

**THE MUNICIPALITY OF EMERSON-FRANKLIN**

**BY-LAW NO. 25-02**

**Being a by-law cited as the  
Municipality of Emerson-Franklin Building By-Law**

**WHEREAS** The Building and Mobiles Homes Act has adopted the Manitoba building Code as the minimum construction standard for the Province of Manitoba;

**AND WHEREAS** Section 4 of The Building and Mobile Homes Act, R.S.M. 1987, c. 93 states the following:

“4. Notwithstanding anything to the contrary in any other Act of the Legislature, each municipality unless excluded under clause 2 (2) (c), shall adopt and enforce any construction code or building construction standard adopted, established or prescribed under section 3 for the province or the municipality or the part of the province in which the municipality is situated, and may make such by-laws as are necessary for those purposes.”

NOW THEREFORE be it enacted as a by-law of the Municipality of Emerson-Franklin as follows:

1. THAT Appendix “A”, being The Municipality of Emerson-Franklin Building Permit By-Law, shall form part of this by-law.

DONE and PASSED by the Council of the Municipality of Emerson-Franklin in Council assembled at Dominion City, in the Province of Manitoba, this 11<sup>th</sup> day of February, 2025.

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Reeve – Dave Carlson

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CAO – Tracey French

Read a first time this 20<sup>th</sup> day of January, 2025.

Read a second time this 20<sup>th</sup> day of January , 2025.

Read a third time and passed this 11<sup>th</sup> day of February, 2025.

Appendix “A” to By-Law No. 25-02

***EMERSON-FRANKLIN***

***BUILDING BY-LAW***

**TABLE OF CONTENTS**

<b>SECTION ONE:</b>	<b><i>Title</i></b>
<b>SECTION TWO:</b>	<b><i>Scope &amp; Definitions</i></b> 2.1     Scope 2.2     Definitions
<b>SECTION THREE:</b>	<b><i>General</i></b> 3.1     Application Generally 3.2     Limited Application to Existing Buildings 3.3     Exemptions 3.4     Prohibitions 3.5     Mobile Homes and RTM's
<b>SECTION FOUR:</b>	<b><i>Permits</i></b> 4.1     Application 4.2     Permits 4.2.1   Building Permits 4.2.2   Plumbing Permits 4.2.3.   Occupancy Permits 4.2.4.   Demolition Permits 4.2.5   General
<b>SECTION FIVE:</b>	<b><i>Duties Responsibilities, and Powers</i></b> 5.1     Duties of Owner 5.2     Duties of Constructor 5.3     Duties of Authority Having Jurisdiction 5.4     Duties of Designer 5.5     Powers of Authority Having Jurisdiction
<b>SECTION SIX:</b>	<b><i>Appeal</i></b>
<b>SECTION SEVEN:</b>	<b><i>Offenses and Penalties</i></b>
<b>SECTION EIGHT:</b>	<b><i>Repeal</i></b>
<b>SCHEDULE "A"</b>	<b><i>Classes of Permits</i></b>
<b>SCHEDULE "B"</b>	<b><i>Plans and Specifications to be Submitted</i></b>
<b>SCHEDULE "C"</b>	<b><i>Fees</i></b>
<b>SCHEDULE "D"</b>	<b><i>Damage Deposit</i></b>

**BUILDING BY-LAW NO: 25-02**

**SECTION I                      Title**

This by-law may be cited as the Municipality Of Emerson-Franklin Building By-law.

**SECTION 2                      Scope & Definitions**

**2.1        Scope:**

- 2.1.1    This by-law applies to the whole of the Municipality of Emerson-Franklin.
- 2.1.2    This by-law applies to administration and enforcement in the design, construction, erection, placement and *occupancy* of new *buildings*, and the *alteration*. reconstruction, demolition, removal, relocation, *occupancy* and change in *occupancy* of existing *buildings* and any requirements that are necessary to correct *unsafe conditions* in existing *buildings*.
- 2.1.3    The requirements of the *Code* are hereby adopted and shall apply to all work falling within the scope and jurisdiction of this by-law.
- 2.1.4    Any construction or condition that lawfully existed before the effective date of this By-law need not conform to the requirements of this by-law if such construction or condition does not constitute an *unsafe condition* in the opinion of The *Authority*.

**2.2        Definitions:**

- 2.2.1.    The words and terms in italics in this by-law shall have the meaning prescribed in subsection 2.2.3 herein, and if no definition is provided herein they shall have the meanings as prescribed in the *Code*. Should a word or term be defined in both this by-law and the *Code*, then the definition set forth in this by-law shall govern..
- 2.2.2.    Definitions of words and phrases used in this by-law that are not specifically defined in the *Code* or in this subsection shall have the meanings that are commonly assigned to them in the context in which they are used in these requirements, considering the specialized use of terms within the various trades and professions to which the terminology applies.
- 2.2.3    Words and terms in italics in this by-law shall have the following meanings:

"Audit"	means a random review of design or construction work by the <i>authority having jurisdiction</i> to ascertain compliance with the <i>Code</i> and this by-law
"Authority Having Jurisdiction" herein called "The Authority"	means the Municipality of Emerson-Franklin and, where the context requires, such building inspector or other authority lawfully appointed by the Municipality of Emerson-Franklin to administer and enforce the provisions of this by-law
"Code"	means the Manitoba Building Code as established, adopted and revised from time to time under Section 3 of the Buildings and Mobile Homes Act
"Constructor"	means the person responsible for the construction indicated on the permit
"Permit"	means written permission or written authorization from The Authority in respect to matters regulated by this by-law

"Person"	means and includes any individual, corporation partnership, firm, joint venture, syndicate, association or trust, and any other form of entity or organization
"RTM"	means ready to move houses being houses or <i>buildings</i> constructed in one location and moved to a different location
"Valuation"	shall mean the total monetary worth of all construction or work, including all painting, papering, roofing, electrical work, plumbing, permanent or fixed equipment, including any permanent heating, elevator equipment or fire sprinkler equipment, and all labour, materials and other devices entering into and necessary to the prosecution of the work in its completed form. No portion of any <i>building</i> including, mechanical, electrical and plumbing work, shall be excluded from the valuation for a <i>permit</i> .

### **SECTION 3 General**

#### **3.1 Application Generally:**

This by-law applies to the design, construction, erection, placement and *occupancy* of new *buildings* and the *alteration*, reconstruction, demolition, removal, relocation, *occupancy* and change in *occupancy* of existing *buildings*.

#### **3.2 Limited Application to Existing Buildings:**

- 3.2.1 When a *building* or any part of it is altered or repaired, the *Code* applies to the parts of the *building* altered or repaired except that where in the opinion of The Authority, the *alteration* will affect the degree of safety of the existing *building*, the existing *building* shall be improved as may be required by The Authority.
- 3.2.2 The number of *stories* of an existing *building* or structure shall not be increased unless the entire *building* or structure conforms with the requirement of the *Code*.
- 3.2.3 The requirements of this by-law apply where the whole or any part of a *building* is relocated either within or into the area of jurisdiction of The Authority.
- 3.2.4 When the whole or any part of a *building* is demolished, the requirements of this by-law apply to the work involved in the demolition and to the work required to any parts remaining after demolition to the extent that deficiencies occurring or remaining after demolition require correction.
- 3.2.5 When a *building* is damaged by fire, flood, earthquake or other cause, the *Code*, the requirements of this by-law and the appropriate regulations under the Fire Prevention Act, and the Manitoba Fire Code, apply to the work necessary to reconstruct damaged portions of the *building*.
- 3.2.6 When an *unsafe condition* exists in or about a *building*, the *Code*, the requirements of this by-law and the appropriate regulations in the Fire Prevention Act, and the Manitoba Fire Code, shall apply to the work necessary to correct the *unsafe condition*.

3.2.7 When the *occupancy* of a *building* or any part of it is changed, the requirements of this by-law apply to all parts of the *building* effected by the change.

3.3 ***Exemptions:***

3.3.1 These requirements do not apply to

- (a) sewage, water, electrical, telephone, rail or similar systems located on a street or a public transit right of way.
- (b) public utility towers or poles, television and radio or other communication aerials and towers, except for loads resulting from those located on or attached to *buildings*.
- (c) flood control and hydro electric dams and structures.
- (d) mechanical or other equipment and appliances not regulated in this by-law.
- (e) accessory *buildings* not greater than 10 square meters in *building* area subject to the concurrence of The Authority.
- (f) a *farm building*, other than a *farm building* used as residence, an attached garage or carport.

3.4 ***Prohibitions:***

3.4.1. Any person who fails to comply with any order or notice issued by any *authority having jurisdiction*, or who allows a violation of the requirements of this by-law or of the *Code* to occur or to continue, contravenes the provisions of this by-law.

3.4.2. No person shall undertake any work or authorize or allow work to proceed on a project for which a *permit* is required unless a valid *permit* exists for the work to be done.

3.4.3. No person shall deviate from the accepted plans and specifications forming part of the *permit*, or omit or fail to complete, prior to occupancy, work required by the said accepted plans and specifications, without first having obtained the acceptance of The Authority to allow such deviation except for minor changes to accepted plans and specifications which, when completed would not cause a violation of the *Code* or other by-laws.

3.4.4 Where an *occupancy permit* is required by Section 4.2.3. herein, no person shall occupy or allow the occupancy of any *building*, or part thereof, or change the *occupancy*, unless and until an *occupancy permit* has been issued by The Authority.

3.4.5 No person shall knowingly submit false or misleading information to The Authority, concerning any matter relating to this by-law.

3.4.6 No person shall excavate or undertake work on, over or under public property, or erect or place any construction or work or store any materials thereon without receiving prior approval in writing from the appropriate government authority.

3.4.7 No person shall allow the ground elevations or the property boundaries of a *building* lot to be changed so as to place a *building*, or part of it, in contravention of the requirements of this by-law, unless the *building*, or part of it, is so altered, after obtaining the necessary *permit*, such that no contravention will occur because of the change of the property boundary or grades.

### 3.5 *Mobile Homes and RTM's*

3.5.1 Mobile homes, RTM's, Modular Homes, and Pre-Manufactured Homes shall comply with the requirements of the *Code*.

3.5.2 The Authority **may** require any or all of the following in respect to a mobile home or RTM sought to be located within the area of jurisdiction of The Authority:

- (a) the submission of a complete set of plans and specifications;
- (b) the seal of an *Engineer* licensed in the Province of Manitoba in respect to all building components requiring professional certification;
- (c) submission of copies of any or all permits taken out for the mobile home or RTM in the location of its construction together with a copy of any or all inspection reports;
- (d) such inspections or certifications as The Authority may deem necessary in order to ensure compliance with the *Code* and this by-law.
- (e) Resolution of Approval from the Council of the Authority.**

### 3.6 *Other Minimum Building Requirements*

3.6.1 The minimum window openings in all new foundation construction shall comply with bedroom egress sizes of the *Code*.

3.6.2 Wooden suspended basement floors shall provide a minimum of 1 foot clearance from the bottom of the floor joists/beams to the finished ground level.

## SECTION 4 *Permits*

### 4.1 *Application:*

4.1.1 Except as otherwise allowed by The Authority, every application for a *permit* shall be in the form prescribed by The Authority and shall:

- (a) identify and describe in detail the work and occupancy to be covered by the *permit* for which the application is made,
- (b) describe the land on which the work is to be done by a description that will readily identify and locate the *building* lot,
- (c) state the *valuation* of the proposed work and be accompanied by the required fee as established from time to time by a by-law passed by the Council;
- (d) include those plans and specifications set out on Schedule B hereto (unless otherwise waived by The Authority), and show the *occupancy* of all parts of the *building*,
- (e) state the names, addresses and telephone numbers of the owners, *architect*, *professional engineer* or other *designer*, *constructor* and any inspection or testing agency engaged to monitor the work or part of the work.
- (f) include such additional information as maybe required by The Authority.

4.1.2 When an application for a *permit* has not been completed in conformance with the requirements of The Authority within six months after the date of filing, the application shall (unless otherwise extended in writing by The Authority) be deemed to have been abandoned, and can only be reinstated by re-filing.

4.1.3 Unless otherwise extended in writing by The Authority, a *permit* shall expire and the right of an owner under the *permit* shall end if

- (a) the work authorized by the *permit* is not commenced within six months from the date of issue of the *permit* and actively carried out after that, or
- (b) the work authorized under the *permit* is suspended for six months unless otherwise extended by The Authority.

- (c) *The work authorized under the permit is not completed within 24 months unless otherwise extended by the authority.*

4.1.4 Any revision to the original application described in article 4.1.1 shall be made in the same manner as for the original *permit*.

4.1.5 Applications for *permits* may be filed, and *permits* may be issued to an *owner*, or to a *constructor* or other properly authorized agent of the *owner*.

#### 4.2 ***Permits:***

##### 4.2.1 ***Building Permits:***

4.2.1.1 Except as permitted in Article 4.2.1.2 herein, unless a *building permit* has first been obtained from The Authority, no *person* shall commence or cause to be commenced:

- (a) the location, placement, erection or construction of any *building* or structure or portion thereof;
- (b) the addition, extension, improvement, *alteration* or conversion of any *building* or structure, or portion thereof;
- (c) the repair, rehabilitation, or *renovation* of any *building* or structure, or portion thereof;
- (d) underpinning;
- (e) the relocation or removal of any *building* or structure, or portion thereof;
- (f) the excavation of any land for any purpose of erecting or location on or above it, any *building* or structure;
- (g) the installation, construction, repair, renewal, *alteration* or extension of a mechanical system;
- (h) the installation, construction, *alteration* or extension of a spray paint operation, spray painting booth, dip tank or other special process; or
- (i) the *alteration*, addition, erection or re-erection of a sign.

4.2.1.2 A *building permit* is not required for:

- (a) patching, painting or decorating;
- (b) replacement of stucco, siding or shingles with the same material;
- (c) replacement of doors or windows when the opening is not altered;
- (d) replacement of open landing and stairs;
- (e) construction of fences;
- (f) installation of cabinets and shelves;
- (g) a detached accessory storage building not greater than 10 square meters (108 sq. ft.) in building area subject to the concurrence of The Authority;
- (h) *Detached or Attached deck with an elevation of 2 or less feet above ground level;*
- (i) non-structural alterations or repairs where the value of such work is less than Ten thousand dollars (\$10,000.00)

4.2.1.3 Notwithstanding that a *building permit* is not required for the work described in Article 4.2.1.2., such work shall comply with the *Code* and the provisions of this or other applicable by-laws and the work shall not place the *building* or structure in contravention or further contravention of the *Code* or this or any other by-law.

##### 4.2.2. ***Plumbing Permits:***

4.2.2.1 Except as provided in sentence 4.2.2.2., no person shall construct, extend, alter, renew or repair or make a connection to a plumbing system unless a *permit* to do so has been obtained.

4.2.2.2 A plumbing *permit* is not required when a valve, faucet, fixture or service water heater is repaired or replaced, a stoppage cleared or a leak repaired, if no change to the piping is required.





4.2.2.3 When required by The Authority, the application shall also be accompanied by a plan that shows:

- (a) the location and size of every building drain, and of every trap and clean out fitting that is on a building drain;
- (b) the size and location of every soil or waste pipe, trap and vent pipe; and
- (c) a layout of the potable water distribution system including pipe sizes and valves.

4.2.3. ***Occupancy Permits:***

Except as otherwise permitted herein, no *person* shall occupy or use or permit the *occupancy* or use or change the *occupancy* or use of any *building* or part thereof, for which an *occupancy* permit is required hereunder.

4.2.3.1 An *Occupancy Permit* is required from The Authority for:

- (a) the *occupancy* of any new *building* or structure or portion thereof except a single- family dwelling, a two-family dwelling or a multi-family dwelling without shared exit facilities;
- (b) the *occupancy* of any existing *building* or structure where an *alteration* is made thereto, except a single-family dwelling, a two-family dwelling or a multi-family dwelling without shared exit facilities;
- (c) for a change from one *Major Occupancy* group to another or a change from one division to another within a *Major Occupancy* group in any existing building or structure, or part thereof;
- (d) for a change from one use to another within the same division in a *Major Occupancy* group which results in an increase in the occupant load;
- (e) for a change or addition of an *occupancy* classification of a suite in a *building*; and
- (f) for a change from a use not previously authorized to a new use.

4.2.3.2 *The Authority* may issue an Interim *Occupancy Permit* for a partial use of a *building* or structure subject to any conditions imposed by The Authority.

4.2.3.3 No change shall be made in the type of *occupancy* or use of any *building* or structure, which would place the building or structure in a different occupancy group, or divisions within a group, unless such *building* or structure is made to comply with the requirements of the *Code* for that occupancy group, or division within a group.

4.2.3.4 The Authority may issue a Temporary *Occupancy Permit* for the use of a *building* or structure approved as a temporary *building* or structure.

4.2.3.5 A Temporary *Occupancy Permit* shall be for a period not more than six (6) months, but before the expiration of such period, the Temporary *Occupancy Permit* may be renewed by The Authority for two further six months periods.

4.2.3.6 Notwithstanding apparent compliance with this by-law, The Authority may refuse to issue an *Occupancy Permit* if the *building*, structure or proposed use is to The Authority's knowledge in violation of a Zoning by-law, or any other by-law of The Authority.

4.2.3.7 An applicant for an *Occupancy Permit* shall supply all information requested by The Authority to show compliance with the by-law and any other relevant by-laws of The Authority.

4.2.3.8 The required *Occupancy Permit* shall be displayed and maintained in a legible condition by the *owner* or his agent in a location acceptable to The Authority.

4.2.4. ***Demolition Permits:***

4.2.4.1 No person shall commence or cause to be commenced the demolition of any *building* or structure, or portion thereof, unless a *Demolition Permit* has first been obtained from The Authority.

4.2.4.2 The demolition of a *building* or structure shall be subject to the requirements of the *Code*.

4.2.5 ***General:***

4.2.5.1 No permit shall be assigned or transferred without the written consent of The Authority.

**SECTION 5                      *Duties, Responsibilities & Powers***

5.1. ***Duties and Responsibilities of the Owner:***

5.1.1 Every *owner* shall allow The Authority to enter any *building* or premises at any reasonable time for the purpose of administering and enforcing the requirements of this by-law.

5.1.2 Every owner shall obtain all permits or approvals required in connection with proposed work, prior to commencing the work to which they relate.

5.1.3 Every owner shall:

- (a) ensure that the plans and specifications on which the issue of any *permit* was based are available continuously at site of the work for *audit* or *inspection* during working hours by The Authority, and that the *Permit*, or true copy thereof, is posted conspicuously on the site during the entire execution of the work.
- (b) keep visible at all times during construction the street number of the premises in figures at least 3 inches (75 mm) high and visible from the street or sidewalk.

5.1.4 Every *owner* shall give notice to The Authority of dates on which he intends to begin work prior to commencing work on the building site.

5.1.5 Every owner shall before commencing the work, give notice in writing to The Authority, prior to commencing the work, listing

- (a) the name, address and telephone number of
  - (i) the *constructor* or other person in charge of the work;
  - (ii) the *designer* of the work;
  - (iii) the person reviewing the work; and
  - (iv) any *inspection* or testing agency engaged to monitor the work or part of the work.
- (b) any change in or termination or employment of such persons during the course of the construction immediately that such change or termination occurs.

5.1.6 Every owner shall give sufficient notice to The Authority.

- (a) of intent to begin work that The Authority has directed may be subject to *audit* during construction,
- (b) of intent to cover work that The Authority has directed may be subject to *audit* during construction; and

- (c) when work has been completed and before *occupancy*.
- 5.1.7 Every *owner* shall give notice in writing to The Authority;
  - (a) immediately upon any change in ownership or change in the address of the *owner* occurs prior to the issuance of an *Occupancy Permit*;
  - (b) prior to occupying any portion of the *building* if it is to be occupied in stages; and
  - (c) of any such other notice as may be required by The Authority.
- 5.1.8 Every *owner* shall give such other notice to The Authority as may be required by the provisions of the *Code* or this by-law.
- 5.1.9 Every *owner* shall make, or have made at his own expense, the tests or *inspections* necessary to prove compliance with these requirements and shall promptly provide a copy of all such test or *inspection* reports to The Authority when and as required by The Authority.
- 5.1.10 Every *owner* shall provide an up-to-date survey of the *building* site when and as required by The Authority.
- 5.1.11 When required by The Authority, every *owner* shall uncover and re-cover at his own expense any work that has been covered contrary to an order issued by the above authority.
- 5.1.12 Every *owner* is responsible for the cost of repair of any damage to public property or works located thereon that may occur as a result of undertaking work for which a *building permit* was or was not required.
- 5.1.13 Except in one and two family dwellings and their accessory buildings, every *owner* shall, where required, obtain an *occupancy permit* from The Authority before any
  - (a) *occupancy* of a *building* or part of it after construction, partial demolition or *alteration* of that *building*, or
  - (b) change in the *occupancy* of any *building* or part of it.
- 5.1.14 Every owner shall require a final inspection to be done of a one or two family dwelling by The Authority prior to the occupancy of such building or structure and shall not *occupy* such building or structure prior to the completion of any necessary work required by The Authority.
- 5.1.15 The granting of a permit by The Authority shall not in any way relieve the *owner* of a *building* from full responsibility for carrying out the work or having it carried out in accordance with these requirements, including ensuring that the *occupancy* of the *building*, or any part of it, is in accordance with the terms of the *permit*.
- 5.1.16 When a *building* or part of it is in an *unsafe condition*, the *owner* shall immediately take all necessary action to put the *building* in a safe condition.
- 5.1.17 (1) Every *owner* who undertakes to construct or have constructed a *building* which
  - (a) has structural components falling within the scope of Part 4 of the *Code*,
  - (b) has structural components specifically requiring a *professional engineer* design in accordance with the *Code*, or
  - (c) requires the use of *fire-walls* according to the *Code*,shall ensure that an *architect*, *professional engineer* or both are retained to undertake professional design and inspection.

(2) Professional design and inspection referred to in sentence (1) requires that an *architect*, *professional engineer* or both be responsible

- (a) for the design and that all appropriate plans, specifications and related documents meet the requirements of the *Code*, and the requirements of applicable acts, regulations and by-laws, and bear the seal or stamp of the registered professional, and
- (b) for *inspection* of construction to ensure compliance with the design and the requirements of applicable acts, regulations and by-laws.

(3) If the engagement of an *architect* or *professional engineer* pursuant to Sentences 5.1.17.(1) and (2) is terminated during the construction period, work shall be discontinued until a replacement has been appointed.

(4) The requirements of Sections 5.1.17(1), (2), and (3) shall apply to a change in *occupancy*, an *alteration*, addition, reconstruction or the relocation of a *building* where and as required by The Authority.

5.1.18 Where the dimensions of a structural component are not provided in Part 9 of the *Code* for use in a *building* within the scope of that part, and such dimensions are to be determined on the basis of calculation, testing or other means of evaluation, the *owner* shall retain the services of an *architect* or *professional engineer*.

5.1.19 Every *owner* who undertakes to construct, alter, reconstruct, demolish, remove or relocate a *building* shall provide *supervision* and coordination of all work and trades.

5.1.20 Every *owner* shall ensure that all materials, systems, equipment, and the like used in the construction, *alteration*, reconstruction or renovation of a *building* meet the requirements of applicable acts, regulations and by-laws for the work undertaken.

5.1.21 Every owner shall be responsible for all costs including legal costs incurred by The Authority seeking to enforce any requirements of the applicable acts, regulations and by-laws for the work undertaken and such costs shall be added to the taxes to be due and payable in the same manner as ordinary taxes against the property.

## 5.2 ***Duties And Responsibilities Of The Constructor:***

5.2.1 Every *Constructor* shall ensure that all construction safety requirements of the *Code* are complied with.

5.2.2 Every *Constructor* is responsible for ensuring that no excavation or other work is undertaken on public property, and that no *building* is erected or materials stored in whole or in part thereon without approval first having been obtained in writing from the Council.

5.2.3 Every *Constructor* shall be responsible for all costs including legal costs incurred by The Authority seeking to enforce any requirements of the applicable acts, regulations and by-laws for the work undertaken and such costs shall be added to the property taxes of the owner to be due and payable in the same manner as ordinary taxes on the property.

5.2.4 Every *Constructor* is responsible jointly and severally with the owner for work actually taken.

## 5.3 ***Duties & Responsibilities of Authority Having Jurisdiction:***

5.3.1 The *Authority* shall administer this by-law and shall have the powers of enforcement more particularly set out in Article 5.5 herein.

5.3.2 The Authority shall keep copies of all applications received, *permits* and orders issued, *inspections* and tests made, and of all papers and documents connected with the administration of the *Code* and this by-law for such time as required by the provisions of the Municipal Act

5.3.3 Where The Authority seeks to enforce any of the powers set out in Article 5.5.2 herein, The Authority shall issue in writing such notices or orders as may be necessary to inform the *owner* of the contravention of the *Code* or this by-law.

5.3.4 The Authority shall provide, when requested to do so, all reasons for refusal to grant a *permit*.

#### 5.4 ***Duties and Responsibilities of the Designer:***

5.4.1 When a *designer* is retained, the *designer* shall ensure that the design of the *building* conforms to the *Code*.

5.4.2 When a *professional engineer* or *architect* is required by the *Code* or the requirements of this by-law, they shall do *inspections* to ensure that the construction conforms to the design and the *Code*.

5.4.3 Every *designer* is required to submit to The Authority:

- (a) all information needed for review of the design;
- (b) any changes to the design for which a permit has or may be issued;
- (c) copies of all *inspection* reports for *inspections* done by the *designer* and others, and
- (d) any other documentation or certification required by The Authority.

5.4.4 Every *designer* shall ensure that all materials, systems, equipment or related matter specified for the construction, *alteration*, reconstruction or renovation of a *building* meet the requirements of the *Code* and the requirements of applicable Acts, regulations and by-laws for the work to be undertaken.

5.4.5 If the responsible *architect* and or *professional engineer* withdraws from the project, he shall immediately advise The Authority.

5.4.6 Prior to the issuance of an occupancy permit, the responsible architect and/or professional engineer shall, where required by The Authority, submit a certificate stating:

"The construction has been reviewed under my supervision in accordance with recognized professional inspection standards, and that to the best of my/our knowledge the structure was constructed in accordance with the accepted drawings and specifications and requirements of the applicable by-laws".

5.4.7 The responsible architect and/or professional engineer shall sign, date and seal all of the documents referred to in this article.

#### 5.5 ***Powers of The Authority :***

5.5.1 The Authority may enter any *building* or premises at any reasonable time to *audit* for compliance with the *Code* or the requirements of this by-law, or to determine if an *unsafe condition* exists.

- 5.5.2 The Authority is empowered to issue orders for:
- (a) an *owner* or authorized agent to hold at specific stages of construction in order to facilitate an *audit* or *inspection*;
  - (b) a person who contravenes these requirements to comply with them within the time period that may be specified;
  - (c) work to stop on the *building* or any part of it if such work is proceeding in contravention of these requirements, or if there is deemed to be an *unsafe condition*;
  - (d) the removal of any unauthorized encroachment on public property;
  - (e) the removal of any *building* or part of it constructed in contravention of these requirements;
  - (f) the cessation of any *occupancy* in contravention of these requirements;
  - (g) the cessation of any *occupancy* if any *unsafe* condition exists because of work being undertaken or not completed, and
  - (h) correction of any *unsafe condition*.
- 5.5.3 The Authority may direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundation* conditions be made, or sufficient evidence or proof be submitted at the expense of the *owner*, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or *foundation* condition meets these requirements.
- 5.5.4 The Authority, may require an owner to submit, in addition to the information required in Article 4.1.1, an up-to-date plan or survey, prepared by a registered land surveyor, *architect* or *professional engineer*, as is appropriate to the work, and which shall contain sufficient information regarding the site and the location of any *building*
- (a) to establish before construction begins that all the requirements related to this information will be complied with; and
  - (b) to verify that, upon completion of the work, all such requirements have been complied with.
- 5.5.5 The Authority may ask for any other documentation or tests deemed necessary at the expense of the owner.
- 5.5.6 Notwithstanding any other provisions herein, wherein the opinion of The Authority the site conditions, the size or complexity of a *building*, part of a *building* or *building* component warrant, or for any other reason, The Authority, may require that the *owner* have the following done at his/her expense:
- (a) the appropriate plans, specifications and related documents be reviewed by and bear the seal or stamp of an *architect* or *professional engineer*, and
  - (b) the work be inspected during construction by the *architect* or *professional engineer* responsible for the work.
- 5.5.7 The Authority may issue a *building permit* at the risk of the *owner* with the necessary conditions to ensure compliance with these requirements and any other applicable regulations, to excavate or to construct a portion of a *building* before all the plans of the project have been submitted to The Authority.
- 5.5.8 The Authority may refuse to issue any permit
- (a) whenever information submitted is inadequate to determine compliance with the provisions of these requirements,
  - (b) whenever incorrect information is found to have been submitted,
  - (c) that would authorize any *building* work or *occupancy* that would not be permitted by these requirements, or
  - (d) that would be prohibited by any other Act, regulation or by-law.

- 5.5.9 The Authority may revoke a permit by written notice to the permit holder if
- (a) there is contravention of any condition under which the permit was issued,
  - (b) the permit was issued in error, or
  - (c) the permit was issued on the basis of incorrect information,
  - (d) the work is being done contrary to the terms of the permit.
- 5.5.10 The Authority may place a *valuation* on the cost of the work for the purpose of determining permit fees. Such *valuation* shall take precedence over any valuation provided by the *owner*.
- 5.5.11 The Authority may issue an *occupancy permit*, subject to compliance with provisions to safeguard persons in or about the premises, to allow the *occupancy* of a *building* or part of it for the accepted use, before commencement or completion of the construction or demolition work.
- 5.5.12 When any *building*, construction or excavation or part of it is in an *unsafe condition*, as a result of being open or unguarded, or because of danger from fire or risk of accident because of its ruinous or dilapidated state, faulty construction, abandonment or other, and when due notice to correct such condition has not been complied with, The Authority may
- (a) demolish, remove or make safe such *building*, construction excavation or part of it at the expense of the *owner* and may recover such expense in like manner as municipal taxes, and
  - (b) take such other measures as he may consider necessary to protect the public.
- 5.5.13 Notwithstanding any other provisions herein, when, in the opinion of The Authority, immediate measures need to be taken to avoid an imminent danger, The Authority may take such action as is appropriate, without notice and at the expense of the *owner*.
- 5.5.14 The Authority may withhold issuing an *occupancy permit* on completion of the *building* or part of the *building*, until the owner has provided letters to certify compliance with the Code, these requirements and the requirements of applicable Acts, regulations or by-laws.
- 5.5.15 The Authority may issue to the *owner* an order or notice in writing to correct any *unsafe conditions* observed in any *building*.

## **SECTION 6 *Appeal***

- 6.1 Any person aggrieved by any decision or order of The Authority as to the issuance of permits, the prevention of construction or *occupancy* of *buildings*, the demolition or removal of buildings, or structures, or any other matter herein may, within fifteen (15) days from the date of the decision, appeal to the *Council*. All decisions or orders remain in effect during the appeal process.
- 6.2 *Council* may hear the appeal as a committee of the whole or by subcommittee especially established for this purpose.
- 6.3 Upon the hearing of an appeal, the *Council* may:
- (a) uphold, rescind, suspend or modify any decision or order given by The Authority;
  - (b) extend the time within which compliance with the decision or order shall be made; or
  - (c) make such other decision or order as in the circumstances of each case it deems just;

and the decision or order of the *Council* upon being communicated to the appellant, shall stand in place of the decision or order against which appeal is made, and any failure to comply with the decision or order is an offense.



## **SECTION 7 *Offenses and Penalties***

- 7.1 Any person who contravenes or disobeys, or refuses or neglects to obey
- (a) any provision of the *Code* or this by-law or any provision of any other by-law that, by this by-law, is made applicable; or
  - (b) any order or decision of the Council under Article 6 herein;
- for which no other penalty is herein provided is guilty of any offence and liable, on summary conviction, to a fine not exceeding five thousand dollars (\$5,000.00), or in the case of an individual, to imprisonment for a term not exceeding six months or to both such fine and such an imprisonment
- 7.2 Where a corporation commits an offence against the *Code* or this by-law, each Director or Officer of the corporation who authorized, consented to, connived at, or permitted or acquiesced in, the doing of the act that constitutes the offence, is likewise guilty of the offence and liable, on summary conviction, to a fine not exceeding ten thousand dollars(\$10,000.00).
- 7.3 Where the contravention, refusal, neglect, omission, or failure, continues for more than one day, the person is guilty of a separate offence for each and every day that it continues.
- 7.4 Pursuant to Subsection 3.4.2 and 5.1.2, where construction takes place prior to a building *permit* being issued that authorizes construction, in addition to the fee required for the *permit*, an additional charge equal to the amount of the fee required for the permit is hereby imposed on the *Person* responsible for the construction, as defined in this by-law.

## **SECTION 8 *Repeal***

- 8.1 By-law No. 08/18 is hereby repealed.
- 8.2 The repeal of the by-law in the last preceding section mentioned shall not revive any by-law or any provision of any by-law repealed by them, nor shall the said repeal prevent the effect of any saving clause in the said by-law or the application of any of the said by-law or any other by-law or provision of law formerly in force to any transaction matter or thing anterior to the said repeal to which they would otherwise apply.
- 8.3 And the repeal of the said by-law should not affect:
- (a) any penalty, forfeiture or liability incurred before the time of such repeal, or any proceedings for enforcing the same, had, done, completed or pending at the time of such repeal;
  - (b) any action, suit, judgment, decree, certificate, execution, process, order, rule or any proceeding, matter or thing whatever, respecting the same had, done, made, entered, granted, completed, pending, existing or in force at the time of such repeal;
  - (c) any act, deed, right, title, interest, grant, assurance, registry, rule, regulation, contract, lien, charge, matter or thing had, done, made, acquired, established or existing at the time of such repeal;
  - (d) any office, appointment, commission, salary, allowance, security, duty or any matter or thing appertaining thereto at the time of such repeal
  - (e) any bond, note, debenture, debt, or other obligation made, executed, or entered into by the Corporation at the time of such repeal;
  - (f) shall and such repeal defeat, disturb, invalidate, or prejudicially affect any other matter or thing whatsoever had, done, completed, existing or pending at the time of such repeal.

## **SCHEDULE "A"**

***This is Schedule "A" to By-Law No. 25-02  
respecting***

***"Classes of Permits"***

### **Class of Permit**

- 1) Building Permit
- 2) Demolition Permit
- 3) Plumbing Permit
- 4) Occupancy Permit
- 5) Change in Use Permit
- 6) Sign Permit
- 7) Farm Development Permit
- 8) Renovation Permit

## **SCHEDULE "B"**

***This is Schedule "B" to By-Law No. 25-02  
respecting***

***List of Plans or Working Drawings  
to accompany applications for permits  
or as required by The Authority***

\*Engineered stamped drawings are required for:  
Wood Basements, truss drawings  
Foundations with a wall over 40ft long and all new Dwellings

- 1) The Site Plan or Site Plan Certificate
- 2) Building Location Certificate
- 3) Floor Plans
- 4) Foundation Plans
- 5) Framing Plans
- 6) Roof Plans
- 7) Reflected Ceiling Plans
- 8) Sections and Details
- 9) Building Elevations
- 10) Heating, Ventilation, Air Conditioning Drawings and HRV Balancing Reports
- 11) Plumbing Drawings
- 12) Energy Code Calculation
- 13) Home Warranty Requirement \*as of January 1 2020

**SCHEDULE "C"- Amended March 1 2025**

Fees	
A)	<b>Building Permits</b>
	Main Building 1 <sup>st</sup> Floor .35 per sq.ft or Min \$275 (includes dwelling, mobile homes, attached garages, additions, porches etc;)
	Main Building 2 <sup>nd</sup> Floor .30
	Basement .25
	Detached Garage .25 or min \$200
	Open deck .25 (Detached or Attached decks 2ft or more above ground level)
	Enclosed Deck .25 or Min \$200
	Detached Accessory Storage building .25 or Min \$100 (over 108 square feet)
	Commercial .50 or Min \$1,000
	Plumbing Permit \$175.00
	Renovation Permit \$200 (for structural alterations and repairs)
	Renovation Permit for Non Structural \$150 alterations or repairs where value of the work is more than \$10,000
	Demolition Permit \$50
	Sign Permit \$100
	Farm Permit \$100
	Change of Use Permit \$100
	Occupancy Permit when required \$100
	Temporary Building/Use \$100 & \$500 Refundable Deposit
	Fence \$100
	Pool/Hot Tub \$100
	Inground Pool \$125
	Development Fee - Residential \$100
	Development Fee – Commercial \$250
	Administration Fee Applies to all building permits
	Refundable Deposits
	House/Addition \$1,000
	Garage/Renovation \$500
	Commercial \$1,000
	Minimum permit fee \$50
	No Maximum Fees
	Pre-Inspection Fee (for buildings being moved \$50/hour + Mileage Into the municipality)
	Hourly Inspection Fee where applicable \$50/hour + Mileage

Water Connection Fee in Serviced Area: Dominion City or Emerson \$2,000  
Rural/Arnaud Area \$15,000 or as per agreements of the Municipality. Sewer  
Service Connection Fee in Serviced Areas: \$2,500

**B) Waiver of Permit Fee**

Fees may be waived upon resolution of Council for any development deemed appropriate by the Municipality.

**C) Refunds**

Whenever a permit is denied, revoked or surrendered for cancellation after obtaining the permit within the first six months, a refund of 80% of the total permit fee is remitted to the applicant and any inspections conducted are to be deducted from the 80% refund.

D) Penalty Fee for Construction Starting Prior to Building Permit being obtained (Permit Fee x 2)

## **SCHEDULE "D"**

### **1. APPLICATION**

For the construction or relocation of dwellings and commercial/industrial structures, additions, or major alterations and or repairs of a structure, the owner shall leave a refundable security deposit, as set out in the Fees & Charges Schedule, with the authority having jurisdiction to ensure that to the satisfaction of the municipality:

- a. Proper lot grades have been established;
- b. Access is installed to municipal specifications;
- c. Curb stops are in good working order;
- d. All necessary building inspections are completed and passed.

### **2. REFUNDS**

The security deposit shall be refunded in full to the payer of the deposit upon satisfactory completion and inspection of:

- a. Rough grading of lots located within the designated Urban Areas;
- b. Inspection of curbs, curb stops, utility connections, culverts & accesses and street where applicable;
- c. The residence complies with the Manitoba Building Code or any other requirements, such as building elevations;
- d. All necessary building inspections are completed and passed.

### **3. DEDUCTIONS**

In the event that a re-inspection is required due to either: (1) Non-Compliance, (2) Not ready for agreed inspection time, or (3) No-show by the builder/homeowner, the cost of the supplementary inspection will be charged at the rate as set out in the Fees & Charges Schedule and deducted from the security deposit.

### **4. FORFEITS**

The security deposit shall be forfeited when:

- a. Any inspections deemed required during the construction process have been neglected, omitted or left incomplete for any reason;
- b. When final inspection has failed by the designated employee, officer, or employees of the municipality;
- c. Construction is not completed within twenty four (24) months from the time the permit was approved by the authority, unless a written extension is obtained from the authority having jurisdiction.
- d. The garage pad elevation is greater or less than 3 inches from the required code.