

PERMIT APPLICATION GUIDE

This guide is provided to assist with completing the South Interlake Planning District (SIPD) permit application. It includes descriptions of many of the fields on the application and an overview of the information that is required.

Should you have any further questions regarding any of the information provided here, or on the permit application, please contact the SIPD office directly at 204-467-5587, or by email at info@sipd.ca. You can access additional permit related information by visiting the SIPD website at <http://www.sipd.ca>.

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PERMIT APPLICATION

NOTE: Individual permit applications are required when applying for multiple projects on one site. For example, a deck and a shed, or an outdoor pool and an interior renovation, etc. For all projects, Plumbing and Mechanical are to be included in the Building Permit application. Electrical permits for all projects are obtained through Manitoba Hydro.:

https://www.hydro.mb.ca/accounts_and_services/permits_and_inspections/

PERMIT TYPE

NOTE: Please check off all permit types that apply to your project. For example, if you are applying for a new home, check off “Development”, “Building” and “Plumbing”. If you are applying for a basement development with plumbing, check off “Building” and “Plumbing”.

- **Development** – Required whenever a change is made to the footprint or height of a building (e.g. - new home, deck, second-storey addition to a building, etc.), or when there is a change of land or building use (e.g. - commercial tenant change, new home business, starting a hobby farm, etc.)
- **Building** – Required for any new building/structure or alteration to existing building/structure, whether interior or exterior, excluding cosmetic renovations. (e.g. - paint, flooring, cabinetry, etc.)
- **Plumbing** – Required whenever there are new or relocated plumbing fixtures within a building. This includes both plumbing rough-ins and hookups. For any project that includes plumbing, the Plumbing Permit will always be included in the Building Permit application. A standalone Plumbing Permit may be applied for if there is no other building/repair/renovation component to the project.

- **Demolition** – Required whenever a building/structure is removed from a property, whether by demolition, deconstruction, or relocation. If you are planning to rebuild the building/structure that is being removed, then the Demolition Permit can be included as part of the Building Permit application at no additional cost. If the removal of the building/structure is a standalone project with no new construction, then the Demolition Permit fee applies.
- **Occupancy** – Required when there is a change of use or tenant within a building. Occupancy Permits are included as part of commercial Building Permit applications. Standalone Occupancy Permits can be applied for if the change of use and/or tenant does not require a Building Permit. Please note that a Development Permit is also required when there is a change of use. Occupancy Permits are not issued for residential projects. Instead, residential projects receive a Pre-Final (Life Safety) inspection prior to occupancy, then a Final inspection to close the permit.
- **Sign** – A Sign Development Permit is required for all signs, except those that are exempt under the applicable Zoning By-law. New or structurally altered freestanding signs require a Building Permit in addition to the Sign Development Permit.

PERMIT CLASS

- **Residential** – Any development used exclusively for residential/personal purposes. (e.g. - single-family dwelling, basement development, detached garage, etc.)
- **Commercial** – Any development that is commercial in use or is accessory to a commercial use. (e.g. - home occupation, tenant development, multi-family apartment buildings, etc.)
- **Agricultural** – Agricultural Development Permits are issued exclusively for buildings/structures associated with agricultural land use that are located on the same property as the agricultural operation they are associated with. When applying for this type of permit, a Letter of Intent is required that describes the intended use of the land/building, in detail, along with the type of agricultural operation that is existing or proposed on the property. Additionally, the letter must indicate if there will be an increase to livestock.

CONTACT INFORMATION

NOTE: If the Applicant / Owner / Contractor/ Builder are all the same, only the first part of this section needs to be completed. Additionally, please check off both of the “same as applicant” boxes.

APPLICANT

- **Applicant Name(s)** – The applicant is typically the person(s) who will be the main point of contact throughout the permitting process. They are responsible for the integrity of the documentation that is submitted for the permit, all permit related matters, and for ensuring that all applicable inspections are arranged. The applicant is generally the one who pays all fees associated with the permit, so please specify upon application if someone other than the applicant will be paying any of the fees. Likewise, if anyone other than the applicant is going to pick up/sign for the approved permit, that individual must submit a Letter of Authorization from the applicant stating as such.
- **Company Name** – When applying for a permit on behalf of a company, please state the legal business name. If this field is complete, the company name will be shown as the applicant. If the company is a numbered company, please include both the numbered company name and their operating name.
- **Main Contact Name** – When more than one applicant is listed under “Applicant Name(s)”, the main contact will be the individual specified in this field. Please list only one person’s name (first and last).

- **Mailing Address** - The applicant's mailing address, not their property address (except for the instances where they are the same). If there is any correspondence that is sent by mail to the applicant (e.g. - deposit refund, file closure letter, etc.), this will be the address it is sent to.
- **Email Address** – The applicant's primary email address for correspondence. If you choose to be contacted by email, please add 'info@sipd.ca' to your email safe list, otherwise SIPD's outgoing emails may end up in your junk mail.

PROPERTY OWNER(S)

- **Contact Name** – First and last name of the individual(s) registered on title.
- **Mailing Address** – The property owner's mailing address, not their property address (except for the instances where they are the same). If a property owner is not the applicant, but is paying the permit deposit, this will be the address the deposit refund will be mailed to.

CONTRACTOR/BUILDER

- **Contact Name** – If the contractor/builder is not the applicant, list the first and last name of the individual who will be the main point of contact for inquiries relating to the project.
- **Company Name** – If the contractor/builder is part of a company, please state the legal business name. If the company is a numbered company, please include both the numbered company name and their operating name.
- **Mailing Address** – The contractor/builder's mailing address, not their property address (except for the instances where they are the same). If a contractor/builder is not the applicant but is paying the permit deposit, this will be the address the deposit refund will be mailed to.

PROPERTY INFORMATION

- **Property Address** – The street address or green tag number of the property for the proposed project (e.g. - "123 Main St., Stony Mountain", "10 123 Rd. 98N", etc.) This field is mandatory. If there is no street address or green tag number available, please list the legal address of the property (e.g. - "NW 12-34-1E").

NOTE: Answers to the following questions are not required for interior work (e.g. - basement development).

- **"Is this property prone to flooding?"** – Has any part of the property ever had issues with flooding? Building restrictions and/or special building regulations may apply to places that are considered "Flood Risk Areas".
- **"Has a Lot Grade Permit ever been issued for this property?"** – A Lot Grade Permit is required when a new principal building is constructed or relocated onto the property. A lot grade establishes final building elevations to ensure adequate drainage. Permits can be obtained through the applicable municipality or SIPD office, depending on where the project is located. For the Town of Stonewall and the R.M. of Rockwood, Lot Grade Permit forms associated with a building permit application are completed by the SIPD, then referred to the municipality by the applicant once the Building Permit is ready to be issued, as they are responsible for the remainder of the lot grade related matters.
- **"Are you aware of any Development Agreement requirements related to this project?"** – Occasionally there may be a document known as a "Development Agreement" (DA) associated with the property where your proposed project is to be located. DAs are a legal document between a Developer and the

municipality that details the obligations of both parties and specifies the standards and conditions that will govern the development. The DA can address several different subjects, including, but not limited to, construction requirements and schedules, permit requirements, municipal servicing requirements, restrictions on building size or types of buildings that can be constructed/located on the property, obligations of the municipality, etc. DAs are typically registered on the property's title and apply to each future landowner until it is discharged from the title.

- **“Are any of the following located within 3 km of this property? – Large Scale Livestock Operation, Landfill, Quarries, Airport/Landing Strip – with Approximate Distance”** – There may be special regulations in the Zoning By-law that prohibit or restrict development within a specified distance of these operations, so it is important to know if they are located anywhere within the vicinity of your property.

FOR NEW LAND USE OR NEW PRINCIPAL BUILDINGS/STRUCTURES

NOTE: Complete this section if your proposed project is to build the first (principal) building/structure on a vacant parcel of land, or if there is a new land or building use (e.g. - vacant (no use) land to Residential, or Agricultural use to Commercial use, etc.)

- **Water/Sewer** – The type of water source and waste disposal system on the property, whether new or existing. The only aspect of sewer/water hookups that SIPD is involved with is the plumbing that is located within the building. The municipality or Manitoba Conservation and Climate (depending on where the property is located) manage municipal servicing hookups to the property, septic fields, wells, etc. The applicant is responsible for obtaining any applicable permits from these entities, as well as paying the associated fees prior to starting their build.
- **“Is there all-weather road access to this property?”** – In order for the SIPD to issue a permit, there must be road access to the property (not a dirt road). If no access exists, one must be built, either by the developer or by the municipality.
- **“Is there an existing Driveway/Culvert on this property?”** – A driveway/approach is required on a property prior to the SIPD being able to issue a permit. Should one not exist, a permit can be obtained through the municipality. Town of Stonewall Driveway Permit applications associated with a Building Permit are completed by the SIPD, then referred to the Town by the applicant once the Building Permit is ready to be issued, as they are responsible for the remainder of the Driveway Permit related matters. For most properties, a culvert installation by the municipality is also required as part of their permit.
- **“Is there potential or depleted aggregate on this property?”** – Occasionally there are properties that have aggregate deposits with the potential to be mined. These areas are regulated differently than other land. Additionally, mining operations have restrictions regarding development located within the vicinity of the operation. Conversely, if there is depleted aggregate on the property that no longer has the potential to be mined, the SIPD will require a letter from the Manitoba Mines Branch confirming as such, prior to being able to issue a permit. (<http://www.manitoba.ca/iem/about/contact.html>)

PROPOSED PROJECT INFORMATION

- **Building or Land Use** – A brief description of what you will be using the land or building for, both existing and proposed. A common example is developing vacant land (existing) to residential (proposed). If your project has no commercial land use component, then you can check off “Personal” and state the type of use (e.g. - personal storage). If the land or building is being used for any commercial purpose (e.g. - home business, commercial workshop, etc.), please state as such, as different permit application and design requirements may apply.

- **Description of Work** – Always required. A brief description of the scope of your project. Whether it's a "10' x 14' Open/Unenclosed Deck", a "2-Bedroom, 1-Bath Basement Development", or a "Tenant Fit-Up in a Commercial Building for Warehouse and Distribution", always complete this field. A Detailed Letter of Intent may be required in addition to completing this field, depending on the project. (See description for a "Detailed Letter of Intent" under the "Required Information" section below.)
- **Total Height** – The height of a project from the ground to the highest point of the roof. For a deck, the height is the distance from the ground to the top of the decking. This field is not applicable for interior projects.
- **No. of Storeys** – The number of storeys in a building. Applicable for new builds or building additions.
- **No. of Plumbing Fixtures** - The number of new plumbing fixtures (i.e., rough-ins, relocations, or hookups) applicable to your project. Not required for new single-family dwellings, as they have a flat fee for plumbing. For commercial projects, the plumbing fixture count is required, but will be confirmed by the Building Inspector during plan review.

SQUARE FOOTAGE

NOTE: List the existing square footage using "Ex" and proposed square footage using "P". These fields are required to be completed any time there is a new building or addition to a building, even if only a deck. Additionally, they are required for commercial tenant fit-ups. If you are proposing an addition to the ground level of a building, only complete the fields that are applicable to the ground level. For example, if you are adding a sunroom to your residence, fill out "Main Floor", as well as any existing attached garage, deck or sunroom located at ground level, as well as the square footage of the proposed sunroom. If you are applying for a building/structure that is "detached", these fields are not required. The information you provide in this section is what allows the SIPD to confirm the project's compliance with Zoning By-law regulations.

- **Main Floor** – List the square footage of the main floor if you are proposing a new building, or an addition to a building, even if only a deck. This field is also required for commercial renovations.
- **Second Floor** – Complete this field if your proposed project is a new building with a second floor, or if it's an addition of a second floor to an existing building. This field is also required for commercial renovations.
- **Basement** – Complete this field when proposing a new building with a basement, if a building is being lifted to add a basement, or if any portion of a basement is being developed. For partial basement developments, state the square footage of the whole basement, as well as the portion to be finished.
- **Bsmt Development** – Basement Development refers to any time the interior of a basement is being finished. Whether it is "Partial" (e.g. - washroom and utility room, etc.), "Full" (e.g. - 2 Bedrooms with washroom and rec-room, etc.), or "None" (i.e., left empty for future development). If a new building is built and there is no basement development at that time, a Basement Development Permit must be obtained through the SIPD before it can be finished.
- **Garage** – Complete this field when proposing a new building with an attached garage, or the addition of an attached garage to an existing building.
- **Addition** – This field is required when proposing an addition to a building (e.g. - 1-bedroom addition to the rear of a residence, wash bay addition to a commercial building, etc.)

- **Decks** - List all new (P) and existing (Ex) decks if they are located on the same floor as your project. “Open decks” have no roof or walls, “covered decks” only have a roof, and “enclosed decks” have walls and a roof, such as a screened-in porch. These fields are not applicable when applying for interior renovations.
- **Construction Value** – Required for all projects, except for Occupancy Permits that are not associated with a Building Permit, or standalone Development Permits for new land/building use not associated with a Building Permit. As per the SIPD Fee By-law, “Construction Value” is defined as, “the total monetary worth of the final project costs, including all construction costs, material costs, and labour costs associated with the project.” Some projects will require a “Final Project Cost” once complete. When permit fees are calculated by construction value, if the final project cost is less than the original quoted construction value, the SIPD will refund the excess Building Permit fees. Likewise, if the quote is greater than the original value, the SIPD will invoice the applicant for the additional costs.
- **Total Number of Parking and/or Loading Spaces Proposed** – Depending on the project, a certain amount of parking and/or loading spaces may be required, as per the applicable Zoning By-law. For example, if a new commercial building is being built, the Zoning By-law will specify the number of parking/loading spaces required, dependent on the use of the land/building. Additional parking is required for some residential projects as well, such as secondary suites. If your proposed project has no impact on parking/loading, then you may leave this field blank.
- **Mobile Home** – Only required when placing a new or used mobile home on the property. The CSA number, year, make and model of the home is all required information for a mobile home permit application. The CSA label lists a unique number specific to the home, which means the unit was built according to the registered and accepted plan, has passed inspections, and meets all safety requirements as of the date it was completed. Mobile homes require CSA approval in order to be located within the South Interlake Planning District.

REQUIRED INFORMATION

NOTE: Application requirements for each project will vary. Not all of the items listed will necessarily apply to your project. To verify which requirements are applicable to your application, contact the SIPD office or visit <http://www.sipd.ca> to view details on what is required for each type of permit.

- **Detailed Site Plan / Floor Plan** – A site plan is required whenever the proposed project impacts exterior space (e.g. - new building, building addition, deck, freestanding sign, new principal land use, etc.), whereas a floor plan is required for any project that impacts interior space. (e.g. - basement development, tenant fit-up, etc.)

A Floor Plan should include:

- ✓ Outline of the entire floor area
- ✓ All rooms labeled with dimensions and use
- ✓ Accesses/Exits
- ✓ Indication of the area of work
- ✓ Window placement and sizes, if applicable

A Site Plan is a drawing of the subject property that details the following:

- ✓ Name, Property Address & Date
- ✓ Property Dimensions
- ✓ Proposed & Existing Buildings, Structures & Accesses
- ✓ Total Square Footage of any Existing Building/Structure

- ✓ Distance between Proposed and any Adjacent Building/Structure, from the Furthest Most Projection (e.g.: Eave to Deck)
- ✓ Distances to **All** Property Lines (regardless of size of lot)
- ✓ North, Front of the Property, Surrounding Streets, Easements
- ✓ Landscaping, Fencing, Parking, if applicable

It is also important to keep the following in mind when it comes to the proposed location of your project:

- ✓ Development Agreement Requirements
- ✓ Swales/Drainage
- ✓ Easements
- ✓ Wells
- ✓ Septic
- ✓ Water Bodies
- ✓ Elevation Changes
- ✓ Service Lines

See SIPD's "Site Plan Guide" for a visual example of what a residential site plan may look like:

<http://sipd.municipalwebsites.ca/Editor/images/documents/SitePlanGuide.pdf>

Site plans can be drawn by hand or computer generated. It is important to make them as accurate possible to avoid any future problems.

- **Building Plans** – One legible PDF (electronic copy) of building plans is required (please note that a paper copy may be requested, depending on the project). If there is no PDF copy available, two legible paper copies are required (smaller projects such as decks, sheds, signs, etc., only require one paper copy). Do not submit your original set of plans, as they will not be returned to you. Plans are to be drawn to a minimum scale of 1:500 or 1" = 40'. Larger plans are to be printed to their original size to ensure there is no impact on the accuracy of the scale. Some projects require plans to be signed and sealed by a Manitoba-Licensed Professional Engineer, dated within one year of the complete application date. Please note that our office does not accept memory sticks, please zip or upload the documents to a file server if they are too large to send by email.
- **Lot Grade Permit** - Required when a new principal building is constructed or relocated onto the property. In CentrePort, a lot grade permit is required whenever a new lot is being developed, a building is being built, placed, or added onto – See "Lot Grade / Drainage Plan" below. A lot grade establishes final building elevations to ensure adequate drainage. Permits can be obtained through the municipality or SIPD office, depending on the proposed project location. For the Town of Stonewall and the R.M. of Rockwood, Lot Grade Permit forms associated with a Building Permit application are completed by the SIPD, then referred to the municipality by the applicant once the building permit is ready to be issued, as they are responsible for the remainder of the lot grade related matters.
- **Driveway Permit** - A driveway/approach is required on a property prior to the SIPD being able to issue a permit. Should one not exist, a permit can be obtained through the municipality except for the Town of Stonewall. Town of Stonewall Driveway Permit applications associated with a Building Permit are completed by the SIPD, then referred to the Town by the applicant once the building permit is ready to be issued, as they are responsible for the remainder of the Driveway Permit related matters. For most properties, a culvert installation by the municipality is also required as part of their permit.
- **Detailed Letter of Intent** – A letter detailing the proposed use of the land and/or building. Some suggested topics to include in your letter are the location of the project on the property, what type of business it is (e.g. - production, repair, office, etc.), hours of operation, any foreseen impacts on neighbouring properties, including those related to traffic, noise, the environment, and neighbourhood character, as

well as provisions for proposed off-street parking/fencing/storage, and any other measures which would help mitigate these impacts. Letters of Intent should always include a date, signature, address of the property, contact information for the person who wrote it, as well as the legal business name of the company or tenant, if applicable. A guide for writing a Letter of Intent is available on the SIPD website: <http://sipd.municipalwebsites.ca/Editor/images/documents/Letter%20Of%20Intent.pdf>

- **Detailed Scope of Work** – Required for any renovation or repair. It is a detailed list of all work being conducted on the premises in relation to the permit.

- **Recent Status of Title** – Must be dated within 30 days of complete application. Status of Titles are required any time there is a project that impacts exterior space (e.g. - deck, shed, building addition, etc.). A Status of Title confirms ownership of a title/property and provides a list of caveats registered on the title. Items commonly seen on a Status of Title are Easements, Development Agreements, Building Schemes, Mortgage Information, etc. A Status of Title can be acquired by calling “Teranet Manitoba” (Winnipeg land titles office - <https://teranetmanitoba.ca/>), or by purchasing one through the SIPD office. A Status of Title can also be used as a confirmation of ownership for a recently purchased property in lieu of a letter from your lawyer. You can view an example of a Status of Title here: <http://sipd.municipalwebsites.ca/Editor/images/documents/SoT Example.pdf>
If you have recently finalized the purchase of the property and the title change has not been processed through land titles yet, a Status of Title is still required (even though it will show the previous owner’s information), in addition to a letter from your lawyer (see the second paragraph of “Letter of Authorization” below).

- **Letter of Authorization** – A letter from the current property owner authorizing the applicant to obtain a permit on their property and to manage all permit related matters. A letter of authorization is required any time the applicant and the property owner are not the same, or if the applicant is having someone other than themselves or their company sign for anything permit related. If the property owner is a numbered company, please include both the numbered company name and their operating name. A template is available on the SIPD website: <http://sipd.municipalwebsites.ca/Editor/images/documents/Letter%20of%20Authorization.Fillable.pdf>
When a property has been recently purchased and the title change has not been processed through land titles yet, in order for SIPD to issue a permit, a letter from your lawyer confirming the purchase and possession date of the property is required. If you are unable to connect with your lawyer, the letter you received from them when your purchase was finalized is also acceptable. Please note that if the purchase of the property has not yet been finalized, a Letter of Authorization from the current landowner is required in order to process your permit application.

- **Application and/or Development Permit Fee** – Both fees are non-refundable once a complete application has been submitted and are prescribed by the current Fee Structure By-law. Both fees are required prior to an application can be processed. The application review fee pays for a portion of the Building Permit fee. A Development Permit fee is required whenever a project affects exterior space, or when there is a change of land or building use (e.g. - new building, building addition, deck, change in commercial tenant, etc.). There are certain projects where the total permit fee is required when you apply, such as demolition or occupancy permits. Available payment options are cash, cheque, debit, or e-transfer. Please note that we are unable to accept credit card payments.

- **Developer Approval Letter** – If the property is part of a development (a property or group of properties being developed by one or more companies or people), then part of building on that property may involve the need for architectural approval by the developer, as they may have specific design requirements. Should the developer of the property require your plans to be approved by them prior to building, then please submit that approval, including the approved plans, as part of your permit application.

- **Sewer and Water Installation Fees** – If municipal servicing is available, then a property must be connected to it. Fees for new municipal sewer/water hookups (to the lot, not the building) are required to be paid to the municipality separately from your permit application with the SIPD. These fees are required to be paid prior to starting your build. If the property is located within a rural area (i.e., no municipal services available), the water source and waste disposal system will be managed through Manitoba Conservation and Climate. The applicant is responsible for handling all sewer/water related permits and hookups. For projects located in the R.M. of Rosser CentrePort area, the SIPD must receive “Servicing Capacity” approval from the municipality prior to Building Permit issuance.

- **Letters of Assurance** – Required for each professional discipline involved in a commercial project. A Letter of Assurance is a Manitoba-Licensed Engineer or Architect’s commitment that their part of the project will be completed as per Code and as per design. Required for all Part 3 buildings and some Part 9. A template is available on the SIPD website:
<http://sipd.municipalwebsites.ca/Editor/images/documents/LOA.template.pdf>
 Additionally, a Letter of Certification is required from each design professional at the end of the project to close the permit file. A Letter of Certification is the Engineer or Architect’s final letter confirming their part of the project is compliant with Code and design. They are to be provided on their company letterhead. Only the applicable section(s) of the letter format should be copied:
<http://sipd.municipalwebsites.ca/Editor/images/documents/CertificationOccupancyLetterFormat.pdf>

- **Building Code Analysis** – A review of the building by a Professional Manitoba-Licensed Engineer or Architect that provides details regarding building areas, building classification and the building’s compliance with the Manitoba Building Code (e.g. - fire safety, exits, washrooms, accessibility, etc.) Code Reviews are required for all Part 3 buildings and some Part 9 buildings.

- **Consultation with IPSPA’s (CentrePort) Senior Planner** – Required for any project located within the Inland Port Special Planning Area (IPSPA). Prior to applying for permits with the SIPD, the applicant must contact the Senior Planner at the IPSPA office for a preliminary consult to ensure their proposed project is feasible. Once a complete application has been submitted to the SIPD office, the Senior Planner will conduct a formal review of the proposed development. Please note that any applications and materials submitted to the R.M. of Rosser for permits must coincide with applications and materials submitted to the SIPD. More details regarding this process can be found here:
<http://www.sipd.ca/p/centreport-canada>

- **Lot Grade / Drainage Plan** – Any CentrePort development or any large project with no previous lot grade/drainage plan must obtain an approved permit through their respective municipality prior to SIPD permit issuance. Approved lot grade/drainage plans ensure adequate drainage for the property and confirms conformance with any applicable drainage policies. At the end of a project, a lot grade/drainage verification letter must be received by the SIPD prior to closing the permit file. Please contact the municipality for Lot Grade Permit requirements.

- **Landscaping / Fencing / Parking Plan** – Commercial developments or large residential developments require details on landscaping, fencing, and parking. This should be a professionally drawn site plan that indicates the placement and types of shrubs, grass, and trees, as well as placement of fencing and location and sizes of parking stalls. For regulations pertaining to CentrePort projects, please contact the Inland Port Special Planning Area office. Please see below for an example plan:
<http://sipd.municipalwebsites.ca/Editor/images/documents/Site-Landscaping-Parking Plan-EXAMPLE.pdf>

- **Sustainable Development Measures Checklist** – The Sustainable Development Measures Checklist provides a list of options applicants can select from to achieve a minimum of five sustainable development measure points for new development proposals within the Inland Port Special Planning Area (CentrePort).

- **Manitoba Infrastructure Permit** – Any exterior development located within a Highway Control Zone adjacent to a Provincial Road or Highway requires a permit from Manitoba Infrastructure (MI) in addition to SIPD’s permit. This is a separate permitting process between the applicant and MI, and the SIPD will not issue any permits until the approved MI Permit is received. If your project is located within a Control Zone, please contact MI to confirm if a permit is required:
<https://www.gov.mb.ca/mit/hpd/permits.html>

DECLARATION

The signature of the permit applicant or authorized agent is required. PLEASE READ the declaration prior to signing and dating the application (see below). The declaration details the applicant’s commitment to the integrity of the information they’ve submitted, and it contains important information regarding the responsibilities of the owner, applicant, or authorized agent, and what would happen should there be any unauthorized changes to the plans, the expiry of the application, etc.

Declaration:

1. All statements and representations contained in the application for permit(s) and the plans and specifications are correct, accurate and adhere to any applicable legislation, by-laws, codes and standards;
2. Any unauthorized changes from the plans and specifications or building location as specified in this application shall void the permit;
3. Owner/Applicant/Authorized Agent is responsible for searching any caveats registered on title and ensuring the proposed project complies with the caveats;
4. Owner/Applicant/Authorized Agent is responsible for ensuring the proposed project complies with any development agreement registered against the title;
5. The South Interlake Planning District does not accept any responsibility for errors or omissions contained in the submitted plans and specifications and the issuance of permits does not warrant that the plans and specifications are in accordance with any applicable codes, acts or standards;
6. When failing to proceed with a permit application, the application shall expire within twenty (20) days of the application intake date. When failing to pick up a validated permit, the application shall expire within six (6) months of the permit validation date. Once an application has expired, a new and complete application is required, and the applicant shall forfeit the Application Review Fee and the Development Permit Fee;
7. This document is an Application only and is NOT a Permit or Authorization to proceed with any development or construction.

You have reached the end of the Permit Application Guide. If you have any remaining questions, please contact the SIPD office and we’d be happy to assist you.