



Building/Development Permit Application Form

Do not use for structures in excess of 600 m², residential buildings three storeys or greater, assembly occupancies or other buildings regulated by Part 3 of the Manitoba Building Code. This form may be used for farm building/development permit applications

Applicant:	Owner:	Contractor:
Name	Name	Name
Mailing Address	Mailing Address	Mailing Address
Phone	Phone	Phone

Location:	Legal Description:
Civic Address: _____	Lot-Block-Plan: _____
Roll Number: _____	Sec-Twp-Rge: _____

Project Type:	<input type="checkbox"/> Construct	<input type="checkbox"/> Alter	<input type="checkbox"/> Renovate	<input type="checkbox"/> Extend	<input type="checkbox"/> Excavate	<input type="checkbox"/> Develop
	<input type="checkbox"/> Locate	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolish	<input type="checkbox"/> Occupy	<input type="checkbox"/> Remove	
Structure:						
<input type="checkbox"/> Dwelling	<input type="checkbox"/> Garage—Attached	<input type="checkbox"/> Other (Pool, Deck, Storage Shed): _____				
<input type="checkbox"/> Secondary Suite	<input type="checkbox"/> Garage—Detached					

Type of Lot:	<input type="checkbox"/> Interior	<input type="checkbox"/> Corner	<input type="checkbox"/> Irregular Shape
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Foundation:	<input type="checkbox"/> Basement—Unfinished	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Thickened Edge Slab	<input type="checkbox"/> Grade Beam
	<input type="checkbox"/> Basement—Finished			
	<input type="checkbox"/> Basement Suite			

Type of Structure:	<input type="checkbox"/> Bungalow	<input type="checkbox"/> 1.5 storey	<input type="checkbox"/> Bi-level	<input type="checkbox"/> 2 storey	Other: _____
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Size of Building:
Front: _____ ft. Depth: _____ ft. Total Size: _____ sq. ft.

Heating Source:
<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Floor <input type="checkbox"/> Other: _____ <input type="checkbox"/> N/A

Property Access:	Construction Value:
<input type="checkbox"/> Curb & Gutter <input type="checkbox"/> Ditch Crossing	\$ _____

COMMENTS:

The following may be required to process your building permit application. Please ensure all required documents are submitted with this application.

- ☐ Engineered Blueprints required for ALL new home construction and additions including attached garages.
A **paper copy** (11” x 17”) and an **electronic copy** of the building plans will be required; email to permits@hanovermb.ca.
- ☐ Site Plan (may be sketched on the back of this application), or
- ☐ Surveyor’s Construction Layout (For buildings with permanent foundations in Grunthal, Kleefeld, New Bothwell, Mitchell & Blumenort)
- ☐ Valid Staking Certificate

Preferred Method of Contact: ☐ Phone: _____

☐ Email: _____

You may submit this application and all forms in person or by email to permits@hanovermb.ca

The Municipality reserves the right to request a Surveyor’s Building Location Certificate and/or any other documents deemed necessary to assure conformity to the Zoning By-Law, Building By-Law, Manitoba Building Code and any other applicable code, regulation, by-law or statute.

Notice: The information collected on this application is collected under the authority of section 4.1.1 of Building By-Law 2379-15. It collected for the purpose of obtaining and

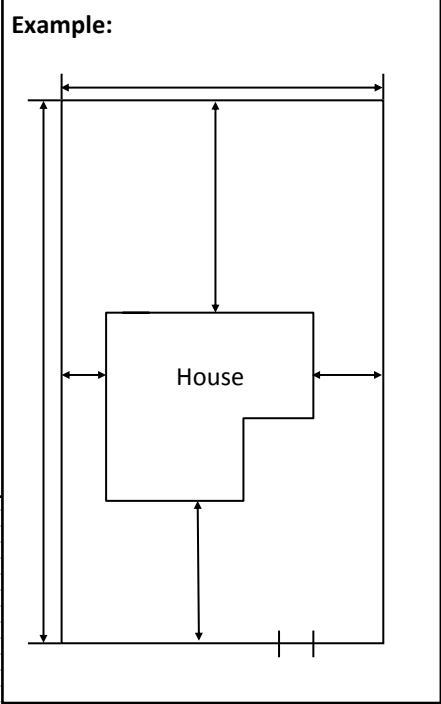
Office Use Only:	Date Received:

Please sketch your site plan in the space provided below.
The site plan must show:

- Property dimensions (length & width)
- Identification of adjacent streets
- Location of existing structures and notation of any demolition due to new construction
- Proposed new building location, shape, and size
- Proposed new building setback from ALL property lines
- Access to property

Basement Finish Permit Applications:

- Draw a layout of your basement ensuring all rooms are labelled.
- Indicate the location and size of all windows (1/bedroom required)
- Indicate the location of each smoke detector (1/bedroom + 1 in area outside bedrooms)
- Indicate the location of cold air returns (1/bedroom + 1 in common area)



Grid area for sketching the site plan.