



TOWN OF NIVERVILLE-DEVELOPMENT

POLICY NO. D5-15:	<u>BUILDING PERMIT SECURITY DEPOSIT</u>	
EFFECTIVE DATE:	<u>December 15, 2015</u>	RESOLUTION# <u>358-15</u>
REVISION DATE:	<u>July 19, 2016</u>	RESOLUTION# <u>201-16</u>
REVISION DATE:	<u>November 6, 2018</u>	RESOLUTION # <u>349-18</u>

A refundable Security Deposit fee will be charged on all new building permit applications except accessory and renovation permits where staff discretion for requirement will apply. Staff will consider factors including residency, service requirements and/or impact on property drainage. Security Deposit will be refunded to the applicant upon a release being provided by either the designated Niverville Operations Department representative and/or the Niverville Building Inspector, and then issuing an occupancy permit when applicable. Contractors need to apply to the Town for permission to use public property for access/egress purposes.

Inspections by

- A. Operations Department include:
- assessing possible damages caused to the curbs, drainage ditches and street;
 - utility inspections;
 - lot and building elevations confirmed with engineered design (Schedule "A").

Damages to municipal infrastructure will be repaired with cost being deducted from the Security Deposit. A statement outlining damages and repairs will be provided to the applicant. In the event the contractor desires to carry out the repairs to municipal infrastructure, arrangements with Operations staff will need to be made in advance of any work commencing. Repairs must be completed to the satisfaction of Operations staff in their sole opinion.

- B. Niverville Building Inspector will complete a final inspection prior to issuing of an **Occupancy Permit**. All structure(s) must comply with the Manitoba Building Code and applicable municipal regulations (Schedule "C").

Re-inspections - In the event that a re-inspection is required due to either: (1) non-compliance,

(2) not ready for agreed inspection time or, (3) no-show by the builder/homeowner, the cost of the supplementary inspection will be charged at a rate of \$ 100.00** per inspection and with the fee being deducted from the Security Deposit.

Security Deposit fee is set by Council at \$2,500 for every private/condo titled property. E.g. A duplex building permit would require a \$5,000 Security Deposit fee and a 4-plex townhouse with individual titles (whether condo or private) would require a \$10,000 Security Deposit. The Security Deposit for a significant renovation permit is \$2,500. (Significant is defined as impacting landscaping of the property and / or exterior façade.) Security Deposits for multi-family units are \$2,000 per unit to a maximum of \$50,000 per building. Commercial development Security Deposits are \$ 2,500. Development in the Niverville Business Park (NBP) will have the Security Deposit determined as per the NBP Guidelines.

Due to seasonal weather challenges, **final inspections** by the Operations staff will be conducted only between **May 1 and October 31**. Final inspections arrangements must be made a *minimum* of 7 business days prior to October 31st.

In the event damages to municipal infrastructure amount to any dollar value greater than the Security Deposit, an invoice will be sent by Town to the titleholder for additional fees plus a \$50.00 administrative fee. This invoice must be paid within thirty (30) days of the invoice date otherwise it will be placed upon the property taxes of the property in question. If the Security Deposit is forfeited by the applicant, the cost to remedy the outstanding deficiencies may be collected by the Town by adding them to the property taxes of the property in question, and the titleholder and its successors in title will not object to the said addition.**

Time Limit on Refund – The Security Deposit is forfeited when construction is not completed within twenty-four (24) months from the time of payment of the permit, unless a twelve (12) month written extension is obtained from the Town of Niverville **prior** to the expiry of the 24 month period. (Extension request must be submitted in writing to Town of Niverville at least 15 working days prior to expiration of permit.) No further time extensions will be considered.

This policy is applicable to all Security Deposits received by the Town.

**All fees are subject to change as approved by resolution or bylaw.

SCHEDULE A – Building Permit Security Deposit

NIVERVILLE OPERATIONS FINAL INSPECTION CHECKLIST

(initial)	(m/d/y)		
_____	_____	A	Sewer Inspection – grade slope 1” over 4 feet
_____	_____	B	Curb stop valve operational / set to final finish grade / accessible
_____	_____	C	Garage Pad Elevation – PRIOR to pouring of concrete in garage
_____	_____	D	Water meter successfully installed
_____	_____	E	Damages to road in front of residence have been repaired and mud removed.
_____	_____	F	Damages to curbs have been repaired
_____	_____	G	All damages to public drain have been repaired.
_____	_____	H	Driveway – doweling into concrete curb with epoxy dowels
_____	_____	I	Driveway – width within Town allowances
_____	_____	J	Driveway – location of curb stop
_____	_____	K	Elevations – Final Grade (topsoil/sod)
_____	_____	L	Any damages to municipal infrastructure

_____ # of re-inspections, amount of time spent: _____ Date(s): _____

Invoice # _____

Date of Final Inspection _____

Inspector: _____

Legal Address _____

Civic Address: _____

Roll # _____ Permit # _____ Date Pulled _____

Applicant Name _____ Phone Number _____

Company Name _____ Deposit Amount \$ _____

SCHEDULE B – Building Permit Security Deposit

Niverville Operations Department has been assigned additional inspection responsibilities. Inspections relating to Building Permits as noted below require at least 4 business hours advance notice. Water meter installations and water service connections require 24 business hours advance notice.

All BUILDING PERMIT Holders are asked to contact Operations personnel for the following inspections:

- i. Sewer inspection to confirm line grade and proper sand backfill around the main connection prior to trench infill
- ii. Initial garage pad elevation grade – garage pad elevation will be marked on basement wall in the middle of the garage
- iii. Second garage pad elevation inspection – completed once foundation has been formed but prior to pouring of concrete.
- iv. Water meter installation & water service activation ***** Billing starts as soon as meter is installed*****
- v. Prior to hard surfacing of driveway
- vi. Final lot grade elevations as per diagram provided at time building permit was obtained.

Please call Andrew Rempel @ 204-388-4600 ext. 117 or email operations@whereyoubelong.ca during business hours (7:00 a.m. and 4:00 p.m. Monday through Friday).

NOTE: Cost of additional inspections required due to (1) non-compliance, (2) not ready for agreed inspection time or, (3) no-show by the builder/homeowner, the cost of the supplementary inspection will be charged as per rates set by Bylaw 791-18, with the fee being deducted from the Security Deposit. Damages to municipal infrastructure will have the cost for repair fee deducted from the Security Deposit unless the contractor has made arrangements to correct the damage as approved by Operations staff and completed said repairs to the satisfaction of Operations staff in their sole opinion. Damages in excess of the Security Deposit will be invoiced and if outstanding after 30 days, invoice will be added to the property tax account. A copy of Niverville's Building Permit Security Deposit Policy is available upon request.

Please also note that due to seasonal challenges, final inspections will only be conducted between **May 1** and **October 31**. Arrangements for all final inspections must be made a minimum of 7 business days prior to October 31st.

I, _____ as applicant for permit# _____ acknowledge
(please print)
that I have read and understood the inspection requirements as noted above.

(Permit Holders Signature) Date _____

FOR DETAILED INFORMATION ON THE MANITOBA BUILDING CODE – Please check out the following link: http://www.nationalcodes.ca/eng/presentations/2010_codes_presentations.shtml

SCHEDULE C – Final Occupancy Check List

<u>Exterior</u>	<u>Comments</u>
<input type="checkbox"/> Lighting at all exterior doors	_____
<input type="checkbox"/> Driveway and approach installed	_____
<input type="checkbox"/> Proper grading of lot away from building	_____
<input type="checkbox"/> Downspout extensions/splash pads away from building	_____
<input type="checkbox"/> All stairs and/or exits installed	_____
<input type="checkbox"/> Handrails and railing (decks/landings over 24") installed	_____
<input type="checkbox"/> Exterior finishes on building completed	_____
<u>Interior</u>	
<input type="checkbox"/> Self-closer on house to garage door	_____
<input type="checkbox"/> Handrails/guardrails on all stairs (brackets @ 4' centers)	_____
<input type="checkbox"/> Smoke detectors on each floor level including all bedrooms	_____
<input type="checkbox"/> Fresh air returns in all rooms	_____
<input type="checkbox"/> Egress windows in all bedrooms	_____
<input type="checkbox"/> Water shut valve on water closets	_____
<input type="checkbox"/> All sinks to have traps c/w cleanouts	_____
<input type="checkbox"/> Bathroom and kitchen ventilation Including HRV	_____
<input type="checkbox"/> Bridging complete	_____
<input type="checkbox"/> Radon seal at slab perimeter – penetrations	_____
<input type="checkbox"/> Basement wall insulation R-20 & vapor barrier (drywall on SM)	_____
<input type="checkbox"/> Deadbolts installed on all exterior doors	_____
<input type="checkbox"/> House-garage wall 5/8 fireguard and heat sensor	_____
<input type="checkbox"/> Back water valve and cleanouts accessible	_____
<input type="checkbox"/> Future plumbing rough in capped	_____
<input type="checkbox"/> H.W.T relief valve and discharge pipe	_____
<input type="checkbox"/> H.W.T. shut-off	_____
<input type="checkbox"/> Water service shut-off	_____
<input type="checkbox"/> Lawn service shut-off or frost free	_____
<input type="checkbox"/> Sump pump c/w check valve and discharge pipe	_____
<input type="checkbox"/> All fixtures trapped	_____
<input type="checkbox"/> Water pipe supported properly	_____
<input type="checkbox"/> Lawn service vacuum breakers	_____
<input type="checkbox"/> House numbers displayed	_____

Date of Final Inspection: _____

Inspector: _____

Address: _____

Roll #: _____ Permit #: _____