



PERMIT APPLICATION

Office use only: Development Permit Building Permit

- * A building permit application may take up to 4-6 weeks to process.
- * Applicants are encouraged to obtain a survey (at applicant's expense).
- * Ensure your application is completed in full. Applications lacking the required information may result in your application being delayed.
- * Upon completion of form, please submit to Municipal Office at 420 South Railway Street or email to info@boissevain.ca
- * If completing electronic form, email to info@boissevain.ca and save to your desktop to print off. A physical signed copy must be submitted to Municipal Office within 7 days.
- * **Permit is valid for a period of 12 months** from the date of its issuance provided it is acted upon during that same 12 month period. If the permit has not been acted on within the 12 months from the date of issuance, the applicant will be required to reapply for new permits.

Applicant Information *An application may be filed by any person on behalf of the owner, but only if that person also provides written authorization by the owner(s) to file an application for this property.	Registered Property Owner Information <i>If different from applicant</i>
Name:	Name:
Address:	Address:
Phone:	Phone:
E-mail:	E-mail:

PROPERTY LOCATION Municipality: _____

Roll Number: _____ Certificate of Title Number: _____

- ZONING DISTRICT** (select one)
- | | |
|--|---|
| <input type="checkbox"/> Residential Serviced (RS) | <input type="checkbox"/> Agricultural General (AG) |
| <input type="checkbox"/> Seasonal Recreational (SR) | <input type="checkbox"/> Residential Serviced Multi-Unit (RSM) |
| <input type="checkbox"/> Commercial Highway (CH) | <input type="checkbox"/> Commercial Central (CC) |
| <input type="checkbox"/> Residential Mobile/Modular Home Park (RMMP) | <input type="checkbox"/> Industrial General (MG) |
| | <input type="checkbox"/> Parks, Recreation, & Institutional (PRI) |

Urban Lot(s): _____ Block: _____ Plan: _____ Civic Address: _____ Lot Size: _____ x _____	Rural SE _____ SW _____ NE _____ NW _____ Section: _____ Township: _____ Range: _____ Lot Size: _____ x _____
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TYPE OF WORK New Addition Alteration Repair Renovation Relocation Removal Excavation

MAJOR OCCUPANCY: _____ **VALUATION OF WORK:** _____

Brief description of existing or proposed building or development: _____

SETBACKS OF PROPOSED BUILDING(S) (Distance in from the property line of where building will begin)

Front Setback: _____ ft Rear Setback: _____ ft Side Setback: _____ ft Side Setback: _____ ft

Area of Proposed Building: _____ square ft. Basement: Yes No

Number of Stories in Height: _____ ft. (measured to top of flat roof or mid-point of sloped roof)

Location of Driveway and Parking: _____

Heating Apparatus: _____ Chimney: Yes No

TYPE OF CONSTRUCTION:

Main Floor Construction: _____ Second Floor Construction: _____

Exterior Wall Construction: _____ Roof Construction: _____

PROPOSED YARD SITE DRAWING:

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APPLICANT CHECKLIST (please initial each box to verify completion):

- I have entered all of the required information as stated on this form as applicable to my proposed building/development and verify that all information is accurate.
- I undertake to observe and perform the provisions of the Manitoba Planning Act, The Manitoba Building and Mobile Homes Act and their related regulations, all applicable municipal by-laws, including any Development Plans or Zoning By-Laws and development agreements entered into, and all specifications or instructions issued by duly authorized officers 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 on or in respect of land to do all work so that the building 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 application.
- I have enclosed any applicable supporting documentation (i.e. survey documents, etc.).
- I have enclosed a detailed floor plan/yard site drawing accurately noting the dimensions and measurements, as well as the proposed setbacks from the property lines.
- I understand that I will be charged the applicable fee once my application is processed and reviewed, and that I will receive notice as to the status of my application once it has been processed.
- I have dated and provided my signature as required on this form.
- I understand that construction may not begin until this application has been reviewed and approved, and that any construction done prior to approval may result in an additional fee/fine.
- I have **posted my stakes/markings on-site and am ready for the on-site inspection**. I understand that failure to have the on-site stakes/markings ready may result in an additional inspection fee.

Applicant Signature: _____ **Date:** _____

*To confirm your permit application, a physical signature is required. Save agreement to your desktop, print, sign and drop off to Municipal Office or mail to Box 490, Boissevain, MB R0K 0E0. **Please note:** hard copy with signature must be received within 7 days of submitting electronic form.