



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:		Property Owner:		Contractor:	
Name		Name		Name	
Mailing Address		Mailing Address		Mailing Address	
Phone		Phone		Phone	
Email		Email		Email	
Location: (REQUIRED)			Legal Description:		
Civic Address:			Lot-Block-Plan:		
Roll Number:			Sec-Twp-Rge:		
Project Type:					
☐ Construct ☐ Alter ☐ Renovate ☐ Extend ☐ Excavate ☐ Develop ☐ Locate ☐ Repair ☐ Demolish ☐ Occupy ☐ Remove					
Structure:					
☐ Dwelling ☐ Garage – Attached ☐ Other (Pool, Deck, Storage Shed etc.): ☐ Secondary Suite ☐ Garage – Detached					
Type of Lot:					
☐ Interior ☐ Corner ☐ Irregular Shape					
Foundation:					
☐ Basement – Unfinished ☐ Crawl Space ☐ Thickened Edge Slab ☐ Grade Beam ☐ Basement – Finished ☐ Basement Suite					
Type of Structure:					
☐ Bungalow ☐ 1 ½ Storey ☐ Bi-Level ☐ 2 Storey ☐ Other:					
Size of Building: (REQUIRED)					
Front: ft Depth: ft Total Size: ft²					
Heating Source:					
☐ Electric ☐ Gas ☐ Floor ☐ Other ☐ N/A					
Property Access:			Construction Value: (REQUIRED)		
☐ Curb & Gutter ☐ Ditch Crossing			\$		

Comments:

The following items may be required to process your building permit application. Documentation 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 garage and covered decks.
A **paper copy** (11"x17") or a **digital copy** of the building plans will be required; email to permits@hanovermb.ca.
- ☐ Site Plan (may be sketched on the second or back page of this form)
- ☐ 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 supporting documents 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 or any other by-law or regulation.

Office Use Only:	Date Received:

Please direct any questions to the Planning Department at (204) 346-7125 or permits@hanovermb.ca

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 form ALL property lines
 - Access to property
- Basement Finish Permit Applications:**
- Draw a layout of your basement; all rooms must be 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 of bedrooms)
 - Indicate the location of cold air returns (1/bedroom + 1 in common area)
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