



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>
REVISION DATE:	<u>February 15, 2022</u>	RESOLUTION # <u>43-22</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. Any eligible Security Deposit will be refunded to the building permit applicant upon a satisfactory release being provided by the designated Niverville Operations Department representative and/or the Niverville Building Inspector, subject to compliance within the required deadlines. Contractors or property owners need to apply to the Town in advance for permission to use public property for access/egress purposes.

Time Limit on Refund – The Security Deposit is forfeited when construction including all required inspections (both internal and external) are not satisfactorily completed within twenty-four (24) months from the date of payment of the permit, unless a twelve (12) month written extension request is submitted to the Town of Niverville **by the permit holder (request will not be accepted from a third party), at least 15 working days prior** to expiration of the permit. **NO FURTHER TIME EXTENSIONS WILL BE CONSIDERED.** It is the permit holder's responsibility to allow enough time for correcting potential deficiencies when planning for their final inspections, to ensure that they are able to satisfactorily complete all required inspections before their permit deadline.

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

Inspections by

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

Due to seasonal weather challenges, **final inspections** by Operations personnel **will only** be conducted between **May 1 and October 31**. Final inspections arrangements must be made a **minimum** of 7 business days prior to October 31st. Building permit applicants need to keep this in mind when working through the deadlines for receiving a refund for the Security Deposit.

The building permit applicant is the party who is responsible to arrange for final inspections with Operations personnel and the Building Inspector, and this responsibility cannot be

transferred to a third party.

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 building permit applicant. In the event the contractor desires to carry out the repairs to municipal infrastructure, arrangements with Operations personnel will need to be made in advance of any work commencing. Operations personnel will advise if a Town approved contractor must be used for the repairs. Repairs must be completed to the satisfaction of Operations staff in their sole opinion.

In the event damages to municipal infrastructure amount to any dollar value greater than the Security Deposit, an invoice will be sent by the Town to the titleholder for additional fees plus an administration 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.

Re-inspections - If a re-inspection is 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 the rates currently in effect with the fee being deducted from any eligible Security Deposit.

Missed inspections will be charged as per the rates currently in effect with the fee being deducted from any eligible Security Deposit.

Inspections by

B. Building Inspector include:

- a. inspections outlined on Schedule “C” (General); and
- b. inspections outlined on Schedule “D” (Final).

Inspections must be satisfactorily completed within the required deadlines to be considered eligible for any refund of the security deposit. Occupancy permits will only be issued upon request.

All structure(s) must comply with the Manitoba Building Code and applicable municipal regulations.

Arrangements for final inspections by the Building Inspector must be made a minimum of 7 business days prior to the expiry of the building permit.

The building permit applicant is the party who is responsible to arrange for final inspections with Operations personnel and the Building Inspector, and this responsibility cannot be transferred to a third party.

Re-inspections - If a re-inspection is 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 the rates currently in effect with the fee being deducted from any eligible Security Deposit.

Missed inspections – when work has been covered and the inspector is unable to perform or complete the required inspection as per the conditions of the issued permit, inspection fee will be charged as per the rates currently in effect with the fee being deducted from any eligible Security Deposit.

SCHEDULE A – Building Permit Security Deposit

NIVERVILLE OPERATIONS FINAL INSPECTION CHECKLIST

(initial)	(m/d/y)		
_____	_____	A	Sewer Inspection – grade slope 0.40% (2 inches over 5 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 (and on side for corner lots)
_____	_____	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 landscaping (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

Inspections by Niverville Operations personnel relating to Building Permits as noted below require a minimum of 5 business days advance notice or as otherwise noted. Water meter installations and water service connections require a minimum of 3 business days advance notice.

All building permit applicants are required 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.

Due to seasonal challenges, final inspections by Niverville Operations personnel 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. Contact Andrew Rempel @ 204-388-4600 ext. 2213 or email operations@whereyoubelong.ca during business hours (7:00 a.m. and 4:00 p.m. Monday through Friday) to arrange for your inspections from Operations personnel.

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, will be charged as per current rates in effect, with the fee(s) being deducted from the eligible Security Deposit. Missed inspections will be charged as per the rates currently in effect with the fee being deducted from any eligible 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 to titleholder and if outstanding after 30 days, invoice will be added to the property tax account. It is the building permit applicant's responsibility to ensure that all required inspections are satisfactorily completed within the deadlines as noted in the Building Permit Security Deposit policy D5-15, or the deposit will be forfeited. A copy of Niverville's Building Permit Security Deposit Policy D5-15 is available upon request.

I, _____ as applicant for permit# _____ acknowledge

(please print)

that I have been provided the opportunity to read a copy of the Building Permit Security Deposit Policy D5-15 and agree to be bound by those terms and conditions.

(Permit Applicant Signature)

Date _____

SCHEDULE C

INSPECTION REQUIREMENTS

24 HOUR NOTICE (except for Final/Occupancy inspection,
which requires a minimum of 7 business days advance notice)

	1	2	3	4	5	6	7	8	9	10
HOUSES & DUPLEXES	•	•	•	•	•	•	•	•	•	•
ATTACHED GARAGE		•	•				•	•		•
DETACHED GARAGE			•				•	•		•
ACCESSORY BUILDINGS							•			
ADDITIONS	•	•		•		•	•	•	•	•
RENOVATIONS							•			•
BASEMENT DEVELOPMENT							•			
READY TO MOVE						•	•	•		•
REPAIRS										•
REPAIR GARAGES/WORKSHOPS	•	•	•			•	•	•		•
WAREHOUSE		•	•			•	•	•		•

1. **Foundation** – prior to pouring concrete and all steel in place.
2. **Grade Beam** – prior to pouring and all steel in place.
3. **Garage Floor** – prior to pouring and all steel in place.
4. **Basement Floor** – drain pipe installed, base prepared and poly in place.
5. **Plumbing in Basement** – underground plumbing complete prior to covering up pipes.
6. **Plumbing on Main Floor** – prior to insulating.
7. **Framing** – when framing is complete and prior to insulating.
8. **Insulating and Poly** – insulation installed and poly caulked prior to covering walls
9. **Back Fill Inspection.**
10. **Final/Occupancy** – inspection requires a minimum of 7 business days advance notice – when all work is complete prior to occupancy.

Please contact the Building Inspector if discrepancies are found in the elevation information.
Any change in elevation requires prior approval from the Building Inspector.

BUILDING INSPECTOR
BEN FUNK
204-371-6636 (cell)
funkben@gmail.com

SCHEDULE D – Building Inspector Final Occupancy Check List

Exterior	Comments
<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	
Interior	
<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 #: _____