



**TOWN OF NIVERVILLE-ADMINISTRATION**

<b>POLICY NO. A5-15:</b>	<b><u>BUILDING PERMIT SECURITY DEPOSIT</u></b>	
<b>EFFECTIVE DATE:</b>	<b><u>December 15, 2015</u></b>	<b>RESOLUTION# <u>358-15</u></b>
<b>REVISION DATE:</b>	<b><u>July 19, 2016</u></b>	<b>RESOLUTION# <u>201-16</u></b>

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.

**Inspections by**

- A. Operations Department include:
  - a. assessing possible damages caused to the curbs, drainage ditches and street;
  - b. utility inspections;
  - c. lot and building elevations confirmed with engineered design (Schedule “A”).Damages to municipal infrastructure will be repaired with cost deducted from the Security Deposit. A statement outlining damages and repairs will be provided to the applicant.
  
- 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 “B”).

**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.

Due to seasonal weather challenges, **final inspections** 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 31<sup>st</sup>.

In the event damages amount to any dollar value greater than 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 will be placed upon the property taxes of the property in question.

**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.

**SCHEDULE A – Building Permit Security Deposit**

**PUBLIC WORKS 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 | Water meter successfully installed  |
| _____ | _____ | D | Water meter reading unit installed and accessible (if applicable)         |
| _____ | _____ | 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  |

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\_\_\_\_\_ # of re-inspections, amount of time spent: \_\_\_\_\_

Invoice # \_\_\_\_\_

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Date of Final Inspection \_\_\_\_\_

Inspector: \_\_\_\_\_

Legal Address \_\_\_\_\_

Civic Address: \_\_\_\_\_

Roll # \_\_\_\_\_ Permit # \_\_\_\_\_ Date Pulled \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Company Name \_\_\_\_\_ Deposit Amount \$ \_\_\_\_\_

