



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: Civic Address: _____ Roll Number: _____	Legal Description: Lot-Block-Plan: _____ Sec-Twp-Rge: _____
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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
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Property Access: <input type="checkbox"/> Curb & Gutter <input type="checkbox"/> Ditch Crossing	Construction Value: \$ _____
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COMMENTS:

The following may be required to process your building permit application. Documentation requirements can vary depending on the project. Please confirm documentation requirements with the RM of Hanover prior to applying.

- 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)
- Surveyor's Construction Layout (For buildings with permanent foundations in Grunthal, Kleefeld, New Bothwell, Mitchell & Blumenort)
- Valid Staking Certificate (For properties less than 2 acres in size)

Preferred Method of Contact: Phone: _____

Text: _____

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-

Office Use Only: _____ _____ _____ _____ _____ _____ _____ _____	Date Received: _____
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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)

