



Planning, Property & Buildings Department  
638 Princess Ave Brandon MB R7A 0P3  
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[www.brandon.ca](http://www.brandon.ca)

January 20, 2017

## Sewer and Water Contractors

### **Re: Change of Process for Issuance of Plumbing Permits**

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Please be advised that effective March 1, 2017, all private property sewer and water permits will require a review period prior to the issuance of a permit. The review period could be up to **five working days**. The inspection process will remain the same. Inspections are required prior to backfill and only with an issued permit.

The implementation of a plans review period, as per the City of Brandon Building By-Law No. 6018/55/92, is being made in an effort to ensure private property sewer and water permits have been reviewed for compliance with the Manitoba Plumbing Code prior to commencement of work and the installation of services.

The current application process will be modified as outlined below:

- Application along with civil drawing (servicing drawing) is submitted to administration and entered into the City's permitting software (repairs or renewals may not require civil drawings)
- The Plumbing Inspector receives the application, reviews and approves the permit application and civil drawing with a commitment of completing the review within five working days
- Administration notifies the applicant the permit is ready for issuance
- Payment for the permit is received and processed and the permit is issued

Please direct any questions or comments to one of the plumbing inspectors between the hours of 8:30 and 9:30 am Monday to Friday (Kurtis Quane at 204-729-2120 or Josh Cory at 204-729-2122).

The City of Brandon has a 24 hours' notice policy when requesting for inspections as this may not always be possible please give inspectors as much notice as possible prior to the inspection. When contacting for inspection, please be sure to supply a **proper civic address**.

Regards,

Greg Merke  
Building Safety Manager