

Not an exhaustive list, the Development Officer may request additional information

No Application will be processed without all information received

No work shall commence until permit(s) are issued

1) Site Plan Must Show:

- Legal Description (i.e., Lot, Block, Plan) and Civic Address
- North arrow and scale of drawing
- Description of the site's boundaries including dimensions of property lines and their bearing relative to north, angles of corners, radii of curves
- Identification of adjacent streets, alleys, and other public rights-of-way
- Locations and dimensions of any easements that cross the site and/or other pertinent legal features
- Dimensions of setbacks required by the St. François Zoning By-law
- Location and dimensions of existing structures and a description of any demolition by the new construction
- Location, shape, and size of the structure proposed for constructions, including roof overhangs and other projections
- Location and dimensions of existing and proposed paved drives, parking areas, and walkways
- Existing ground elevations and contour lines, and, where regarding is necessary, new contour lines

2) Building Plans & Architectural Drawings Must Show:

- Foundations and footing plans/details (must be stamped by P. Eng. Registered in the Province of Manitoba)
- Basement plan or basement future layout with all required dimensions
- Floor plan with dimensions and layout of rooms, windows, doors (for each floor)
- Roof system plan and prefab truss drawings and specifications
- Elevation drawings showing all sides, exterior finish location of doors, windows, chimneys that include size and elevation.
- Details of cross sections, materials, dimensions, and elevations
- Plumbing layout and details showing sewer and water arrangement
- Minimum scale for drawings 1:100

Note: Separate permits are required for plumbing, electrical, sewage disposal systems, lot grading, and culvert installations.

3) Manitoba Land Surveyor's Certificate:

- The Development Officer may request the Manitoba Land Surveyor's Certificate.

4) Certificate of Title

- The Development Officer may request a current copy of a certificate of title prior to any permits issued.
- (3 months old max)

5) Other Information Required for a Building Permit

- Address and legal description of building location
- Owner's name, address, and phone number
- Designer's name, address, and phone number
- Contractor's or builder's name, address, and phone number
- Use and size of building
- Type of work to be performed (i.e.: new, addition, alteration, renovation, repairs, etc.)
- Construction information (materials within cross sections)
- Estimated value in dollars of work including materials, installed systems, labour.

6) Important Information Required on all Drawing Plans Submitted

- Show the owner's name, project name, address, and date.
- Be drawn to scale and scale must be noted on each drawing.
- Two (2) complete sets of drawings on blackline or blue-line prints on good quality paper without any distortion to drawings.
- Must have legible letters and dimensions.
- Clearly show the locations of existing and new construction for additions, alterations, and renovations.
- Engineer's stamp, signed and dated (if professional design is required - see information below)

Engineer's Report

Professionally sealed plans plus a certified notification of an on-site review or report must be submitted to the Rural Municipality of Headingley by an engineer licensed to practice in the Province of Manitoba for the following but not limited to the following construction works:

- All preserved wood basement foundations (PWF)
- Concrete footings and foundations over 40 feet (12.2 meters) in length
- All concrete basements require an engineer's stamp regardless of its size.
- Any building and/or structure that is over 3000 square feet
- All commercial and industrial buildings

Note: Approval by other jurisdictions for natural gas, hydro, signs along any Provincial roadway*, environmental discharge systems, culvert and driveway access may also require permits. Applications for these approvals must be directed to the appropriate authority, prior to any building within the R.M. of St. François Xavier.

*All buildings, structures, and signs which are placed on, under or above the ground within the controlled area require permits. Control areas are 125' (38.1m) from the edge of the highway right-of-way except for the planting which is 50'(15.24m) from the edge of the highway right-of-way. Permits are required for P.T.H. No. 1 west if any buildings, structures, or signs are placed within 250'(76.2m) from the edge of the highway right-of-way. All accesses onto a P.T.H. or P.R. must also be applied for and approved by application permits.