Rural Municipality of Stanley

Permit Information Guide

Permit Requirements
New building construction, demolitions, renovations or relocations require permits. You also require a permit for farm animals and starting or expanding a business. Permits are also required for use of the land or buildings. If you are planning on or have recently purchased a property for a specific use, contact our Planning Department to ensure it is a permitted use.

Please see the permit checklist to determine what is required depending on the application. Your application will not be deemed complete without all the required information and will not be processed until such time that all information is received and approved.

A **Development Permit** is required before commencing any development (construction or use) within the RM to ensure it complies with the Zoning By-law. When a **Building Permit** is required, it ensures the buildings will meet Building Code. Once the RM has approved the Development Permit, we submit the Building Permit to our inspectors at MSTW on your behalf. A permit will be issued in 5-7 business days for residential uses, and 7-12 business days for commercial uses, unless the inspectors have questions or concerns about the applications.

Permit Exceptions
Permits are not required for unenclosed decks and patios not greater than 0.61 m above grade, patching, painting or decorating, replacement of stucco, siding, shingles, open landing and stairs, fences, or doors or windows when the opening is not altered. Although a building permit may not be required, it is still necessary for all projects to comply with the Manitoba Building Code and the respective municipal bylaws and policies including required setbacks.

Inspection Requirements
Once a Building Permit has been approved, a list of required inspections will be provided.

Permit Fees
Once all the information has been provided to the RM Planning Department, your Building Permit fee will be confirmed. A security deposit is also required based on the value of work. This will be refunded to you by MSTW once they have completed all necessary inspections.

Site Plan Requirements
New buildings or additions must be provided on a site plan showing full dimensions and proposed setbacks to property lines. If in the opinion of the Development Officer there is uncertainty as to the accuracy of the site plan or if there are concerns as to the proposed structure in relation to the property lines, a survey may be required by the applicant at their expense.

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Accessory Buildings
Anything over 107 sq' requires a development permit and building permit. Buildings over 1000 sq' require engineered drawings. Engineering is also required if wood frame construction is higher than 12', walls longer than 40' if not using the ICSFA manual, basement walls longer than 40' if not using the ICSFA manual and taller than 8', restaurants/churches of any size, and ALL buildings over 6458 sq ft require engineering for structural/mechanical/electrical. Canvas shelters also require both a development permit and building permit.

Farm Buildings
If the principal use of the land is agricultural, Agricultural/Farm Development Permits may be issued for buildings under the size of 6458 sq' without obtaining a Building Permit for:

- Farm Building used for equipment storage (for bonafide farming practices); or
- Farm Building for a Livestock Operation; or
- Farm Building used for agricultural production, storage or processing.

Should the principal use of the property be residential or within a village, a development permit and building permit will be required. This would included buildings used for the keeping of animals (under 10 animal units) and not a livestock operation.

Pre-owned Buildings (Relocations)
Pre-owned buildings being moved onto your property may require pre-inspections before a permit can be issued. Please contact the Planning Department for more information.

Businesses
Permits are required whether it's a new structure for a business or starting a business in existing buildings. Existing buildings may not meet code for the type of use so an Occupancy Permit may be required. Inspectors will confirm whether upgrades are required to the building to meet code and whether a renovation permit is required.

Home occupations/industries conducted for gain or profit as an accessory use to the principal dwelling, may be used by the owner of the property. This would include shops built for storage of equipment or trucks for gain or profit.

- New businesses require a development permit, with possibly a conditional use approval and/or variance depending on the zoning of the land.
- New buildings or renovations needed for businesses require a commercial use building permit.
- Occupancy Permits may be required.

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Swimming Pools
Permits are required for both above and below ground swimming pools over 24 inches. It must be enclosed with a fence or other suitable barrier, a minimum of 1.5 m, with a lockable latch.

Demolition or Relocation
Any time a structure is either demolished or removed from the property, a permit is required. There is no fee, but it is important to apply to our office so that municipal staff can ensure it's removed from your assessment of taxes.

If you are relocating a building to your property, a relocation permit is required.

Tiny Homes
Tiny Homes are considered Single Unit Dwellings and must meet Building Code.

Variation or Conditional Uses
Every property is zoned in a particular way and allows for permitted or conditional uses. A variation or conditional use may be required for your structure or use of land. Please contact the Planning Department for more information.

New Water Connections
Only contractors licensed to do work on municipal lines may install the utility lines to municipal services. Please contact our office for new connections. Connections to accessory buildings will have to connect from the principal building.

Highway Adjacent
Any new structures, signs, new or intensified access or planting within 125' of the Provincial Highway requires a permit from Manitoba Transportation and Infrastructure.

Wastewater
All onsite wastewater systems must be registered with the Province before construction, modification, replacement or expansion. The onsite waste management system is built based on your daily effluent flow rate. In Manitoba, flow rates are based on the number of bedrooms in the dwelling. Please note that the septic system size is an important factor when adding to the output. The current size of your system may not be large enough to accommodate more usage and may need to be expanded or a new one installed.

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Electrical Permits

Electrical permits are approved by Manitoba Hydro and must be inspected to ensure compliance with the Manitoba Electrical Code. Please contact Manitoba Hydro at 1-888-624-9376 for more information.

Taxes

After a permit has been issued, the Provincial Assessor will be visiting your property within a year or two to inspect the property for assessment purposes. The Manitoba Assessment Act states that the Provincial Municipal Assessor may enter and inspect property or improvements for purposes of an assessment. After Assessment completes their inspection, your property taxes may increase.

Expiry and Extensions

Development Permits shall expire one year from the date of issuance. If requested by the applicant prior to the date of expiry, the Development Officer may extend the date of expiry by no more than one additional year from the original date of issuance.

Once a Building Permit has been issued, you have 6 months to commence construction and 2 years to complete construction. If requested prior to the expiry date and the extension fee paid, a one-year extension can be granted.

Property Boundaries

Please note that it is the contractor's/applicant's/owner's responsibility to ensure the building is located within the property lines, is not built on easements, and adhering to setbacks. Any costs associated with incorrect location of buildings (either moving a building, variances or other remedial work required) will be the responsibility of the contractor/applicant/owner. If you question where your property lines are and/or where the building is located, you should hire a surveyor to assist you further. If the building is not going to meet the setbacks required, you must contact the RM and apply for a variance which may or may not be approved.

Any questions? Please contact the Planning Department.

PERMIT GUIDE ("x" confirms whether it is required)

	Development Permit Application	Site Plan	Size of construction	General Contractor	Concrete Contractor	Framer	Plumber	Number of Plumbing Fixtures	Construction Value	Cross Section Plan	Building Plans	Fee	Engineered	Structural Engineering	Mechanical Engineering	Electrical Engineering	Architect
Single Unit Dwelling	x	x	x	x	x	x	x		x	x	x	x	x[1]				
Duplex	x	x	x	x	x	x	x		x	x	x	x	x[1]				
Multiple Family Dwelling	x	x	x	x	x	x	x		x	x	x	x	x[1]				
Accessory Building (under 1000 sq')	x	x	x	x	x	x	x		x	x		x					
Accessory Building (over 1000 sq')	x	x	x	x	x	x	x		x	x	x	x	x[1]				
Pads	x	x	x	x	x				x		x	x	x				
Pool	x	x	x[2]	x								x					
Change of Land Use (Occupancy Permit)	x																
Change of Building Use	x	x[4]	x									x					
Renovation (Due to change of building use)	x		x	x	x	x	x	x	x	x	x	x	x[3]				
Renovation (Structural)	x	x[4]	x	x	x	x	x		x	x	x	x	x[3]				
Basement Development	x	x[4]	x	x		x	x		x		x	x					
Additions - Residential	x	x	x	x	x	x	x		x	x	x	x					
Additions - Commercial	x	x	x	x	x	x	x	x	x	x	x	x	x				
Decks	x	x	x	x	x	x			x	x		x					
Demolition/Building Removal	x	x	x	x													
Relocation onto Property (New)	x	x	x				x		x		x	x					
Relocation onto Property (Pre-owned)	x[5]	x	x	x			x		x			x					
Farm Building (over 6458 sq')	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Farm Building (under 6458 sq')	x	x	x														
Commercial Building	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x[6]
Any buildings over 6458 sq'	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x[7]

1 For framed walls higher than 12' and for basement walls longer than 40' and taller than 8' (or designed to ICFMA engineered specs)
2 Require gallon amount of pool
3 May be required
4 Floor plan required
5 Pre-inspection required
6 Building classified as Group A (Assembly Occupancy) and Group B (Detenntion, Care or Treatment Occupancies)
7 Group F (Industrial Occupancy) and Group G (Farm Buildings) exempt.

Please note: This checklist is intended to serve as a general guide and may not capture all requirements, which can vary depending on the scale of the application.

BUILDING PERMIT FLOWCHART

