installation of pools (including any device capable of holding 600 mm (24 in.) or more of water).
- Construction of decks.
- Construction of temporary buildings.
- Construction of accessory buildings (storage sheds) exceeding 11.5 square meters (120 sq. ft.).
- Construction of attached or detached garages and carports.
- Demolitions.
- Renovations or construction including Fire and Life Safety MBC requirements.
- Change or increase of occupancy (e.g. single family to two family.
- Structural modifications.
- Insulation and vapour barrier partial or complete replacement.

Although a building permit may not be required, it is still necessary to comply with the Building Code and Zoning Bylaw. A development permit may be required for some projects.

Information Required When Applying for a Building Permit

The building permit application must be completed by the owner or agent of the owner. The General Contractor would be considered an agent of the owner. Information required includes:

- Address and Legal Description of the proposed location.
- Owner's name, address, and telephone number.
- Contractor's name, address, and telephone number.
- If applicable, the designer's name, address, and telephone number.
- Use and size of the building.
- Type of work being proposed, i.e. new, addition, repair, renovation, or alteration etc.
- Total value of work/construction (including labour)

Drawings must be submitted with the building permit application to indicate what is being built. All drawings must:

- Show the owner's name and be dated.
- Be drawn to scale (1:50 or 1/4"=1') or to suit plans.
- Have legible letters and dimensions that can be read from the bottom or right hand side of the page.
- If applicable, be marked with the Architect's or Engineer's stamp, signed and dated. (See below)
- Clearly show the locations of existing and new construction for additions, alterations, and renovations.

Professional sealed plans plus certification and on-site review by the Professional Engineer licensed to practice in Manitoba are required for:

- All preserved wood basement foundations.
- All concrete basements with walls exceeding 12 m (40 ft.) in length.
- Any building components or systems that are not located in Part 9 of the Manitoba Building Code.
- All roof trusses.
- All structural repairs to concrete masonry block foundations.
- Repair or replacement of fire-damaged dwellings or structures.
- Fire and Life Safety requirements to comply with MBC.

The following procedure applies to all Part 9 constructions within City limits. All projects falling into Part 3 construction requirements shall be forwarded to the Department of Labour, the Office of the Fire Commissioner in Brandon.

PART 9 JURISDICTION - CITY OF DAUPHIN

According to the 2010 National Building Code of Canada, application to Part 9 buildings include buildings of 3 storeys or less in building height, and having a building area **not** exceeding 600 sq. m. (6,458 sq. ft.) and used for major occupancies classified as:

Group C - residential occupancies

Group D - business and personal services occupancies

Group E - mercantile occupancies; or

Group F - Divisions 2 and 3, medium and low-hazard industrial occupancies.

PART 3 JURISDICTION - DEPARTMENT OF LABOUR - OFFICE OF THE FIRE COMMISSIONER IN BRANDON

According to the 2010 National Building Code of Canada, application to Part 3, 4, 5, and 6 buildings apply to all buildings classified as:

Post - disaster buildings,

Group A - assembly occupancies,

Group B - care or detention occupancies,

Group F - Division 1, high-hazard industrial occupancies, or

Buildings exceeding 600 sq. m. (6,458 sq. ft.) and used for major occupancies classified as:

Group C - residential occupancies,

Group D - business and personal services occupancies,

Group E - mercantile occupancies, or

Group F - Divisions 2 and 3, medium and low-hazard industrial occupancies

Note: City of Dauphin Municipal Authorization required for all Building Permits issued by the Department of Labour, the Office of The Fire Commissioner in Brandon.

City of Dauphin

Dave Derkach, CET, CBCO
Building Inspector

100 Main Street South
Dauphin, MB R7N 1K3

Ph: 204-622-3219
Cell: 204-648-5257
Fax: 204-622-3291
Email: daved@dauphin.ca
www.dauphin.ca

Manitoba Labour & Immigration
Office of the Fire Commissioner

Shane Chartrand
Codes & Standards
27—2nd Avenue SW
Dauphin, MB R7N 3E5

Ph: 204-648-7413
Fax: 204-622-2309
1-888-253-1488 (toll free)
Email: shane.chartrand@gov.mb.ca
www.firecomm.gov.mb.ca

Remember to Click or Call Before You Dig

For BellMTS, Manitoba Hydro/Gas or Westman Communications Group locates:
Click: http://www.clickbeforeyoudigmb.com
Call: 1-800-940-3447
Water & Sewer locates:
Call: 204-622-3202 (Monday-Friday, 8 am-5 pm)
Email: locates@dauphin.ca

Fee Schedule:

Building Permit Fee:

A) Single-Family & Two-Family Dwelling (including finished and Unfinished and Ready-to-Move Homes)	$250.00 plus $0.30/sq.ft.
B) Other than Single and Two-Family Dwellings & Commercial	$7.00/$1,000.00
C) Minimum Permit Value for Construction or Repair of Buildings $10,000 or less	$120.00
C) Basement Development Permit	$250.00
D) Detached Garage Permit	$275.00
E) Shed (over 120 sq. ft. to 500 sq. ft.)	$125.00
F) Demolition Permit	$75.00
G) Open Deck Permit/Inspection	$130.00
Swimming Pool Permit	$80.00—$150.00
Development Permit (Part 9 Jurisdiction)	
i) Single-Family and Two-Family Dwellings	No charge
ii) Other than Single-Family and Two-Family	$80.00
Development Permit (Part 3 Jurisdiction)	
Municipal Authorization Re: Zoning Bylaw	$165.00

Notes:

_____

_____

_____

_____

_____

_____

_____

Dauphin

City of Dauphin
100 Main Street South
Dauphin, MB R7N 1K3

Phone: 204-622-3200
Fax: 204-622-3291

www.dauphin.ca