

OCCUPANCY REQUIREMENTS

No owner shall occupy a building or part thereof or change the occupancy without first obtaining the required permit from the City of Brandon Planning & Buildings Department. When an occupancy certificate is required, all aspects of the City of Brandon Zoning By-law, Building By-law or of any relevant by-laws of the City of Brandon, must be completed and approved prior to occupancy except when covered by an additional deposit as outlined in the Development Permit Procedure. A temporary occupancy may be issued if life safety aspects of the building are complete.

IMPORTANT INFORMATION REGARDING NEW CONSTRUCTION

The construction of all buildings or structures shall comply with the City of Brandon Building By-law, the Manitoba Building Code, all other applicable City municipal by-laws, and applicable provincial regulations.

Separate permits are required to be obtained for:

- Sewer and water
- Excavation within the public right-of-way or not associated with a development or building permit
- All interior plumbing installations

NOTE: A locate (clearance) must be obtained prior to excavating. Other permits may be required, eg electrical, elevator and lifts. Please contact the appropriate authority.

The issuance of a building permit does not provide authorization to use any portion of a road, street, boulevard or highway for any building operation.

In the City of Brandon permits and/or approvals must be obtained from Development Services for the following but not limited to: connections to, and disconnections from, land drainage sewer, domestic sewer and water systems; alterations within rights-of-way; driveway approaches from street or highways including any roadway, bridge, culvert connecting adjacent property to the street or road; lot grading; and methane gas clearance. NOTE: A damage deposit will be required for any or all of the above. Information concerning cost may be obtained from City of Brandon Development Services.

PERMIT REFUNDS - Refunds will only be issued to the payee recorded on the official receipt. Refunds will not be issued for Convenience Fees paid (as the result of paying by credit card or debit card).

Building and Development Permits – A valid permit may be cancelled within 90 days of the issuance of the permit but must be canceled in writing by the applicant. The permit fee will be refunded less \$100.00 or 25%, whichever is greater. In addition, if any inspections have taken place, a fee of \$65.00 per inspection will be retained by this office. Whenever a permit is revoked under a provision of the building by-law, no portion of the permit fee shall be refunded.

Plumbing Permits – A valid permit may be cancelled within 90 days of the issuance of the permit but must be canceled in writing by the applicant. The permit fee will be refunded less \$50.00. No work may have been started or inspected in order to be eligible for a refund. Refunds will not be issued on fixtures requests in error.

Land Use Application Fees– A minimum 10% fee will be retained: Prior to circulation 90% refund; following circulation 50% refund; and following notice of hearing no refund.

Vacant & Derelict Building By-law Fees – No refunds will be issued on any application type.

Payments made under one application type will not be applied to another application type. For example, payments made for a Boarded Building Permit cannot be applied against a Vacant Building Certificate application.

Lot Grading, Crossing, and Driveway Permits – A valid permit may be cancelled within 90 days of the issuance of the permit. The permit fee will be refunded 50%, provided no work has started.

Sewer and Water Permit – a valid permit may be cancelled within 90 days of the issuance of the permit. The permit fee will be refunded less 25%, provided no work has started.

Excavation Permit – A valid permit may be cancelled within 90 days of the issuance of the permit. The permit fee will be refunded less 25%, provided no work has started.

REMOVALS AND DEMOLITIONS OF BUILDINGS

The owner/agent of the property from which a building is to be removed or demolished shall observe or note the following:

1. Upon completion of the removal or demolition, put the site in a safe and sanitary condition to the satisfaction of the Building Safety Manager, including the removal of all foundation;
2. Permits do not afford the right to use any portion of any road, street, boulevard or highway for any demolition or removal;
3. Permits to move buildings on City streets must be obtained from Manitoba Transportation and Infrastructure;
4. Fencing and barricading are required at all times;
5. Sufficient information shall be submitted with each application to assure that the removal demolition will not adversely affect any adjacent properties

SITE PLAN AND ZONING

Neither the granting of a development permit, the approval of the drawing and specifications, nor the inspections made by Development Services shall in any way relieve the owner of the responsibility of complying with the requirements of the City of Brandon Zoning By-law or of any relevant by-laws of the City of Brandon. Field inspection will not confirm compliance of the bulk requirements contained within the respective Zoning By-law. Compliance may only be confirmed by submission to this office of a Builder's Location Certificate (Survey Certificate) prepared by a Registered Manitoba Land Surveyor.

EXCAVATION OR WATER AND SEWER

All work is to be performed as stated in the City of Brandon Standard Construction Specifications, and in accordance with the Municipal Servicing Standards, Water and Wastewater By-law and Traffic By-law. All work performed shall be guaranteed free of defects in accordance with the City of Brandon Standard Construction Specifications or when applicable in accordance with a development or servicing agreement.

CROSSING

In accordance with the Traffic By-law, the applicant shall be responsible for any damage to the public right-of-way. Any required repairs are to be completed by a contractor bonded to work within the City of Brandon or will be carried out by the City of Brandon with the costs paid by the applicant.

Note: Final inspection, upon request of the applicant, will be provided between May 1 and November 15, or as the weather conditions allow and is to include verification the water service curb stop is in good working order. Deposit refund will not be processed until final inspection has taken place and the City Engineer has confirmed there are no repairs required within the public right-of-way. Deposit refund will not be processed prior to refund of lot grading deposit.

DRIVEWAY APPROACH

All work is to be performed as stated in the City of Brandon Standard Construction Specifications, and in accordance with the Municipal Servicing Standards and the Traffic By-law. All work performed shall be guaranteed free of defects in accordance with the City of Brandon Standard Construction Specifications or when applicable in accordance with a development or servicing agreement.

LOT GRADING

All work is to be performed as stated in the City of Brandon Standard Construction Specifications, and in accordance with the Municipal Servicing Standards and Lot Grading By-law. Any proposed changes to the accepted/approved lot grading plans are to be submitted to Development Services for review and acceptance prior to deviation from the accepted/approved plans.

Note: Final inspection, upon request of the applicant, will be provided between May 1 and November 15, or as the weather conditions allow. Final inspection will not occur prior to the City Engineer receiving a record lot grading plan. Deposit refund will not be processed until record lot grading plan has been accepted by the City Engineer.

SANITATION

City of Brandon requires those securing permits for new construction to pay a fee for the City-supplied refuse/recycling carts in accordance with the current City of Brandon Fee Schedule along with Solid Waste Collection and Disposal By-law. Carts will remain the property of the City and are assigned to a specific address for the occupants' use.