

## Information Bulletin

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# Structural Shop Drawing Submissions

The Development and Inspections Division requires the submittal, review and acceptance of structural shop drawings **prior to any occupancy permit being requested**. These drawings contain necessary information to assist verification that pre-manufactured components used in construction meet the applicable Code requirements, and are consistent with the overall structural design of the building.

### Code and By-Law Requirement

Manitoba Building Code (MBC) requirements address the issue of shop drawings and their review:

#### Division C, Article 2.2.4.4., **Drawings of Parts or Components**

Structural drawings of parts or components including *guards* designed by a person other than the *designer* of the *building* shall be dated and shall bear the authorized professional seal and signature of the *designer* of such parts and components.

#### Division C, Article 2.2.7.3., **Review of Shop Drawings**

The *designer* or another suitably qualified person responsible to the *designer* shall review all shop drawings and other related documents relevant to the design to determine conformance with the design.

The Winnipeg Building By-Law address the authorization of the designated employees to require the submission of such documentation as proof that the design conforms to the requirements of the Code:

#### 9.3, **Powers of the Designated Employee**

The designated employee may direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or foundation condition meets the requirements of the Code. (See section 13) The evidence or proof the designated employee is authorized to require includes certificates or representations from architects, engineers, surveyors or other individuals with expertise in the aspect of design or construction being certified or represented.

## **Shop Drawing Submission**

In reviewing current practices related to how occupancy requests are made and related documentation is submitted, the following procedures are clarified:

- A list of the required shop drawings will be identified during the initial plan review process. Submission must be facilitated through the City's Permits Online system, where real time updates on the documents' review and acceptance is available.
- Shop drawings may be uploaded for review as soon as the building permit has been issued. Applicants are advised to submit shop drawings, for review as soon as they are available. This ensures that any changes and revisions are communicated early and addressed by the design engineer to avoid delays in issuing an Occupancy permit.
- Following review and acceptance by the City of Winnipeg Structural Plan Examination Engineers, a Building Occupancy Permit may be requested.