



**Southport**  
 25 Centenaire Drive  
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## ALTERATIONS TO COMMERCIAL BUILDING

PERMIT APPLICATION NO. \_\_\_\_\_

Permit Type:  
 Construct \_\_\_\_\_ Alteration \_\_\_\_\_ Demolish \_\_\_\_\_

Information:  
 Lessee: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Scope of Work: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Sub-Trades: Plumbing \_\_\_\_\_ Electrical \_\_\_\_\_ Other \_\_\_\_\_

Documents:  
 Plans \_\_\_\_\_ Site Plan \_\_\_\_\_ Surveyors \_\_\_\_\_ Other \_\_\_\_\_  
 Certificate

New Construction:  
 Type of Lot: Interior \_\_\_\_\_ Corner \_\_\_\_\_ Key \_\_\_\_\_ Through \_\_\_\_\_ Irregular \_\_\_\_\_  
 Lot Dimension: \_\_\_\_\_ Area of Lot: \_\_\_\_\_  
 Size of Building: \_\_\_\_\_ No. of Storeys: \_\_\_\_\_  
 Basement: Yes \_\_\_\_\_ Type: \_\_\_\_\_  
 No \_\_\_\_\_ Other: \_\_\_\_\_

Parking Spaces Required: \_\_\_\_\_ Loading Spaces Required: \_\_\_\_\_  
 Parking and Loading Spaces - Surfacing: Asphalt \_\_\_\_\_ Gravel \_\_\_\_\_ Other \_\_\_\_\_  
 Minimum Distance from Building: \_\_\_\_\_  
 Type of Construction: \_\_\_\_\_

Remarks / Conditions of Approval: (Office use only)

**NOTE: ENSURE YOU HAVE A DIGGING PERMIT APPROVED BY SOUTHPORT PRIOR TO ANY EXCAVATION ON SITE**

*This permit allows the Lessee to proceed with the work as described in the document, with the approval of the Owner (Southport). This permit does not replace the proper building permit required by the Local and Provincial Government, which can be obtained through the Portage la Prairie Planning District Office at 165B Saskatchewan Ave. E. Also, this Permit is only valid as long as the conditions on the rear of this document have been or are being met.*

Applicant \_\_\_\_\_ Southport \_\_\_\_\_  
 Approval Date: \_\_\_\_\_ Southport \_\_\_\_\_  
 Original to tenant file \_\_\_\_\_ cc Project Manager \_\_\_\_\_ Inspection once work is complete \_\_\_\_\_  
 Fax or return approved copy \_\_\_\_\_ Key to Permit Application Report \_\_\_\_\_

## **PERMIT CONDITIONS**

### **Important Information in Respect to New Construction**

All building construction shall comply with the requirements of the Manitoba Building Code, the City and Rural Municipality of Portage la Prairie Building By-Laws and any other applicable provincial regulations. Drawings showing compliance with the above may be required.

Attention is drawn to the fact that building permits do not confer the right to use any portion of any street or highway for any building operation, nor for a private vehicle approach from the street or highway.

Arrangements must be made with Southport concerning sewer and water connections, use of sidewalks or any portion of a right-of-way, and private approaches from streets or highways, which includes any roadway, bridge or culvert connecting adjacent property to the street or road.

Building grades shall be provided by the Applicant.

All land must be surveyed by a Manitoba Land Surveyor or property pins located before a building permit will be issued.

All projects must be accompanied by the proper permits. Building Permits are available through the Portage la Prairie Planning District. Plumbing and Electrical Permits are also required prior to commencing work.

**If an application is not proceeded with for 3 months, it must be considered abandoned and can only be reinstated by re-submitting.**

### **Removal and Demolition of Building**

The Applicant, or his agent, of the Property from which a building is to be removed or demolished shall:

- A) Notify the gas, electric, telephone and water utilities to be shut off and/or remove their service.
- B) Disconnect the water and sewer line at a point approved by Southport.
- C) Ensure that all demolition waste is disposed of at an authorized landfill site.
- D) Upon completion of the removal or demolition, leave the site in a safe and sanitary condition to the satisfaction of Southport.
- E) Understand that Permits do not confer the right to use any portion of any street or highway for any demolition or removal.
- F) Protect the public, i.e. fencing and barricading may be required in certain areas.
- G) Submit sufficient information with each application to determine whether or not the proposed work will not affect adjacent properties.

### **Site Plan and Zoning**

Neither granting of a development permit nor the approval of the drawing and specification shall in any way relieve the Applicant of the responsibility of complying with the requirements of the City and Rural Municipality of Portage la Prairie building By-law or Zoning by-law. Compliance may only be confirmed by submission to this office of a Builder's Location Certificate prepared by a Registered Manitoba Land Surveyor.