



Permits Protect – FAQ

Do you have a question about permits? Please see our FAQ for more on what projects need a permit, how they protect you, and when and where to apply.

1. What does the Red River Planning District do?

The Red River Planning District (RRPD) is a partnership between the Rural Municipalities of St. Andrews, St. Clements, East St. Paul, West St. Paul, the City of Selkirk and the Village of Dunnottar.

RRPD administers and enforces the development plan, zoning bylaws and building bylaws for each of its partner municipalities. The RRPD is a key partner in the permit process, issuing nearly 1,400 building permits in 2017.

2. What kinds of projects require permits?

A permit is required if you want to construct, add to, alter, demolish, replace or relocate any building or part of a building or structure.

Permits are required for [residential](#) and [commercial](#) projects. Residential projects include new homes and additions; mobile homes; basement development and interior renovations; plumbing; garages and sheds; decks, pools and hot tubs; fences; demolition; temporary structures, small tents and canopies, land development; home-based businesses; shoreline and where a variance from the municipal zoning bylaw is required.

3. Why is a permit required?

The permit approval and inspection process is intended to ensure that your project meets all necessary codes and regulations, in order to promote the health, safety and well-being of current and future occupants.

Work that is done without a permit may not meet the minimum code requirements and could result in substandard construction that may not be structurally adequate. This could lead to costly repairs in the future to correct the problem or even a complete failure of the construction. Work that cannot be made to comply will require removal. The cost of a permit “after the fact” will be doubled and legal action may be initiated to ensure compliance.

4. How does my permit protect me?

Obtaining a permit means that the work will be inspected by an experienced, professional Red River Planning District Inspector to ensure that required standards are met and your project is built safely and in accordance with required building standards, codes and regulations.

When your work complies with a permit and passes inspection, you have safeguarded the health, safety and well-being of current and future occupants, protected the value of your



home by reassuring future buyers that projects were built properly, and avoided potentially costly repairs and removal that may be required where projects do not comply.

5. Who should apply?

As a homeowner, you are responsible for obtaining the necessary permit(s). A permit must be obtained before the project gets started, whether or not you choose to have a contractor take out a permit on your behalf.

You can provide a contractor, builder or other person to apply on your behalf by submitting a Letter of Authorization to the Red River Planning District. This letter gives a third-party permission to act on your behalf and needs to include the name of the person authorized to apply for the permit on your behalf, the proposed work to be completed, the date and your signature. For more information about how to submit a [letter of authorization](#) for your project, please contact the RRPD at (204) 482-3717.

6. When should I apply?

Applicants are encouraged to submit their applications well in advance of your project start date. Exact processing times will be dependent on the complexity of your application and the total number of applications received. Applications for projects that are submitted during peak construction season (April to September) may take longer to process. Submitting early helps ensure you have your permit in time for summer construction.

7. What is required to apply?

Application requirements will depend on the type of project and permit you are applying for. Visit the [residential permits page](#) or [commercial permits page](#) and choose the project category from the drop-down menu on the right to find the specific application requirements that will apply to you.

See other FAQs in this section for information about common application requirements, such as: site plans, engineering stamps, status of title and lot grade permits.

8. How much does it cost?

Fees vary by type of permit and are based on the size and complexity of your project. Permit fees are due when the permit is issued. Our current fee schedule can be found [here](#).

A non-refundable plan review fee of \$150 for residential projects and \$500 for commercial projects must accompany all applications. Review fees will be applied against the final cost of the permit when it is issued. Plan review applications are only valid for 6 months from the initial date of submission.



If a permit has not been issued within 6 months of the application date, the application is void. No portion of the plan review fee will be refunded, and a new application and fee will have to be submitted. Payment options are debit, cheque or cash.

9. What happens after I apply?

Complete applications are reviewed by the Red River Planning District to determine compliance with the Manitoba Building Code and in order to ensure compliance with municipal building and zoning by-laws.

Incomplete applications will not be accepted. Applicants are responsible to provide any missing or incomplete information before the permit will be reviewed.

Once the permit is issued and the fee is received, construction may begin. The Development Services Department will monitor construction through the permit approval process and site inspections. The ultimate responsibility for compliance rests with the homeowner. As a homeowner, you should contact the Inspections desk to request the required inspection a minimum of 24 hours in advance. Calls for inspections will be taken from Monday to Friday between 8:30 am and 4:15 pm at 204-482-2956 or by email at inspections@rrpd.ca.

10. How long will it take to get my permit?

RRPD has developed service standards to help provide clarity about typical permit processing times. The standards are a guideline and may be longer or shorter depending on the complexity of the application and the total number of applications received. Applications for projects that are submitted during peak construction season (April to September) may take longer to process.

The RRPD aims to:

- provide a return phone call or email within 24 to 48 hours
- issue fast-track permits within 5 to 10 business days
- issue all other permits within 10 business days during the off-season (October-March) or 20 business days during peak construction season (April-September)

Fast-tracks permits include:

- Demolitions
- Pools & Hot Tubs
- Basement Developments
- Detached Accessory Structures less than 900 SQ. FT.
- Farm Buildings
- Temporary Tents
- Signs
- Fences
- Home Occupations

11. What is my zone and how will it affect my project?

Zoning is a tool used by municipalities and planning districts to regulate the use and



development of land and buildings. Zoning works by dividing land into distinct areas called zones.

You can determine your zone by searching your address on our [property information page](#). The RRPD can also determine your zone when you provide us with a tax roll number or a legal description of your property and the municipality or city in which you are building. A legal survey and building location certificate will provide you with your lot size and precise location of your buildings.

Each zone has a list of the types of development and land uses that are allowed within its boundaries, including things like where you can place structures, additions, structure size limits, site coverage and more.

If your project doesn't comply with the requirements of your zone, you can apply for a [Variance](#). Applications are submitted to and processed by RRPD and heard by the respective Municipal Council or Municipal Planning Commission, who will determine whether to approve or reject a variance application on a case by case basis.

12. When is an engineering stamp required?

An engineering stamp is required for construction drawings for new buildings and structures, or renovations that include structural elements. Engineers stamps may be required for other project plans and drawings, which will be determined depending on the specific work to be completed. Visit the [residential permits page](#) or [commercial permits page](#) and choose the project category from the drop-down menu on the right to find the specific requirements that will apply to you.

An engineering stamp must be provided by an engineer qualified to work in that field and licensed by the Province of Manitoba. Stamps are required to be current within one year of application.

13. What is a site plan? What does it need to include?

A site plan is a bird's eye view of a property that is drawn to scale. A legal survey and building location certificate will provide you with your lot size and precise location of your buildings that you will use to develop your site plan.

The site plan should include:

- All property lines, plus their dimensions
- Outline of existing and proposed buildings and structures with dimensions including accessory structures
- Distance between all buildings (eave to eave)
- Distance between proposed structure and property lines (setbacks) to wall
- Easements (if applicable) found on your status of title
- Parking lots, indicating parking spaces (commercial only)



- Driveways
- North Arrow
- Surrounding streets
- Well and Septic Field Locations

14. What is a status of title? When is it required?

A status of title provides important information about the property, including the legal description of the property, information about the owner and any other registered interests that may apply to it. A current status of title is required for permit projects involving a building or structure being placed on the property.

The status of title must be current within 30 days of making application to ensure we have the most up to date information available. Status of titles can be obtained from the Winnipeg Land Titles Office at 276 Portage Avenue, Winnipeg MB or by calling 1-844-737-5684.

15. What is a lot grade permit? Do I need one for my project?

Lot grade permits determine the required minimum elevation to which structures must be built to prevent moisture damage to the foundation from grade run-off. Projects that require a lot grade will depend on the municipality where your project is located, but could include:

- Residential dwellings and/or additions
- Mobile homes
- Commercial and industrial buildings
- Detached accessory structures
- Land development
- Demolitions

A lot grade is not the same as a building permit but may be required to obtain your building permit. Lot grade permits are issued by individual partner municipalities. Applications must be submitted to the respective municipal office in the area where your project is located.

16. Where can I find more information?

We're here to help. If you have any more questions about your project and what is required, please [contact us](#) at (204) 482-3717 or toll-free 1-800-876-5831. Our office hours are Monday to Friday 8:30 a.m. to 4:15 p.m.

Disclaimer

This FAQ provides general guidance about permits issued by RRPD. Requirements may vary or additional requirements may apply to your project depending on your municipality or legislative requirements, including The Planning Act, the National Building Code, the Development Plan, the respective Secondary Plan, Zoning By-Law, Building By-Law and/or any other applicable by-Laws, agreements, or legislation. If you have any questions about your specific project, please contact the RRPD at (204) 204-482-3717 or info@rrpd.ca.