



**Town Of Morris**  
1 – 380 Stampede Grounds, Box 28  
Morris, MB, R0G 1K0  
ph: 204-746-2531  
fax: 204-746-6009  
e: [info@townofmorris.ca](mailto:info@townofmorris.ca)  
[www.townofmorris.ca](http://www.townofmorris.ca)

**Municipal Building Inspector**  
Donovan Epp  
ph: 204-712-7252  
e: [building.inspectorepp@gmail.com](mailto:building.inspectorepp@gmail.com)

# BUILDING PERMIT APPLICATION

Permit No:   
Office Use Only

## CONTACT

DATE: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Applicant Name:

Applicant Mailing Address:

Applicant E-mail:

Applicant Phone Number:

Owner Name:

Owner Mailing Address:

Owner E-mail:

Owner Phone Number:

Contractor Business/Name:

Contractor Mailing Address:

Contractor E-mail:

Contractor Phone Number:

## SUBJECT LANDS

Roll No:

Civic Address (if applicable):

Project Description:

Section/Lot:

Township/Block:

Range/Plan:

Zoning District

Yard Requirements:

Front (ft)

Side (ft)

Rear (ft)



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## PROJECT INFO

### Project Type:

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Commercial    | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Other:      |

### Residential Structure Type:

- |  |  |
|--|--|
| <input type="checkbox"/> Dwelling                      | <input type="checkbox"/> Home Business     |
| <input type="checkbox"/> Garage (Attached)             | <input type="checkbox"/> Garage (Detached) |
| <input type="checkbox"/> Secondary Suite               | <input type="checkbox"/> Pool              |
| <input type="checkbox"/> Accessory (Deck, Shed, Fence) |  |

### Residential Structure Size:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> 1 Storey (Bungalow) | <input type="checkbox"/> 1.5 Storey |
| <input type="checkbox"/> Bi-Level            | <input type="checkbox"/> 2 Storey   |
| <input type="checkbox"/> 3+ Storey           |                                     |

### Residential Foundation Details:

- |  |  |
|--|--|
| <input type="checkbox"/> Basement (Unfinished) | <input type="checkbox"/> Basement (Finished) |
| <input type="checkbox"/> Slab on Grade         | <input type="checkbox"/> Crawl Space         |

### Does this project qualify for a Municipal Incentive?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

### Project Category

- |   |  |
|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Demolition      |
| <input type="checkbox"/> Repair           | <input type="checkbox"/> Renovate/Alter  |
| <input type="checkbox"/> Addition/Expand  | <input type="checkbox"/> Locate/Relocate |
| <input type="checkbox"/> Excavate         | <input type="checkbox"/> Occupy          |
| <input type="checkbox"/> Change of Use    |  |

### Structure Size:

- |                      |                      |                      |
|----------------------|----------------------|----------------------|
| Front (ft)           | Depth (ft)           | Total Size (sq ft)   |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Estimated Construction Value \$:

### Heating Source:

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Gas        |
| <input type="checkbox"/> Floor    | <input type="checkbox"/> Geothermal |
| <input type="checkbox"/> Other    | <input type="checkbox"/> N/A        |

### Access Requirements:

- |  |
|--|
| <input type="checkbox"/> Existing Access         |
| <input type="checkbox"/> Municipal Access Needed |
| <input type="checkbox"/> Highways Access Needed  |



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## PERMIT FEES

	Special Requirements	Comments	Fee
	Water Connection Fee (Single family)		\$4,000.00 per
	Sewer Connection Fee (Single family)		\$2000.00 per
	Water Connection Fee (Multi family)		\$6000.00 per
	Sewer Connection Fee (Multi family)		\$4000.00 per
	Plumbing Permit		\$175.00 flat
	Demolition Permit Residential		\$75.00 flat
	Demolition Permit Commercial		\$100.00 Flat
	Sign, Occupancy Permit		\$100.00 flat
	Temporary Buildings		\$100.00 flat
	Admin Fee – Residential permit		\$100.00
	Admin Fee – Commercial permit		\$250.00

Project Type	Area / Hrs	Amount / Sq Ft	Total
House – 1 <sup>st</sup> level/attached garage/addition		x 0.35 / sq. ft. – MIN \$275	
House – 2 <sup>nd</sup> level		x 0.30 / sq. ft	
Basement / Open Deck		x 0.25 / sq. ft	
Detached Garage or accessory building		x 0.25 / sq. ft – MIN \$200	
Enclosed Deck		x 0.25 / sq. ft – MIN \$200	
Detached Accessory Storage Building		x 0.25 / sq. ft – MIN \$100	
Commercial/Industrial		x 0.50 / sq. ft. – MIN \$1,000	
Structural Renovation		\$200.00 flat	
Non-Structural Renovation(over \$10,000 in value)		\$150.00 flat	
Fence / Above ground pool / Hot Tub		\$100.00 flat	
Inground Pool		\$125.00 flat	
RTM & New Mobile Home Relocation		X .35 / sq. ft	
Other – As determined by Building Inspector		X _____ / hour / x _____sq. ft	



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## PERMIT FEES

	<b>Plumbing Permit</b>	<b>Comments</b>	<b>Fee</b>
	Single Family – up to 3 inspection-max		\$175.00 flat
	Single Family additional inspection		\$75.00 ea
	Multi Family – up to 3 inspection-max		\$100.00 per unit
	Multi Family additional inspection		\$75.00 per unit/per inspection
	Commercial – up to 3 inspections		\$300.00 flat
	Commercial additional inspections		\$100.00 ea
	Renovations		\$75.00 flat

	<b>Project Type</b>	<b>Comments</b>	<b>Fee</b>
	Development permit		\$500.00 flat
	Development plan amendment		\$1000.00 flat
	Zoning amendment (rezoning)		\$500.00 flat
	Subdivision application approval		\$100.00 per
	Subdivision application amendment		\$100.00 flat
	Road opening/Road closure		\$1500.00/ plus cost
	Conditional use order-prior to commencement		\$200.00/ plus mail fees
	Conditional use order-after commencement		\$400.00/ plus mail fees
	Variation Order-prior to commencement		\$200.00/ plus mail fees
	Variation Order-after commencement		\$400.00/ plus mail fees
	Appeal of Orders		\$100.00/ plus mail fees
	Easement Agreements		\$200.00/ plus costs



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	<b>Refundable Deposit</b>	<b>Fee</b>
	Sidewalk & Blvd damage deposit	\$250.00
	Lot Grading fee (Residential)	\$500.00
	Lot grading fee (Commercial)	\$1000.00
	Lot grading fee (Industrial)	\$1500.00

**Total Building Permit Fees**

## DOCUMENTATION

The following items may be required to process your application. You may submit this application and associated plans in-person or by email to: [info@townofmorris.ca](mailto:info@townofmorris.ca).

	<b>Site Plan</b>	A digital copy or two paper copies including a Legal Survey of property or Staking certificate, location of proposed building/structure, including dimensions of building/structure and distances from all property lines to the proposed structure.
	<b>Building Structure Plans</b>	A digital copy or two paper copies with clearly marked dimensions (a large set must be available on-site), sealed by a Professional Engineer (required and must appear on 1 set of paperwork), and a Letter of Assurance from an Engineer (when requested).
	<b>Truss Plans</b>	A digital copy or two paper copies with clearly marked dimensions, material specifications & load calculations sealed by a Professional Engineer. Required for all new construction.
	<b>Building Elevation Report</b>	A digital copy or two paper copies including a two-dimensional visual representation of one facade as it displays the height of key features of the development about a fixed point from the ground level.
	<b>Home Warranty Documentation</b>	Documentation of compliance under The New Home Warranty Act.
	<b>Energy Code Verification</b>	Documentation of compliance from a registered professional for all buildings subject to the Manitoba Energy Code for Buildings.
	<b>Highways Permit</b>	Any structure that is to be located within a controlled area, generally 125 feet of a property line bordering a Provincial Road or a Provincial Trunk Highway must obtain a permit from MTI before applying for a building permit. The permits issued by MTI will set the required minimum setback for the building on the side of the building parallel to the provincial highway.



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APPROVAL FOR PERMIT	
Date Inspected:	_____
Approved by Council:	_____
Date Issued:	_____
Approved By:	_____

## PERMIT PROCESSING

### Permit Review:

Permits submitted to the municipal office will be reviewed by staff for zoning compliance and forwarded to the Building Inspector for further review of the application and required plans.

Approval times are as follow:

- Residential Applications: 2 – 7 Days
- Commercial Applications: 2 – 14 Days

If approved, applicant will receive a copy of the Permit Certificate and an invoice for the application fees by regular mail.

### Deposits:

Deposits are required with the permit application for construction, relocation of dwellings, commercial/industrial structures, additions, or major alterations and repairs.

Refunds will be issued to permit applicant when all inspections have been satisfactorily completed.

Deposits may be deducted or forfeited according to Schedule D of the Building Bylaw

### Expired Permits:

Permit holders will receive notices on the following schedule regarding the status of their permit:

- 18 Months after Permit Issued: Expiry Warning
- 20 Months after Permit Issued: Request for Final Inspection
- 24 Months after Permit Issued: Notice of Expired Permit

Permit holders may request an extension in writing, which must be approved by the Building Inspector.

If construction is not completed within 24 Months from the time the permit was approved, the security deposit will be forfeited.

### Stop Work Orders:

The Building Bylaw requires owners to obtain a building permit prior to any construction to a building or structure to ensure compliance with Municipal Bylaws and Manitoba Building Code. If there is any work outside already issued building permits, the registered owner may be issued a stop work order and changed double the permit fees.

The Municipality reserves the right to request a current Building Location Certificate prepared by a Manitoba Land Surveyor for all permit requests. **THE APPLICANT FURTHER UNDERTAKES TO START CONSTRUCTION WITHIN SIX MONTHS FROM THE DATE OF THIS PERMIT.** The applicant undertakes to observe and perform the provisions of all Federal or Provincial Statutes or regulations, the applicable by-laws, schemes or regulations or order and plans continued in force pursuant to Manitoba Building Codes including any applicable Municipality of Emerson-Franklin Zoning By-laws, any agreements entered into such land, and all specifications or instructions issued by the duly authorized officers of the in respect of the work incidental to the subject matter of this application and if the permit involves of affects the placing of or the position of any building or structure on or in respect of land, to do all work so that the building or structure will be whole within the boundaries of the lot or parcel of land indicated in this application and to indemnify the Municipality of Emerson-Franklin against all losses, costs, charges or damages caused by or arising out of anything done pursuant to any permit issued under this application.

I undertake to observe and perform the provision of all Federal nor Provincial Statues or regulation, the applicable by-law, schemes or regulations or orders and plans continued in force pursuant to the Manitoba Building Code including any applicable Planning schemes or Zoning By-law, any agreement entered into effect on said land, and all specifications or instructions issued by the duly authorized officers of the District in respect of the work incidental to the subject matter of this application and if the permit involved or affects the placing of or the position of any building or structure will be wholly within the boundaries of the lot or parcel of land indicated in this application and to indemnify the Municipality against All losses, costs, charges or damages caused by or arising out of anything done pursuant to any permit issued under this legislation. The applicant is in agreement with the sharing of this application and any plans attached hereto for Municipal purposes, including the Provincial Assessment Branch.

Applicant Signature (if not registered owner)

Date:



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## DOCUMENTATION (CONT.)

	1	2	3	4	5	6	7	8	9	10	11	12
Houses & Duplexes	X	X	X	X	X	X	X	X	X	X	X	X
Attached Garage	X	X	X	X	X			X	X	X		X
Detached Garage	X	X	X	X	X			X	X	X		X
Additions	X	X	X	X		X	X	X	X	X	X	X
Basement Renovations						X	X		X	X		X
Pool/Deck/Canopy	X		X	X				X	X			X
Workshops	X	X	X	X	X			X	X	X		X
Ready to Move	X	X	X	X	X	X	X	X	X	X	X	X
Accessory Building	X	X	X	X	X			X	X	X		X
Renovations - Structural							X	X	X	X		
Demolition												X
Mobile Home	X	X	X				X					X
Other												

### Residential Inspection Requirements - 24 Hour Notice

1. Zoning/Site Inspection - When property lines and proposed construction lines are staked ready to verify yard requirements.
2. Elevation Inspection - Prior to concrete footing being poured. Ready to establish lot and dwelling grade. Height will be determined at building inspector's discretion.
3. Foundation - Prior to pouring concrete and all steel in place.
4. Grade Beam and Piles - Prior to pouring and all steel in place.
5. Garage Floor - Prior to pouring and all steel is in place.
6. Basement Floor - Drain pipes installed, base prepared and poly in place.
7. Plumbing in Basement - Underground plumbing complete prior to covering up pipes.
8. Plumbing on Main Floor - Prior to insulation.
9. Framing - When framing is completed and prior to insulation.
10. Insulation and Vapor Barrier - Insulation installed and poly and sealant application prior to overing walls.
11. Back Fill Inspection - Water proofing, drain tiles and stone covered.
12. Final - When all work is complete prior to occupancy (smoke alarms, railings, lighting, stairs, safety, ect.) and that application for occupancy/final permit be presented to

### Contact Information

Please contact the Building Inspector prior to inspection stage or if any discrepancies are found on the blueprints.

- Building Inspector Donovan Epp - (204) 712-7252
- Town of Morris - (204) 746-2531
- Manitoba Hydro - (204) 326-9805
- Manitoba Water & Infrastructure - (204) 746-2556
- Manitoba Conservation - (204) 346-6060
- Fire Commissioner - 1 (800) 282-8069
- Manitoba Infrastructure & Transportation (204) 346-6266
- Manitoba Community Planning Services (204) 822-2840
- MSTW – (204) 822-6223



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## ATTIC INSULATION SUMMARY

Permit Number:

Address:

Property Owner:

Builder:

Insulation Contractor:

Type Of Insulation:

Thickness of Insulation:

I  on  hereby declare that the attic insulation installed in the afore mentioned address was installed in accordance with the National Building Code of Canada 2020 as well as the Manitoba Building Code 2020 and will accept full responsibility if any issue is to arise due to failure of complying with these codes.

Insulation Contractor

Building Inspector



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## HRV/ERV BALANCING REPORT

### 1. Building

Municipality:

Address:

### 2. Technician

Name:

Company:

Address:

Phone:

Email:

### 3. Test Equipment

Flow Station:

Manometer:

### 4. Site Inspection

- Power Available
- House Substantially Complete
- Air/Vapor Barrier
- Other HVAC Equipment Operational
- Doors, Windows, Attic Hatches Closed
- Fireplace Doors and Dampers Closed
- All Other Exhaust Equipment Off

### 5. HRV/ERV Design

Design Available:

- Yes (Attach a Copy)
- No

If no, complete the information below and then use the tables below to determine the PVC and/or TVC based on the appropriate code or standard.

- NBC     OBC     BCBC     CSAF326

# of Bedrooms:     # of Habitable Rooms:

Capacity:  PVC or 40-60% TVC     H     L

Capacity:  2.5 x PVC or TVC     H     L

#### National Building Code

**Capacity** – Use table 9.32.3.3 for PVC Balance of high speed. If the range hood is NOT vented outside record 2.5 x PVC as well.

**Balancing Speed** – If the range hood is NOT vented outside balance the PVC on low speed and also verify that high speed meets 2.5 x PVC. Otherwise balance the PVC on high speed.

Normal Operating Exhaust Capacity of Principal Ventilation Fan Table 9.32.3.3		
Number of Bedrooms	Capacity cfm (L/s)	
	Minimum	Maximum
1	32 (16)	48 (24)
2	36 (18)	56 (28)
3	44 (22)	64 (32)
4	52 (26)	76 (38)
5	60 (30)	90 (45)
More than 5 bedrooms and the system must comply to CSA-F326		



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**CSA F326**

**Capacity** – Use Table 1 for the TVC. Record 40-60% of TVC as well (e.g. half capacity)

**Balancing Speed** – Balance the TVC on high speed and the half capacity on low speed.

Table 1 – Ventilation Capacity Requirements (CSA F326)		
Room Type/Classification	Column 1	
	Total Ventilation Capacity	
	Cfm	L/s
<b>Category A Rooms</b>		
Master Bedroom	20	10
Basement	20	10
Single Bedrooms	10	5
Living Room	10	5
Dining Room	10	5
Family Room	10	5
Recreation Room	10	5
Other Habitable Rooms	10	5
<b>Category B Rooms</b>		
Kitchen	10	5
Bathroom	10	5
Laundry	10	5
Utility Room	10	5

**6. Start-Up Inspection**

- Fans are operating and clean
- Flows are correct
- Ducts are sealed
- Ducts are insulated with vapor barrier, where needed
- Hoods/Grilles are installed
- Hoods are installed
- Dampers are accessible
- Filters are clean
- Condensate drain is properly installed
- Grease filter is installed for kitchen exhaust
- Kitchen exhaust has 40" clearance from the range
- Controls are functional
- Exhaust outlet is installed 4" above grade

- Fresh air inlet is installed 18" above grade
- Fresh air inlet is labelled
- Inlet is located to avoid contamination from exhausts
- Inlet is 3' away from oil fill pipes, gas regulators, etc.
- Air distribution to all habitable rooms (non-forced air)
- Interlocked to a forced air system (if required)

**7. HRV/ERV Flow Measurements**

- Equipment same as design **Or record**

Make:

Model:

Actual Measured Airflow      High Speed    Low Speed

**Exhaust**

Manometer Reading	<input type="text"/>	<input type="text"/>
Airflow	<input type="text"/>	<input type="text"/>
Speed Setting	<input type="text"/>	<input type="text"/>

**Supply**

Manometer Reading	<input type="text"/>	<input type="text"/>
Airflow	<input type="text"/>	<input type="text"/>
Speed Setting	<input type="text"/>	<input type="text"/>

I, \_\_\_\_\_ certify that the HRV/ERV at this location has been balanced to meet the requirements of the building code referenced in Section 5.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HRAI #: \_\_\_\_\_