



Rural Municipality of Montcalm
 46 First St East, PO Box 300
 Letellier, MB R0G 1C0
 Ph: 204-737-2271
 E: assistantcao@rmofmontclm.com
www.rmofmontcalm.com

Municipal Building Inspector
 Donovan Epp
 P: 204-712-7252
 E: building.inspectorepp@gmail.com

Permit No:	_____
Application Date:	_____
Approval Date:	_____
Estimated Completion:	_____

BUILDING PERMIT APPLICATION

CONTACT

Applicant Name:

Owner Name:

Applicant Mailing Address:

Owner Mailing Address:

Applicant E-mail:

Owner E-mail:

Applicant Phone Number:

Owner Phone Number:

Contractor Business/Name:

Contractor E-mail:

Contractor Mailing Address:

Contractor Phone Number:

Plumber Business/Name:

Plumber E-mail:

Plumber Mailing Address:

Plumber Phone Number:

SUBJECT LANDS

Roll No:

Civic Address (if applicable):

Project Description:

Section/Lot: Township/Block: Range/Plan:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Zoning District:

Yard Requirements:

Front (ft)	Side (ft)	Rear(ft)
<input type="text"/>	<input type="text"/>	<input type="text"/>



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PROJECT INFO

Project Type:

- Commercial Residential
 Temporary Use Farm
 Other:

Project Category:

- New Construction Demolition
 Repair Renovate/Alter
 Addition/Expand Locate/Relocate
 Excavate Occupy
 Change of Use

Residential Structure Type:

- Dwelling Home Business
 Garage Garage(detached)
 Secondary Suite Pool
 Accessory (Deck, Shed, Fence)

Structure Size:

Front (ft) Depth(ft) Total Size(sq ft)

Estimated Construction Value \$:

Residential Structure Size:

- 1 Storey (Bungalow) 1.5 Storey
 Bi-Level 2 Storey
 3+ Storey

Heating Source:

- Electric Gas
 Floor Geothermal
 Other N/A

Residential Foundation Details:

- Basement (unfinished) Basement (finished)
 Slab on Grade Crawl Space

Special Approvals:

- Variance Driveway Crossing
 Conditional Use Other
 Municipal Water Connection

Does this Project qualify for a Municipal Incentive?

- Yes No

Access Requirements:

- Existing Access
 Municipal Access Needed
 Highways Access Needed



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PERMIT FEES & REQUIREMENTS

Special Requirement	Comments	Fee
Water Connection Fee		\$4,000.00 per connection
Water Connection to PVWC Main Lines		See PVWC for Fees
Plumbing Permit (Residential)		\$175.00 flat
Plumbing Permit (Commercial)		\$300.00 flat
Development Permit (Residential)		\$100.00 flat
Development Permit (Commercial)		\$250.00 flat
Farm Permit (up to 6,000 sqft)		\$100.00 flat
Demolition Permit		\$75.00 flat
Demolition Permit (Commercial)		\$100.00 flat
Cement/Concrete slab		\$100.00 flat
Renovation (Non-structural)		\$150.00 flat
Renovation (Structural)		\$200.00 flat
Fence Permit		\$100.00 flat
Inground Pool		\$125.00 flat
Pool / Hut Tub		\$100.00 flat
Sign Permit		\$100.00 flat
Change of Use Permit		\$100.00 flat
Occupancy Permit		\$100.00 flat
Temporary Use Permit		\$100.00 & \$500.00 refundable deposit
Stage 2- Building Permit		

Project Type	Sq.ft.	Amount / sq.ft.	Total
House / Attached Garage / Addition		X 0.35 /sq.ft - \$275.00	
House – 2 nd Level		X 0.30 /sq.ft.	
Commercial / Industrial		X 0.50 /sq.ft. - \$1,000.00	
Renovation / Repair / Basement Finishing		X 0.25/sq.ft	
Detached Garage / Open Deck		X 0.25/sq.ft - \$200.00	
Accessory Building / Shed (Min.108 sqft)		X 0.25/sq.ft.- \$100.00	
Enclosed deck (sunroom)		X 0.25/sq.ft - \$200.00	
RTM Homes / Mobile Home		X 0.35/sq.ft - \$275.00	
Other		X ___/sq.ft	
Other		X ___/hour	

Refundable Deposit	Fee
House / Addition	\$500.00
Commercial	\$1,000.00
Garage / Renovations	\$500.00
Sidewalk and Boulevard Damage	\$250.00
Temporary Use	\$500.00

Subtotal	
Administration Fee	\$50.00
Total Building Permit Fee	



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PERMIT

Permit Review:

Permits submitted to the municipal office will be reviewed by staff for zoning compliance and forwarded to the Building Inspector for further review of the application and required plans.

Approval times are as follow:

- Residential Applications: 2 – 7 Days
- Commercial Applications: 2 – 14 Days

If approved, applicant will receive a copy of the Permit Certificate and an invoice for the application fees by regular mail.

Deposits:

Deposits are required with the permit application for construction, relocation of dwellings, commercial/industrial structures, additions, or major alterations and repairs.

Refunds will be issued to permit applicant when all inspections have been satisfactorily completed.

Deposits may be deducted or forfeited according to Schedule C of the Building Bylaw

The Municipality reserves the right to request a current Building Location Certificate prepared by a Manitoba Land Surveyor for all permit requests. **The applicant further undertakes to start construction within Six (6) months from the date of this permit.** the applicant undertakes to observe and perform the provisions of all Montcalm and Provincial Statues or regulations, the applicable by-laws, schemes or regulations or order and plans continued in force pursuant to Manitoba Building Codes including any applicable RM of Montcalm Zoning By-laws, any agreements entered to the subject matter of this application and if the permit involves of affects the placing of or the position of any building or structure on or in respect of land, to do all work so that the building or structure will be whole within the boundaries of the lot or parcel of land indicated in the application and to indemnify that RM of Montcalm against all losses, costs, charges or damages caused by or arising out of anything done pursuant to any permit issued under this application.

I undertake or observe and perform the provision of all Montcalm nor Provincial Statues or regulations, the applicable by-law, schemes or regulations or orders and plans continued in force pursuant to the Manitoba Building Code including any applicable Planning schemes or Zoning By-law, any agreement entered into effect on said land, and all specifications or instructions issued by the duly authorized officers of the District in respect of the work incidental to the subject matter of this application and if the permit involved or affects the placing of or the position of any building or structure will be wholly within the boundaries of the lot or parcel of land indicated in this application and to indemnify the Municipality against all losses, costs, charges or damages caused by or arising out of anything done pursuant to any permit issued under this legislation. The applicant is in agreement with the sharing od this application and any plans attached hereto for Municipal purposes, including the Provincial Assessment Branch.

Applicant Signature (if not registered owner)

Date:

Building Inspector Signature

Date:

PROCESSING

Expired Permits:

Permit holders will receive notices on the following schedule regarding the status of their permit:

- 18 Months after Permit Issued: Expiry Warning
- 20 Months after Permit Issued: Request for Final Inspection
- 24 Months after Permit Issued: Notice of Expired Permit

Permit holders may request an extension in writing, which must be approved by the Building Inspector.

If construction is not completed within 24 Months from the time the permit was approved, the security deposit will be forfeited.

Stop Work Orders:

The Building Bylaw requires owners to obtain a building permit prior to any construction to a building or structure to ensure compliance with Municipal Bylaws and Manitoba Building Code. If there is any work outside already issued building permits, the registered owner may be issued a stop work order and changed double the permit fees.



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DOCUMENTATION

The following items may be required to process your application. You may submit this application and associated plans in-person or by email to : assistantcao@rmofmontcalm.com

Site Plan	A digital copy or two paper copies including a Legal Survey of property or Staking certificate, location of proposed building/structure, including dimensions of building/structure and distances from all property lines to the proposed structure.
Building Structure Plans	A digital copy or two paper copies with clearly marked dimensions (a large set must be available on-site), sealed by a Professional Engineer (required and must appear on 1 set of paperwork), and a Letter of Assurance from Engineer (when requested).
Building Elevation Report	A digital copy or two paper copies including a two-dimensional visual representation of one facade as it displays the height of key features of the development about a fixed point from the ground level.
Truss Plans	A digital copy or two paper copies with clearly marked dimensions, material specifications & load calculations sealed by a Professional Engineer. Required for all new construction.
Home Warranty Documentation	Documentation of compliance under The New Home Warranty Act.
Energy Code Verification	Documentation of compliance from a registered professional for all buildings subject to the Manitoba Energy Code for Buildings.
HRV/ERV Balancing Report	A digital copy or two paper copies of the completed HRV/ERV Balancing Report
Attic Insulation Summary Sheet	A digital copy or two paper copies of the completed Attic Insulation Summary signed off by the building inspector
Highways Permit	Any structure that is to be located within a controlled area, generally 125 feet of a property line bordering a Provincial Road or a Provincial Trunk Highway must obtain a permit from MTI before applying for a building permit. The permits issued by MTI will set the required minimum setback for the building on the side of the building parallel to the provincial highway.
Flood Permit	Any structure that is to be located within the Red River Valley Designated Flood Area must be provided with flood protection. Confirmation of existing protection or Flood Area Permits are to be obtained from MTI.

	1	2	3	4	5	6	7	8	9	10	11	12
Houses & Duplexes	X	X	X	X	X	X	X	X	X	X	X	X
Attached Garage	X	X	X	X	X			X	X	X		X
Detached Garage	X	X	X	X	X			X	X	X		X
Additions	X	X	X	X		X	X	X	X	X	X	X
Basement Renovations						X	X		X	X		X
Pool/Deck/Canopy	X		X	X				X	X			X
Workshops	X	X	X	X	X			X	X	X		X
Ready to Move	X	X	X	X	X	X	X	X	X	X	X	X
Accessory Building	X	X	X	X	X			X	X	X		X
Renovations - Structural							X	X	X	X		
Demolition												X
Mobile Home	X	X	X				X					X
Other												



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Residential Inspection Requirements – 72 Hour Notice

1. Zoning/Site Inspection - When property lines and proposed construction lines are staked ready to verify yard requirements.
2. Elevation Inspection - Prior to concrete footing being poured. Ready to establish lat and dwelling grade. Height will be determined at building inspector's discretion.
3. Foundation - Prior to pouring concrete and all steel in place.
4. Grade Beam and Piles - Prior to pouring and all steel in place.
5. Garage Floor - Prior to pouring and all steel is in place.
6. Basement Floor - Drain pipes installed, base prepared and poly in place.
7. Plumbing in Basement - Underground plumbing complete prior to covering up pipes.
8. Plumbing on Main Floor - Prior to insulation.
9. Framing - When framing is completed and prior to insulation.
10. Insulation and Vapor Barrier - Insulation installed and poly and sealant application prior to overing walls.
11. Back Fill Inspection - Water proofing, drain tiles and stone covered.
12. Final - When all work is complete prior to occupancy (smoke alarms, railings, lighting, stairs, safety, ect.) and the building inspector for signing at

Contact Information

Please contact the Building Inspector prior to inspection stage or if any discrepancies are found on the blueprints.

- Building Inspector Donovan Epp – (204) 712-7252
- Rural Municipality of Montcalm – (204) 737-2271
- Water Management Planning & Standards (Stage 2 Permits) – (204)-945-2121
- Manitoba Hydro - (204) 326-9805
- Manitoba Water & Infrastructure – (204) 746-2556
- Manitoba Conservation - (204) 346-6060
- MSTW Planning District – Part 3 building permits – (204)-822-6223
- Manitoba Infrastructure & Transportation (204) 346-6266
- Manitoba Community Planning Services (204) 346-6240
- TransCanada Pipeline - transcanada@bapg.ca



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ATTIC INSULATION SUMMARY

Permit Number:

Address:

Property Owner:

Builder:

Insulation Contractor:

Type of Insulation:

I on hereby declare that the attic insulation in the afore mentioned address was installed in accordance with the National Building Code of Canada 2020 as well as the Manitoba Building Code 2020 and will accept full responsibility if any issue is to arise due to failure of company with these codes.

Insulation Contractor

Building Inspector



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HRV/ERV BALANCING REPORT

1. Building

Municipality:

Address:

2. Technician

Name:

Company:

Address:

Phone:

Email:

3. Test Equipment

Flow Station:

Manometer:

4. Site Inspection

- Power Available
- House Substantially Complete
- Air/Vapor Barrier
- Other HVAC Equipment Operational
- Doors, Windows, Attic Hatches Closed
- Fireplace Doors and Dampers Closed
- All Other Exhaust Equipment

5. HRV/ERV Design

Design Available:

Yes (attach a copy)

No

If no, complete the information below and then use the tables below to determine the PVC and/or TVC based on the appropriate code or standard.

NBC OBC BCBC CSAF326

of Bedrooms: # of Habitable Rooms:

Capacity: PVC or 40-60% TVC H L

Capacity: 2.5 x PVC or TVC H L

National Building Code

Capacity – Use table 9.32.3.3 for PVC Balance of high speed. If the range hood is NOT vented outside record 2.5 x PVC as well.

Balancing Speed – If the range hood is NOT vented outside balance the PVC on low speed and also verify that high speed meets 2.5 x PVC. Otherwise balance the PVC on high speed.

Normal Operating Exhaust Capacity of Principal Ventilation Fan Table 9.32.3.3		
Number of Bedrooms	Capacity cfm (L/s)	
	Minimum	Maximum
1	32 (16)	48 (24)
2	36 (18)	56 (28)
3	44 (22)	64 (32)
4	52 (26)	76 (38)
5	60 (30)	90 (45)
More than 5 bedrooms and the system must comply to CSA-F326		



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6. Start-Up Inspection

- Fans are operating and clean
- Flows are correct
- Ducts are sealed
- Ducts are insulated with vapor barrier, where needed
- Hoods/Grilles are installed
- Hoods are installed
- Dampers are accessible
- Filters are clean
- Condensate drain is properly installed
- Grease filter is installed for kitchen exhaust
- Kitchen exhaust has 40" clearance from the range
- Controls are functional
- Exhaust outlet is installed 4" above grade
- Fresh air inlet is installed 18" above grade
- Fresh air inlet is labelled
- Intel is located to avoid contamination from exhausts
- Intel is 3' away from oil fill pipes, gas regulators, etc.
- Air distribution to all habitable rooms (non-forced air)
- Interlocked to a forced air system (if required)

7. HRV/ ERV Flow Measurements

Equipment same as design **or record**

Make:

Model:

Actual Measured Airflow High Speed Low Speed

Exhaust

Manometer Reading

Airflow

Speed Setting

Supply

Manometer Reading

Airflow

Speed Setting

CSA F326
Capacity – Use Table 1 for the TVC. Record 40-60% of TVC as well (e.g. half capacity)
Balancing Speed – Balance the TVC on high speed and the half capacity on low speed.

Table 1 – Ventilation Capacity Requirements (CSA F326)		
Room Type/Classification	Column 1	
	Total Ventilation Capacity	
	Cfm	L/s
Category A Rooms		
Master Bedroom	20	10
Basement	20	10
Single Bedrooms	10	5
Living Room	10	5
Dining Room	10	5
Family Room	10	5
Recreation Room	10	5
Other Habitable Rooms	10	5
Category B Rooms	10	5
Kitchen	10	5
Bathroom	10	5
Laundry	10	5
Utility Room		

I, _____ certify that the HRV/ERV at this location has been balanced to meet the requirements of the building code referenced in Section 5.

Signature: _____

Date: _____

HRAI #: _____



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Permit No: _____

Building Permit Damage Deposit Form

Date: _____

Deposit Fees: *(Refundable upon building inspector approval)*

Refundable Deposit	Fee
House / Addition	\$500.00
Commercial	\$1,000.00
Garage / Renovations	\$500.00
Sidewalk and Boulevard Damage	\$250.00
Temporary Use	\$500.00

Applicant Information

Fees Refundable To : Applicant Owner Other

Refund to (name): _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

Signature: _____

Work location

Civic Address: _____ Roll Number: _____

Lot, Block, Plan: _____

Building Inspector Approval:

 Building Inspector Signature

 Date

Comments:

