TOWN OF MELITA
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Celia Gray, CAO
SOUTHWEST PLANNING DISTRICT

APPLICATION FOR DEVELOPMENT PERMIT AND BUILDING PERMIT

Roll Number _____ **Permit Number** _____

OWNER INFORMATION

Registered Owner(s)*: _____

Mailing Address: _____ Phone No.: _____

BuildingContractor/Designer_____

Mailing Address: _____ Phone No.: _____

*An application may be filed by any person other than the owner, but only if that person also provides written authorization by the owner(s) to file an application for this property.

LAND LOCATION AND SIZE

Street Address _____

Lot(s): _____, Block _____, Plan No. _____ or

Size of Property: _____ feet by _____ feet or _____ acres.

DESCRIPTION OF PROPOSED DEVELOPMENT

CONSTRUCT___ DEMOLISH___ RENOVATE___ ADD___ OCCUPY___ MOVE(IN/OUT)___

Brief description of proposed use or development _____

_____

Cost of Construction_____

Dimensions of proposed building: _____ ft. by _____ ft. Height*: _____ ft.

* Height is the actual height from the peak measured to the ground level.

SPECIFICATIONS: BUILDING SIZE_____

Footing Size_____ Foundation wall type_____

Beams_____ Bearing Walls_____
(size) (material) (walls) (ceiling)

Floor-joists_____ Insulation value_____
(interior) (size) (o/c) (walls) (ceiling)

Finish_____ Roof_____
(interior) (exterior) (type) (material)

Garage: Attached_____ Detached_____ Overhead door size_____ on gable end_____ sidewall_____

Number of smoke alarms_____ Wood burning appliance? Yes___ No___

Do you require a new curb cut? Yes___ No___ Do you require a new sewer and water service?
a) from street to property line yes___ no___

b) from property line to structure yes___ no___

THIS PERMIT VALID FOR 12 MONTHS FROM DATE OF ADMINSTRATIVE APPROVAL

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SUPPORTING INFORMATION

Site Plan
A site plan showing the following information* is required:

1. the shape and dimensions of the site to be used or built upon,
2. the location and dimensions of existing buildings and structures,
3. the locations and dimensions of the proposed building, structure, or addition (including separation distances from the site boundaries),
4. the use or uses of existing and proposed buildings on the site, and
5. vehicular access and utility connections that may be required to service the building.

- The Development Officer may determine that some of the above information may not be required to be shown on a site plan when accessory farm buildings are being proposed

Building Plans
In accordance with the Town of Melita Building By-law and the Manitoba Building Code, building plans are required for all non-agricultural buildings, including houses, private garages, commercial and industrial buildings, institutional buildings, and accessory buildings over 100 square feet in floor area. Building Plans are not required for pre-engineered agricultural buildings (such as barns, machine sheds, grain storage structures, etc.) located on land zoned for agricultural uses.

Additional Information
In some situations, other information may also be required by the Development Officer or the Council to determine conformity with local by-laws.

DECLARATION

I, _____, hereby make application for permission to proceed with a development as described above, in accordance with and as more fully illustrated on the attached site plan and other related documents.

I undertake to comply with all of the requirements of the Town of Melita Zoning By-law and any other municipal by-law that may be applicable to the proposed development, along with any regulation, order, condition of approval, or other municipal requirement that applies to the proposed development.

I understand that the approval of this proposed development by the Town or its authorized agent or Development Officer in no way relieves me from complying with the requirements or regulations of any other Provincial or Federal department or agency, or any utility company, with respect to any aspect of the proposed development, including any environmental approval, highway setback or access approval, hydro, telephone or natural gas requirement, or any other requirement that may be applicable. I also undertake to obtain any approval requirements of these departments, agencies, or companies prior to the commencement of construction, unless otherwise authorized by that department, agency or company.

I undertake to ensure that the proposed building and related construction activity, including excavation, will take place entirely within the owner's property as described above, and will not take place on any adjacent land, unless the written consent of the adjacent landowner is obtained prior to such activity. I also undertake to contact all utility companies prior to excavation in areas where underground utilities exist.

I undertake to indemnify and save harmless the Town of Melita against all loses, costs, charges or damages caused by or arising out of anything done pursuant to this development permit or to any other municipal approval issued in connection with this proposed development.

I understand that a minimum of 24 hours notice is required for any building inspection service that I may request.

_____ _____
Owner(s) Signature(s) Date

_____ _____
APPROVED Date

FEE_____

****See Next Page for Additional Building Inspection Information****

APPENDIX A
BUILDING INSPECTION FEES

Commercial and Industrial **Requires Locates for Front, Side and Rear Yard Requirements	
$60 Permit Fee plus Inspection Fee based on the total value of work to be done.	Total construction value of $500,000 or less, 1% of the total construction value inspection fee.
	Total construction value greater than $500,000, 1% of the first $500,000 and 0.6% of remainder Inspection Fee.
Construction greater than $1 Million should be evaluated on an individual basis.	

Residential (Permits Required) **Require Locates for Front, Side and Rear Yard Requirements	
New Build Ground Storey and Foundation	$55 Permit Fee plus $0.45 sq ft
Second Storey	$0.22/sq ft
Foundation only	$50 Permit Fee plus $0.22/sq ft
Addition of Decks, Ramps, etc. to Existing	$$50 Permit Fee plus $50
RTM's and Foundation	$100 Permit Fee
Structural Alternations to Existing	$50 Permit Fee plus $6/$1,000 const. value
Additional Living Space	$75 Permit Fee plus $0.22/sq ft
Permanent Accessory Building (Foundation)	$50 Permit Fee plus $250
Moveable Accessory Building (Skids)	No Permit Fee (SeaCan Classified as Permanent)
Mobile/Modular Home Moved In	$150 Permit Fee plus plumbing/foundation fee if applicable
RTM Temporary Construction	$55 Permit Fee plus $0.33/sq ft inspection fee
Demolition up to 100 sq ft.	No Permit Fee
Demolition over 100 sq ft.	$50 Permit Fee
Fences	No Permit Fee

Required Inspection Stages

Footings	Pre-Pour, all rebar and drainage
Walls	Pre-Pour, all rebar in place and tied
Slab Piles Grade Beams	Pre-Pour, all rebar, pipe, plumbing to be in place
Backfill	Adequate bracing in place, all weatherproofing and drainage in place
Framing	All framing complete, truss/floor bracing installed, floors walls roof sheeted. Any engineered plan to be available (truss, floor, etc.)
Insulation and V.B.	Prior to convening. All penetration sealed including doors, windows, electrical, plumbing, and rim joist
Plumbing and Mechanical	Prior to convening. All work complete
Final	Prior to occupancy. All work complete

24 Hour Notice Required For all Inspections