



# MSTW PLANNING DISTRICT

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180 - 5th Street, Unit D | Morden, Manitoba | R6M 1C9

A building permit is required for **all** buildings over ten (10) square meters in size. It takes up to three business days for a residential building permit to be approved; commercial building permits can take up to five business days. Construction that starts without an approved building permit will be charged double the permit fee as a penalty. No inspections will be performed on any projects without an approved building permit.

## Blueprint Requirements:

- Detailed site plan showing the placement of the proposed building/addition and existing buildings on the property. The distances from the proposed building to all property lines and from the proposed building to existing buildings should be shown. Other required information on a site plan is: lot size, placement of driveway on lot, street names and directional orientation (North). Sketched site plans must be neatly drawn (please use a ruler);
- Complete foundation plans showing pads, footing, slabs, telepost pads, piles and size and type of beam;
- Cross section information showing construction of walls, roof, floor(s), and floor joists;
- Detailed floor plan with all dimensions including dimensions of doors, and rough openings of windows (must meet egress);
- Individual square footage of floors, basement and garage;
- Complete plans regarding any proposed decks; including dimensions, beam and joist sizes, foundation details and guard rail details;
- Roof truss and floor joist layout;
- Window schedule for above grade concrete walls that includes:
  - window location
  - rough opening size
  - lintel depth
  - size and location of rebar and stirrups;
- Engineer's seal for the following:
  - foundation wall over forty (40) feet in length
  - thickened edge slab over one thousand (1000) square feet
  - any buildings with a second storey (finished or unfinished) on a thickened edge slab
  - below grade foundation walls (basement) under eight (8) inches thick that do not use Insulated Concrete Forms (ICF)
  - wood basement
  - above grade concrete walls less than 6" thick

## Other Information Required:

- Building site civic address; (includes blue tag number and road number for rural properties)
- Building site legal address; (Lot, Block, Plan OR Section, Township, Range)
- Valuation of work (for commercial permits only);
- Copies of variances or conditional use orders if applicable;
- A Lot Grading & Drainage permit if building within City of Winkler or Town of Morden limits
- A Surveyor's Certificate or a Waiver of Survey if building within City of Winkler

## Refundable Deposit:

- A refundable deposit of five hundred dollars (\$500.00) is required for:
  - All new residences, including relocations
  - Any additions to a residential building (including a sheltered deck or verandah)
  - Any accessory buildings over six hundred (600) square feet.

When the building permit has been approved, the applicant will receive a list of all the inspections required. The full deposit will be refunded when the project is complete **if** all the inspections that are required have been completed. One hundred dollars (\$100.00) will be deducted from the deposit for **each** inspection that is missed. An Occupancy Certificate will not be issued for any residences that have missed inspections.

In the case of a new dwelling, if it is occupied prior to receiving either Interim or Final Occupancy documentation from a MSTW Building Inspector, the permit holder will be charged a \$200 penalty that will be deducted from the refundable deposit.