

Development Permits

Through the Selkirk and District Planning Area Board office, development permit applications are processed for the Rural Municipalities of West St. Paul, St. Clements, and St. Andrews, the City of Selkirk and the Village of Dunnottar. This page provides you with information on application requirements and guides you to other offices where permits may also be required, depending on your building needs. Whether you are a first time builder or a seasoned contractor, we hope this page can be of assistance to you through this process. If at any time you have questions, comments, or suggestions, please click on the "Contact Us" tab above this menu page.

{tab=Basic Req.}

Our office requires three basic items in order to issue a building permit: an application filled in at our office with complete contact information and lot location information, a site plan, and two sets of construction drawings. The respective R.M., Village, or City may require a lot grade, or damage deposit, prior to our office being able to issue your building permit. Please click on the "Lot Grade" tab to find more information on this separate requirement.

PLEASE NOTE: ONLY in the R.M. of West St. Paul are applicants required to make application at our office first. Our office will do a preliminary review and once the preliminary review is complete, our office will inform the applicant to make the lot grade/damage deposit. The R.M. will not receive lot grade/damage deposits until they receive the necessary paperwork from our office.

{slide=Requirements for Application Form}

For your application form to be filled out, our office requires the following information:

- Property Location:
- Municipality
- Legal Description
- Street (Civic) Address
- Tax Roll Number
- Description of Work Being Done:
- Number of Levels (not including basement)
- Basement, Crawlspace, or Slab-on-Grade
- Attached Garage (Y/N)
- Finished Basement (Y/N or n/a)
- Exterior Deck Included (Y/N)
- Owner Information:
- Name(s)
- Mailing Address(es)
- Phone Number(s)
- Contractor Information, if applicable:
- Company Name
- Contact Person
- Mailing Address
- Phone Number(s)
- Fax Number
- Water/Sewer, if applicable
- Water Source
- Sewage Disposal System
- Engineer of Record
- Infrastructure Transportation Approval, if applicable
- Lot Grade/ Damage Deposit, if applicable
- Geotechnical Report, if applicable

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{slide=Site Plan Requirements}

Site plans are required for all types of building permits (except demolition permits). Our office requires a clear site plan, that can be drawn to scale if possible, but that must show the following information:

- Setback measurements
- Property dimensions plus total area
- Location of all structures, existing and proposed
- Proposed location for services (water & sewer, telephone, gas, hydro)

- Exact location for access point (driveway, measured from a known boundary point)
- Lot address & municipality
- Signed and dated by applicant

Please note that if your site plan is insufficient, our office may require the applicant to provide a land survey and/or building location certificate (BLC) drawn by a Land Surveyor, certified to work in the Province of Manitoba.

Please note that our office cannot provide applicants with copies of any Land Survey or BLC, and that our mapping system in NO WAY qualifies as a precise way to locate property lines. Property maps can be purchased from our office outlining general property dimensions, indicating road names and compass direction, but do NOT suffice as an official Land Survey or BLC.

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{slide=Construction Drawing Requirements}

Two sets of construction drawings are required for the following building permit types:

- Dwellings
- Additions to Dwellings
- Alterations & Renovations
- Detached Structures OVER 900 square feet
- Detached Structures with two or more storeys

Construction Drawings usually consist of:

- Plans of all levels, including foundation plan
- Elevations of all sides
- Section(s)
- Details, where necessary

All construction materials, sizes, and spacings must be provided. These drawings typically are approved by a Professional Engineer certified in the Province of Manitoba.

Commercial Buildings typically require:

- Two full sets of construction drawings, approved by both a Professional Engineer certified in the Province of Manitoba and a Professional Architect certified in the Province of Manitoba. These drawings include mechanical, elevation, structural, architectural, and detail drawings. Electrical drawings are required, dependant on the size of the structure, as per the Manitoba Building Code.
- A detailed site plan showing all dimensions, parking spaces, drainage, and servicing locations (sewer, water, hydro, and natural gas).

{/slide}

{tab=Permit NOT req.}

- Development Permits are NOT required for the following, but must be IN COMPLIANCE with the applicable zoning by-law:

- Accessory uses, buildings, or structures not exceeding 120 ft²;
- Driveways which are private and accessory to the principal use, building, or structure;
- Landscaping where the existing grade and natural surface drainage pattern is not materially altered;
- Patios and decks that are accessory to a development and detached from the main or principal dwelling, provided that they are less than two (2) ft above grade;
- Regular building maintenance and repair that does not include structural alterations, bedroom window replacement, or plumbing drain upgrades;
- Signs, only as excluded by the respective zoning by-law typically including:
 - Real estate signs;
 - Construction signs
 - Political campaign signs;
 - Window signs;
 - Home identification, home sale/lease/rent;
 - Non-commercial memorial signs, commemorative plaques or building cornerstones;
 - Municipal bulletin boards;
 - Temporary event signs - civic, non-commercial health, safety or welfare;
 - Municipal traffic control, parking, street name, and direction signs;
 - Official public notice signs;
 - Municipal street decorations; and,
 - Signs erected or maintained by law or government order, rule or regulation; and,

- 7. Fencing permits are required in the Village of Dunnottar only.

{tab=Dwellings & Additions}

Our office ensures that your buiding plans and blueprint drawings meet the Manitoba Building Code requirements and the placement of your dwelling or addition on your property meet the requirements of the applicable Zoning By-Law. Our office will provide home owners with both their building permit and their plumbing permit. Inspections are provided according to the complexity of the plans submitted and are unique to the house being built.

It is VERY IMPORTANT to provide our office with a MINIMUM of 24 Hours notice for our inspectors to provide required inspections. Inspections are available on week-days (Monday to Friday, not including holidays) between 8:30 am to 4:15 pm.

{slide=Basic Information}

Applicants are URGED to submit their required drawings, including site plan, as early in the process as possible. Once our office has your drawings, we will review them to ensure they meet the requirements of the Manitoba Building Code (MBC) and the applicable Zoning By-Law. Generally our office requires a MINIMUM of two weeks to review the permit application. During the "rush" periods of the construction season, review of your permit application may exceed the typical two-week review timeline. These rush periods include: the period of time just before road restrictions come on and just before they are taken off in the spring and the period of time just before the freezing weather begins in autumn. As well, due to the recent years' boom in construction, the spring and summer months have been extremely busy for our office. We will do everything possible to issue your building permit in a timely manner.

If there are any discrepancies or any missing information within the drawings you submitted, our office will contact the appropriate person and request written clarification on the concern. Included in the cost of the building permit are any required inspections. These inspections are specific to the drawings provided. When the building permit is issued, this list of inspections is provided either on the actual permit or within an attached Drawing Review Letter. Homeowners are encouraged to request a copy of this letter from their contractor, if the permit is in the possession of the contractor. As mentioned, above, our office requires a MINIMUM of 24 hours notice when an inspection is required. Our office provides inspections Monday to Friday (except holidays), during normal business hours. If this notice is not given, unfortunately we cannot guarantee the inspection can be done. As well, if inspections are not called for, our office cannot know when they need to be done. It is the responsibility of the permit holder to ensure that all required inspections are called for, as requested by the permit issued.

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{slide=Plumbing Permits}

Plumbing Permits for Residential Development are issued along with the Building Permit. To access our Plumbing Permit brochure, [PLEASE CLICK HERE](#). Please note this brochure is printed on 8.5x11 paper (landscape format), double sided on the short edge. Hardcopies are available in-office

Plumbing Permits for Commercial Development are issued separate from the Building/Occupancy Permits. A plumber certified in the Province of Manitoba must apply for the plumbing permit and provide drawings for review.

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{slide=Access Permits}

An Access Permit is required by the R.M. or City in which you are building. Our office does not require confirmation that an access permit has been taken out in order to issue your building permit, however it is a required permit separate from our building permit process. On all municipal roads this permit application is available at the respective Municipal Office (see below); for the Village of Dunnottar; or, for the City of Selkirk at the Public Works Department.

On Municipal roads/City streets, please call for required information:

- St. Andrews Rural Municipal Office:
- 500 Railway Avenue
- Clandeboye, Manitoba
- ROC OP0
- Ph. 204 738 2264 Toll Free. 866 738 2264 Fax. 204 738 2500
- St. Clements Rural Municipal Office:
- 1043 Kittson Road
- East Selkirk, Manitoba
- ROE OMO
- Ph. 204 482 3300 Toll Free. 888 797 8725 Fax. 204 482 3098

- West St. Paul Rural Municipal Office:
- 3550 Main Street
- West St Paul, Manitoba
- R4A 5A3
- Ph. 204 338 0306 Toll Free. N/A Fax. 204 334 9362
- City of Selkirk Public Works Department:
- 739 Sophia Street
- Selkirk, Manitoba
- R1A 2M1
- Ph. 204 785 4930 Toll Free. N/A Fax. 204 785 8388
- Village of Dunnottar Municipal Office:
- Box 321
- 44 Whytewold Road
- Matlock, Manitoba
- R0C 2B0
- Ph. 204 389 4962 Toll Free. 800.665.1639 Fax. 204 389 4966

On Provincial Highways and Roads, please call for required information:

- Provincial Trunk Highway:
- Manitoba Infrastructure and Transportation, Highway Traffic Board
- Room 200-301 Weston Street
- Winnipeg, Manitoba R3E 3H4
- Call direct: (204) 945-8912
- Toll Free: 1 (800) 282-8069, extension 8912
- Fax 783-6529
- Provincial Road:
- Manitoba Infrastructure and Transportation, Planning & Design
- 14-215 Garry Street
- Winnipeg, Manitoba R3C 3Z1
- Call direct: 945-3660
- Toll free: 1 (800) 282-8069
- Fax: 945-0593

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{slide=Highway Control Areas}

If you are building within a Highway Control Area, our office will require confirmation of approval from Manitoba Transportation and Infrastructure (M.I.T.) prior to issuing a building permit. Typically, if your property is located along a Provincial Road, a Provincial Trunk Highway, or within a Highway Control Circle, a permit for access, use, and/or structures will be required from M.I.T. in addition to other required permits/permissions. Examples may include: permits from our office, permits from Manitoba Conservation, permits from Hydro, etc...

To contact M.I.T.:

- Manitoba Infrastructure and Transportation, Planning & Design
- 14-215 Garry Street
- Winnipeg, Manitoba R3C 3Z1
- Call direct: 945-3660
- Toll free: 1 (800) 282-8069
- Fax: 945-0593
- Highways & Transportation
- 446 Main Street, 2nd level
- Selkirk, Manitoba
- R1A 1V7
- Ph: (204) 785-5040

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{slide=Sewer and Water}

For the City of Selkirk, new infrastructure hook-up to City sewer and water is issued with the Lot Grade application. The Lot Grade application is completed within our office and sent to Public Works on your behalf. This Infrastructure fee for new connection to City sewer and water is:

- 1. Residential - Single Family - \$4,000.00
- 2. Residential - Multiple Family - \$4,000.00 (assessed per unit)

- 3. Industrial - \$5,000.00
- 4. Commercial - \$12,000.00
- 5. Institutional - \$7,500.00

For the R.M.'s of St. Andrews, St. Clements and the Village of Dunnottar the On-Site Wastewater Management permit is issued through the Province of Manitoba Conservation Office.

- Contact: Ken Rappenchuk
- 446 Main Street
- Selkirk, MB
- R1A 1V7
- Ph: 204 785 5030

The Conservation office will determine the size, type and location of your sewage disposal system. It is the property owner's responsibility to ensure the proper disposal of any sewage in accordance with the regulations set by the Conservation office. Applicants typically hire a Provincially Certified Installer. This installer will do a soil test, or tests, on the property at edge of the the site of the proposed wastewater management system. This soil test will determine the size and type of system required. This information is brought to the Conservation office for review along with a registration form that should be provided by your Certified contractor. This registration form is also available at the Conservation office.

For the R.M. of West St. Paul, the On-Site Wastewater Management permit is issued through the Province of Manitoba Conservation Office.

- R.M. of West St. Paul
- Contact: Randy Webber, Environment Officer, Red River Region
- 160-123 Main Street
- Winnipeg, MB
- R3C 1A5
- Ph: 204 945 7083
- Fax: 204 948 2338

It is the property owner's responsibility to ensure the proper disposal of any sewage in accordance with the regulations as per the On-Site Wastewater Management Systems Regulation 83/2003. For a private system, applicants typically hire a Provincially Certified Installer, so long as the system will handle less than 10,000 litres (2200 IMP gallons) per day. Anything larger than this, typically requires local sewer or a lagoon system. This installer will do a soil test, or tests, on the property at the edge of site of the proposed wastewater management system. This soil test(s) will determine the size and type of system required. The design of the system, as a plan drawing, is brought to the Conservation office for review along with an application form that should be provided by your Certified Installer.

Private wells: Typically, private wells DO NOT require any permits. A well-driller will submit a log to the ground water section of the Province of Manitoba Water Stewardship Office. A Water Rights Licence for private wells on property in the R.M.'s of West St. Paul, St. Andrews, and St. Clements is required ONLY IF: The well is for two-well exchange-return systems, irrigation use, commercial use, municipal works, or wells on Provincial or Federal lands. This permit can be requested through Manitoba Water Stewardship:

- Cashiers Office
- 200 Saulteaux Crescent
- Winnipeg, Manitoba
- R3J 3W3
- 1-800-282-8069
- 1-204-945-6398

In addition, please follow the link to Manitoba Conservation's website to view a map of the Red River Corridor Designated Area. This Designated Area restricts On-Site Waste Water Management Systems. The location of the fields is determined in part by Manitoba Conservation and in part by the respective Rural Municipality for future local sewer and/or water connection.

Please click [here](#) to view Manitoba Conservation's on-line map of the Red River Corridor Designated Area.

Please click [here](#) to view Manitoba Conservation's On-Site Wastewater Management Regulation Amendments.

Generally, the Rural Municipality in which you are building will request that the holding tank be placed towards the front of the property (road side), so that any future financial burdens may be minimized. Questions regarding this can be directed toward Lloyd Talbot, Manager of the Selkirk and District Planning Area Board. The only exception is in the Village of Dunnottar where the septic tank must be placed in the same yard as the majority of septic tanks in neighbouring properties (those properties on the same side of the road as your property). Questions regarding this can be directed toward Janice Thevenot, CAO of the Village of Dunnottar by phoning 204-389-4962.

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{slide=Hydro Permits}

An electrical permit is required through Manitoba Hydro. Applicants can contact the call centre at: 480-5900 or toll free 1-888-MB-HYDRO (1-800-624-9376). The permit can be taken out at any Manitoba Hydro District Office. If you call the toll free number from a land line (not cellular phone) the system will determine which Manitoba Hydro District Office your inquiry should be directed. Private individuals can apply for their own electrical permit so long as the service does not exceed single phase 200 Amp. Applicants need to bring a set of electrical drawings to the Manitoba Hydro District Office upon application. A Residential Wiring Guide is available at <http://www.hydro.mb.ca/>

For the City of Selkirk, St. Clements, St. Andrews, Village of Dunnottar and parts of West St. Paul, the Manitoba Hydro District Office is found at:

- Selkirk
- 805 Greenwood Ave
- Selkirk, MB R1A 2B2
- 1-888-MBHYDRO or 1-888-624-9376

For parts of West St. Paul, the permit can be taken out at any hydro office. The Manitoba Hydro District Office is located at:

- Winnipeg
- 2160 McPhillips Ave
- Winnipeg, MB R2V 3C8
- 1-888-MBHYDRO or 1-888-624-9376

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{slide=Geotechnical Engineer's Report}

When building any structure or structure addition within 350 feet of the normal high water mark of the Red River, a tributary of the Red River, or Lake Winnipeg, typically a Geotechnical Engineer's Report is required. This report should specify the minimum required setback from the normal high water mark of the water, the elevation to which the structure must be built, and the foundation type required. This information should be provided to the Professional Engineer that approves your construction drawings, otherwise revisions to the foundation plan may need to be provided to our office.

A Geotechnical Engineer's Report is NOT NORMALLY required when there is another structure located on the same property closer to the water's edge than the proposed structure; when there is another property with legal title between the water's edge and the property in question; or, where the structure is not getting any closer to the water than an existing structure.

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{slide=Lot Grade Deposit or Damage Deposit}

A Lot Grade deposit, also called a damage deposit, may be required by the respective R.M. or City of Selkirk, depending on the type of work being completed. This deposit typically is paid to ensure that Municipal infrastructure will not be damaged during construction. As well, it usually sets the elevation to which your building must be constructed to protect your foundation from backflow of water.

Each Municipal body sets its own Lot Grade/Damage Deposit Fee, and each Municipal body will determine whether or not the deposit is required. If required, our office will not issue your building permit until we receive confirmation from the appropriate Municipal body that the applicant has paid the deposit and that the Lot Grade has been set, if applicable. It is NOT the applicant's responsibility to send us this information, as it MUST come from the R.M. or Public Works in the City of Selkirk.

PLEASE NOTE: ONLY in the R.M. of West St. Paul are applicants required to make application at our office first. Our office will do a preliminary review and once the preliminary review is complete, our office will inform the applicant to make the lot grade/damage deposit. The R.M. will not receive lot grade/damage deposits until they receive the necessary paperwork from our office.

To learn more on Lot Grades, please click on the tab, above.

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{slide=Engineer's Approval Required}

A Professional Engineer's Stamp is required for:

- Preserved wood foundations (PWF),
- Pile foundations for residence exceeding MBC Part 9 limitations,

- Concrete foundation walls on a footing which exceed 39'-4" in length or 8' in height, or
- Timber-frame or log construction.

{/slide}

{slide=Pamphlet Printout}

To print out this pamphlet, please set your printer to print on legal size paper (8.5"x14"), landscape format, double sided on the short-end, no fitting. To fold the pamphlet properly, please use the greyed label edges as a guideline and fold the paper in an accordian format. For a pre-folded hardcopy, please visit our office at 200 Eaton Avenue, Monday to Friday, 8:30 am-12:30pm & 1:30pm-4:15 pm, except holidays.

[Click Here](#)

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{tab=Accessory Bldgs}

{slide=120 square feet or Less}

An accessory building 120 sq.ft. or less does not require a building permit. However, these structures MUST comply with the minimum yard requirements of the respective Zoning By-Law. To find out your setback requirements, please provide our office with your property's TAX ROLL NUMBER, and the municipality or city in which your property is located. Our office can then determine your property's zoning and provide you with the required setback information. This information will let the property owner know how far they need to be away from both their property lines and other structures on the property.

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{slide=121-592 square feet}

Any accessory structure over 120 square feet must apply for a building permit. A building permit must be issued prior to any construction work commencing. If the construction commences prior to a permit being issued, the building permit may be three (3) times the fee, in accordance with the fee schedule By-law 160.

As per the Manitoba Building Code, Part 9, these structures must be placed on a wood mud sill foundation, or better.

The building permit application, for this size of accessory building, requires a site plan. Please see the "Basic Requirements" tab to review the requirements of a proper site plan.

Our office also requires:

- Current property owner information, including names, mailing address(es), and contact numbers;
- Contractor information, including contact person, mailing address, and contact number; and
- Property location, including Municipality, Tax Roll Number, Legal Description, and Civic Address/Road Name

These structures MUST comply with the minimum yard requirements of the respective Zoning By-Law. To find out your setback requirements, please provide our office with your property's TAX ROLL NUMBER, and the municipality or city in which your property is located. Our office can then determine your property's zoning and provide you with the required setback information.

{/slide}

{slide=593-900 square feet}

Any accessory structure over 120 square feet must apply for a building permit. A building permit must be issued prior to any construction work commencing. If the construction commences prior to a permit being issued, the building permit may be three (3) times the fee, in accordance with the fee schedule By-law 160.

For accessory structures from 593 up to 900 square feet, our office will provide applicants with a standard foundation detail which meets the minimum requirements of the Manitoba Building Code, Part 9.

The building permit application, for this size of accessory building, requires a site plan. Please see the "Basic Requirements" tab to review the requirements of a proper site plan.

Our office also requires:

- Current property owner information, including names, mailing address(es), and contact numbers;

- Contractor information, including contact person, mailing address, and contact number; and
- Property location, including Municipality, Tax Roll Number, Legal Description, and Civic Address/Road Name

These structures MUST comply with the minimum yard requirements of the respective Zoning By-Law. To find out your setback requirements, please provide our office with your property's TAX ROLL NUMBER, and the municipality or city in which your property is located. Our office can then determine your property's zoning and provide you with the required setback information.

{/slide}

{slide=OVER 900 square feet}

Any accessory structure over 120 square feet must apply for a building permit. A building permit must be issued prior to any construction work commencing. If the construction commences prior to a permit being issued, the building permit may be three (3) times the fee, in accordance with the fee schedule By-law 160.

For accessory structures OVER 900 square feet, our office requires 2 sets of drawings, approved by a Professional Engineer certified in the Province of Manitoba, and one site plan. Please see the "Basic Requirements" tab to review the requirements of a proper site plan.

Our office also requires:

- Current property owner information, including names, mailing address(es), and contact numbers;
- Contractor information, including contact person, mailing address, and contact number; and
- Property location, including Municipality, Tax Roll Number, Legal Description, and Civic Address/Road Name

These structures MUST comply with the minimum yard requirements of the respective Zoning By-Law. To find out your setback requirements, please provide our office with your property's TAX ROLL NUMBER, and the municipality or city in which your property is located. Our office can then determine your property's zoning and provide you with the required setback information.

{/slide}

{slide=Garage Slabs Only}

A Building Permit is required for the garage slab only. This permit is issued the same as a full garage permit and must be issued prior to any construction commencing. If the construction commences prior to a permit being issued, the building permit may be three (3) times the fee, in accordance with the fee schedule By-law 160. While there may be no structure placed on the pad immediately, the pad provides for the future placement of a structure. This will ensure all zoning and building by-law regulations applicable to accessory building will be followed.

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{slide=Pole Buildings}

For pole buildings up to 592 square feet, one (1) site plan is required.

For pole buildings between 593-900 square feet, two (2) sets of basic construction drawings and one (1) site plan are required. An engineer's stamp may be required, depending on the height and length of the walls.

For pole buildings 900+ square feet, two (2) full sets of construction drawings approved by a Professional Engineer certified in the Province of Manitoba, and one (1) site plan are required.

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{slide=Additions to Garages}

A Building Permit is required for all additions to existing garages. If the existing garage is attached to a dwelling structure, the permit is considered an addition to the dwelling. If the existing garage is completely detached from the dwelling structure, the permit is an addition to an accessory structure. Typically, both the existing foundation and framing must be detailed at the connection to the new addition's foundation and framing. Complete construction drawings must be provided, regardless of the total size of the structure. If the total size adds up to more than 900 square feet, a Professional Engineer certified in the Province of Manitoba must approve the drawings. {/slide}

{slide=Second Storey Lofts}

If the accessory building has more than one storey, the design must be approved by a Professional Engineer certified in the Province of Manitoba.

If the second storey is for dwelling the applicant must ensure the use is permitted according to the zoning of the property. If the use is permitted, the structure must meet the requirements of a dwelling structure through Part 9 of the Manitoba

Building Code.

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{slide=Size, Height, and Setback Requirements}

The allowable size, height, and setback is determined by the applicable zoning regulation. To find out your requirements, please provide our office with your property's TAX ROLL NUMBER, and the municipality or city in which your property is located. Our office can then determine your property's zoning and provide you with the required information.

Height for accessory structures is measured by "mean" height. In order to determine your mean height, we require the pitch of the roof, the size of the overhang, the height of the building wall, and the length of the building wall perpendicular to the roof ridge. If the wall is not sitting on a pad, we also need to know the height of the grade beam measured from the grade level.

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{slide=For Garages Built in West St. Paul and the City of Selkirk}

If building a garage in West St. Paul or the City of Selkirk, a lot grade or damage deposit is required prior to our office issuing your building permit. For West St. Paul's requirements, please contact the Municipal Office number listed, below.

- Rural Municipality of West St. Paul
- 3550 Main Street
- West St. Paul , Mb. R4A 5A3
- Phone: (204) 338-0306 Fax: (204) 334-9362
- <http://www.weststpaul.com/>

For the City of Selkirk, applicants must come to our office with the basic application information required by the size of the structure being built PLUS the estimated construction cost. The lot grade deposit form will be filled out at our office, and applicants MUST pay this deposit at the City of Selkirk office. The applicant will then return to our office with the receipt attached and our office will send a copy of this receipt with application form to Selkirk Public Works Office on your behalf.

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{slide=Pamphlet Printout}

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[Click Here](#)

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{tab=Decks}

A deck is considered an uncovered, unenclosed structure either attached or detached from the dwelling structure. To add a roof and/or walls to a deck, the structure becomes either an addition to the dwelling structure (3-season sunroom) or a separate accessory building (gazebo). The information below deals with deck permits.

{slide=Basic Information}

Applicants will need to show both a plan and a section/elevation of the deck. As well our office requires the applicant to provide a proper site plan.

- Plan:
 - Pad/pile size and spacing
 - Beam size and location
 - Joist size, spacing, species, and grade of wood
 - Ledger size and connection to house, if applicable
 - Location of all access points, including stairs
- Elevation:
 - Height of railing and spacing of guards
 - Handrails and guards for stairs, if applicable
 - Average height above finished grade
 - Verified dimensions and specifications from plan drawing

For the Requirements of a site plan, please click on the "Basic Requirements" tab, above. {/slide}

{slide=For Decks Built in West St. Paul ONLY}

If building a deck in West St. Paul a lot grade or damage deposit is required prior to our office issuing your building permit. For West St. Paul's requirements, please contact the Municipal Office number listed, below.

- Rural Municipality of West St. Paul
- 3550 Main Street
- West St. Paul , Mb. R4A 5A3
- Phone: (204) 338-0306 Fax: (204) 334-9362
- <http://www.weststpaul.com/>

{/slide}

{slide=Hydro lines and meters}

If you plan to build a deck beneath overhead power supply conductors, a clearance of 3.5m (11ft.6in) must be maintained between the deck surface and the conductors. If the deck is to be installed beneath a Hydro meter, it may be necessary to relocate the meter to maintain the proper meter height. For more information contact Manitoba Hydro:

- In Selkirk:
 - 805 Greenwood Ave
 - Selkirk, MB R1A 2B2
 - 1-888-MBHYDRO or 1-888-624-9376
- In Winnipeg:
 - 2160 McPhillips Ave
 - Winnipeg, MB R2V 3C8
 - 1-888-MBHYDRO or 1-888-624-9376

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{slide=Deck Brochure}

Download our Wood Decks Brochure for any further questions you may have! This brochure will answer any questions you may have on deck foundations, post, joists & handrails! If something is not covered within this brochure, please feel free to ask your question through the "Contact Us" tab at the top of the screen.

This brochure should be printed out landscape on 8.5 x 11 paper, double sided, and stapled down the center. To get a hardcopy version of this brochure, already printed out for you, please visit our office Monday to Friday, between 8:30 am-12:30 pm & 1:30 pm-4:15 pm, 200 Eaton Avenue, Selkirk, Mb R1A 0W6

[Click Here](#)

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{tab=Demo.}

Demolition Permits are required from our office when ever a building over 120 square feet is removed off a property, intact, in part, or destroyed on-site.

{slide=Basic Information}

- The purpose of the Demolition Permit is three part:
 - It removes the building off the Tax Assessment of the property;
 - It provides the municipality, or the City, with the location of the demolition. This is to ensure that any services that are provided by the Municipality, or City, which are connected to the building are cut off properly. Property owners should contact ALL utilities to ensure proper disconnection from services. These include, but may not be limited to:
 - Manitoba Hydro/Natural Gas
 - Water and Sewage
 - Cable and Telephone Service
 - The Demolition Permit notifies our office of the activity to take place on the property and, at the property owner's request, the Planning Board will inspect the site during and after demolition to ensure the site is in, and left in, a safe condition according to the Building By-Laws of the City of Selkirk and the Municipalities it serves. Please give at least 24 hours notice to have the inspection completed.

{/slide}

{slide=Application Requirements}

Our office requires applicants to provide information, as required, for the application form to be filled out in our office. The list of information is detailed within the "Basic Requirements" tab, above.

Our office also requires the square footage, number of storeys, and year built of the building set for demolition.

{/slide}

{tab=Lot Grades}

A lot grade, or damage deposit, is required by a Rural Municipality or the City to ensure proper drainage away from a structure's foundation and to protect the local infrastructure from damage during the period of construction. Typically, the portion of the lot grade allocated for determining the elevation to which the structure must be built, is kept by the municipal body; the portion of the lot grade required as a deposit, to ensure that municipal infrastructure is not damaged, is refundable. This section will take property owners wishing to build a structure on their property through the process of the lot grade, when it is required, how much they will be expected to pay, and when they can apply for the refund of their damage deposit.

{slide=West St. Paul, Rural Municipality}

The Rural Municipality of West St. Paul requires a damage deposit for all structures being built, whether they are farm buildings, sheds, garages, additions or new dwellings. There are two types of damage deposits:

- Damage Deposits including Lot Grades, and
- Damage Deposits only.

The fees are set according to the structure being built.

PLEASE NOTE: ONLY in the R.M. of West St. Paul are applicants required to make application at our office first. Our office will do a preliminary review and once the preliminary review is complete, our office will inform the applicant to make the lot grade/damage deposit. The R.M. will not receive lot grade/damage deposits until they receive the necessary paperwork from our office.

Generally, the engineer fee to set a Lot Grade elevation is \$400.00, non-refundable. A lot grade is typically required for any first structure or dwelling structure on the property. The damage deposit for dwellings may include your access permit and/or sewer hook-up fees set by the Municipality. Please keep in mind that this sewer fee is NOT the same as your On-Site Waste Water Management permit required by Manitoba Conservation. The damage deposit is refundable in full or in part depending on the requirements of the deposit.

- New Dwellings: \$2,600.00-\$2,700.00, including Lot Grade fee
- Dwelling Additions, in excess of 750 square feet: \$1,000.00
- Garages, sheds, additions, & repairs:
- 200-500 square feet: \$200.00
- 500-1000 square feet: \$500.00
- Over 1000 square feet: \$1,000.00

These fees may be changed at anytime and are set by the West St. Paul Rural Municipal Office:

- 3550 Main Street
- West St. Paul, Manitoba
- R4A 5A3
- Ph. 204 338 0306 Toll Free. N/A Fax. 204 334 9362

To have your deposit refunded on dwellings and dwelling additions, a FINAL INSPECTION must be completed and passed by the Selkirk and District Planning Area Board. Once this requirement is complete, homeowners may request the deposit refund from the Municipal office. The Municipal office will request confirmation from our office. Once confirmed, the Municipal office will refund your damage deposit.

{/slide}

{slide=St. Clements, Rural Municipality}

The Rural Municipality of St. Clements has two types of Lot Grade deposits: Residential and Commercial/Industrial. These deposits are made at the St. Clements Rural Municipal Office:

- 1043 Kittson Road
- East Selkirk, Manitoba
- R0E 0M0
- Ph. 204 482 3300 Toll Free. 888 797 8725 Fax. 204 482 3098

Residential lot grades are required for all dwellings and mobile homes in all zones. It does NOT include accessory buildings or dwelling additions. Commercial/Industrial lot grades are required for all commercial/industrial buildings. Lot grades are set on Mondays only. Take a copy of your site plan and your legal description to the R.M. of St. Clement's office.

- Two cheques are required:
- \$300.00 Lot Grade Fee
- \$1,000.00 Damage Deposit

To have your deposit refunded, please contact the Municipal Office to request a deposit refund. The Municipal office will send a By-Law officer to your residence to ensure your structure meets the criteria for the deposit refund. To find out more, please contact the R.M. Office.

{/slide}

{slide=St. Andrews, Rural Municipality}

The Rural Municipality of St. Andrews has two types of Lot Grade deposits: Residential and Other Than Residential. These deposits are made at the St. Andrews Rural Municipal Office:

- 500 Railway Avenue
- Clandeboye, Manitoba
- R0C 0P0
- Ph. 204 738 2264 Toll Free. 866 738 2264 Fax. 204 738 2500

Residential lot grades are required for all dwellings and mobile homes in all zones. It does NOT include accessory buildings or dwelling additions or any new dwellings in A40 & A80 zones where a main dwelling already exists. Lot grades are also required for all structures other-than-residential, such as commercial and industrial buildings. Lot grades are set by an engineer, usually within three (3) days of application date. Take a copy of your site plan and your legal description to the R.M. of St. Andrew's office.

- For Residential Lot Grades, two cheques are required:
- \$500.00 Lot Grade Fee
- \$2,000.00 Damage Deposit
- For Commercial Lot Grades, two cheques are required:
- \$500.00 Lot Grade Fee
- \$2,250.00 Damage Deposit

To have your deposit refunded, please contact the Municipal office to request a deposit refund. The Municipal office will send a By-Law officer to your residence to ensure your structure meets the criteria for the deposit refund. To find out more, please contact the R.M. Office.

{/slide}

{slide=City of Selkirk}

The City of Selkirk sets its Lot Grade fee based on construction value. Applicants must come to our office with the estimated cost of construction-upon-completion. Based on this value, our office will assess the lot grade fee as determined by the fee schedule. The lot grade fee includes the lot grade permit fee, non-refundable, and the lot grade deposit fee, refundable. Our office will fill out the lot grade form with the applicant. The applicant can then proceed to the City of Selkirk, front desk, to pay this lot grade fee. Once paid, the applicant must return to our office. We will copy the receipt with the form and fax the package to Selkirk Public Works on the applicant's behalf. Once we have received the lot grade confirmation from Selkirk Public Works, we will release the reviewed building permit.

Lots requiring new connection to city services will be subject to an infrastructure fee, as follows:

- 1. Residential - Single Family - \$4,000.00
- 2. Residential - Multiple Family - \$4,000.00 (assessed per unit)
- 3. Industrial - \$5,000.00
- 4. Commercial - \$12,000.00
- 5. Institutional - \$7,500.00

{/slide}

{slide=Pamphlet Printout}

To print out this pamphlet, please set your printer to print on legal size paper (8.5"x14"), landscape format, double sided on the short-end, no fitting. To fold the pamphlet properly, please use the greyed label edges as a guideline and fold the

paper in an accordian format. For a pre-folded hardcopy, please visit our office at 200 Eaton Avenue, Monday to Friday, 8:30 am-12:30pm & 1:30pm-4:15 pm, except holidays.

[Click Here](#)

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{tab=Ponds & Pools}

Whether the hottub, pool or pond is temporary or permanent, inground or above ground, if it can hold more than two (2) feet deep of water, it requires a development permit. This section will provide the applicant with the information required to make an application for their hottub, pool, or pond permit.

{slide=Basic Information}

Our office requires a site plan to accompany an application. This site plan must show all utilities in addition to the regular requirements as listed in the "basic requirements" tab, above. If the pool is inground, we also require two sets of construction drawings approved by a Professional Engineer certified in the Province of Manitoba. If the applicant intends to build a deck with the pool, pond or hottub, the deck can be issued under the same permit. Our office would require drawings as detailed in the section on "decks", above.

A hottub, pond or pool development permit is required through our office to ensure that the waterbody is placed in accordance with the appropriate Zoning By-law and that the development meets the requirements of part 10 of the Manitoba Building Code. Our office provides two inspections for this type of development permit.

Property owners should know that this development permit stays with the land. If the pool is inflatable or able to be rebuilt elsewhere, a new permit must be obtained for the new placement. If the pool is rebuilt in the exact same location on the property, so long as the fencing is in good repair and not removed, a new permit does not need to be issued, as the original pool permit will remain active with the land.

{/slide}

{slide=Fencing Requirements}

While there are certain exceptions based on zoning and type of waterbody, the typical requirement for fencing is as follows:

- Fences must be built a minimum of 1.5 meters (5ft) in height;
- Fences must NOT be scalable and must be inaccessible by crawling underneath either a fence or gate;
- For chainlink, the mesh size must not exceed 50 mm (1-15/16") and wire must be at least number 11 gauge; and,
- Gates must be self-closing and equipped with a lockable latch.

{/slide}

{slide=Electrical Requirements}

Overhead wiring must be set back a minimum of three (3) meters (9'10") measured horizontally from the pool edge.

Insulated Communication Conductors and Neutral Supported Cables operating at 600V may be allowed over a private pool, provided there is at least 4.5 meters (14'9-1/8") of radial clearance, measured from the highest possible point of the water surface.

Conductors operating at not more than 50kV phase-to-phase may be allowed over a private pool, provided there is at least 7.5 meters (24'7-14") of radial clearance, measured from the highest possible point of the water surface.

Underground wiring must be a minimum of 1.5 meters (5ft) from the inside walls of the private pool, including communication conductors. This is only in exception to bonding conductors and conductors supplying electrical equipment associated with the pool, pond, or hottub and protected by a ground fault circuit interrupter.

To locate hydro lines, please contact your local Manitoba Hydro office:

- In Selkirk:
 - 805 Greenwood Ave
 - Selkirk, MB R1A 2B2
 - 1-888-MBHYDRO or 1-888-624-9376
- In Winnipeg:
 - 2160 McPhillips Ave

- Winnipeg, MB R2V 3C8
- 1-888-MBHYDRO or 1-888-624-9376

{/slide}

{slide=Plumbing Requirements}

The water in a private pool and the recirculation system must be separate from the make-up water supply AND from the sewer or drainage system by air gaps or other backflow preventors.

Pool waste water must be disposed of into a sanitary sewer system, into the storm sewer, or must be contained within the confines of the owner's property.

For the City of Selkirk, please contact:

- City of Selkirk Public Works Department:
- 739 Sophia Street
- Selkirk, Manitoba
- R1A 2M1
- Ph. 204 785 4930 Toll Free. N/A Fax. 204 785 8388

Manitoba Conservation requires setbacks from septic fields and wells. For the Rural Municipalities of St. Andrews and St. Clements, please contact:

- Contact: Ken Rappenchuk
- 446 Main Street
- Selkirk, MB
- R1A 1V7
- Ph: 204 785 5030

Manitoba Conservation requires setbacks from septic fields and wells. For the Rural Municipality of West St. Paul, please contact:

- R.M. of West St. Paul
- Contact: Randy Webber, Environment Officer, Red River Region
- 160-123 Main Street
- Winnipeg, MB
- R3C 1A5
- Ph: 204 945 7083
- Fax: 204 948 2338

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