

THIS IS NOT A PERMIT



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OCCUPANCY PERMIT APPLICATION
(COMMERCIAL / INSTITUTIONAL / INDUSTRIAL/ RESIDENTIAL MULTI-FAMILY)

ASSOCIATED WITH BUILDING PERMIT [] CHANGE IN USE []

CONTACT INFORMATION

BUSINESS NAME (NAME TO BE SHOWN ON OCCUPANCY PERMIT)
/ OWNER:
MAILING ADDRESS:
PROVINCE / POSTAL CODE:
PHONE NO.:
EMAIL:
APPLICANT:
MAILING ADDRESS:
PROVINCE / POSTAL CODE:
PHONE NO.:
EMAIL:

PROPERTY INFORMATION

ZONE:
ROLL NO.:
LEGAL DESCRIPTION:
ADDRESS:
R.M. of St. Andrews []
R.M of St. Clements []
R.M. of West St. Paul []
City of Selkirk []
Village of Dunnottar []
R.M. of East St. Paul []

BUILDING PERMIT NO. (IF APPLICABLE):
PROPOSED DATE OF OCCUPANCY
USE OF BUILDING OR PREMISES:

CHANGE OF USE: From: To:

Total Building Size: sq. ft.

No. of Storeys:

EXISTING FLOOR PLAN (REQUIRED) []
PROPOSED FLOOR PLAN (REQUIRED) []
PLAN REVIEW FEE (REQUIRED) []
payable by debit, cheque or cash
(Please refer to fee schedule)

OCCUPANCY PERMIT APPLICATION PROCESS

1. Applicant to complete required permit application, and submit all required documents associated with application, along with the plan review fee.
2. Red River Planning District to review the submitted application and information.
3. Upon Red River Planning District completing the review, our office will call the applicant to inform of the review and that the applicant can now schedule an inspection with our office.
4. Applicant to schedule an inspection with Red River Planning District, please provide 24 hours notice (call 204-482-2956 or email inspections@rrpd.ca)
5. Inspection to occur.
6. Pass → Occupancy Permit will be generated from our office and applicant will be required to pay applicable fees associated with said permit.

Fail → Interim Occupancy Permit will be generated from our office and applicant will be required to pay applicable fees associated with said permit. Application will be required to correct deficiencies by noted date on Interim Occupancy Permit. Upon deficiencies being corrected, a re-inspection will need to transpire and our office will enable release of a full occupancy permit as required.

Plan Review fees will be applied against the final cost of the occupancy permit upon issuance. If the permit has not been issued within 6 (six) months of application date, the application is void and the Plan Review fees are **non-refundable**.

No change from the plans and specifications, building location or the terms of this permit, is allowed unless authorized in writing by the Red River Planning District
Please be advised that all items noted as required, must be submitted to Red River Planning District
Incomplete applications will not be accepted
All permits are required to be picked up, signed and payment to be made at the Red River Planning District Office.

DECLARATION

I, the undersigned, _____ (please print), am the authorized agent/owner named in this application for a permit. I acknowledge that:

1. All statements and representations contained in this application for permit and the plans and specifications are correct, accurate and adhere to all applicable legislation, by-laws, codes and standards;
2. I am responsible for searching all caveats registered on the title and ensuring that the construction complies with the caveats;
3. I am responsible for ensuring the construction complies with any development agreement registered against the title;
4. No change from the plans and specifications, building location or the terms of this permit, is allowed unless authorized in writing by the Red River Planning District;
5. The Red River Planning District is relying upon the statements and representations made in this application and in the plans and specifications in considering this application;
6. The issuance of a permit by the Red River Planning District does not waive, amend, or change any requirements in another by-law or provincial law and regulations; and I am responsible to ensure that the construction complies with any requirement in another by-law or provincial law and regulations. I understand that this may require me to apply to other agencies requiring permits/approvals;
7. The Red River Planning District is not responsible for any claim, loss or damage caused by (1) an error, omission, or incorrect information contained in this application or the submitted plans and specifications, (2) this application for permit and the plans and specifications not adhering to all applicable legislation, by-laws, codes and standards, or (3) my failure to comply with the terms of this permit;

Signature of authorized agent: _____ Date: _____

OFFICE USE ONLY:

RECEIPT NO.: _____

DATE OF SUBMISSION: _____

RECEIVED / VALIDATED BY: _____
(SIGNATURE OF RRPD STAFF)