

## Building Permit Application Form Basement/Lower Level Development

Date: \_\_\_\_\_

### Prerequisite approvals (select one)

Does your project require a prerequisite development permit prior to building permit application? Learn more about prerequisite approval requirements at: [winnipeg.ca/permitprocess](http://winnipeg.ca/permitprocess)

- ☐ Yes, my development permit number is \_\_\_\_\_ (e.g. 12-345678)
- ☐ No, I do not require a prerequisite development permit. I understand that my building permit application will be refused if it is determined that I have an outstanding prerequisite approval.

If you have questions about which application you require for your project, call Permits Direct Line at 204-986-5140 or email [ppd-zoningapplications@winnipeg.ca](mailto:ppd-zoningapplications@winnipeg.ca).

### Location of work

Street number:	Street name:	Unit/suite number:
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### Contact information (Provide as much contact information as possible.)

Identify the applicant: ☐ Owner ☐ Contractor

Owner (required)	Name:	Mailing address: (if different from above)	
	Email address:	Phone number:	
Contractor	Company name:	Contact name:	
	Email address:	Phone number:	
	Mailing address:		
Structural Engineer	Company name:	Contact name:	
	Email address:	Phone number:	
	Mailing address:		
Mechanical Engineer	Company name:	Contact name:	
	Email address:	Phone number:	
	Mailing address:		
Architect	Company name:	Contact name:	
	Email address:	Phone number:	
	Mailing address:		

## Description of work


## Additional information

Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>		\$	
Type of application:	<input type="checkbox"/> Design Coordinated Application – 5 day <input type="checkbox"/> Design Coordinated Application – non 5 day <input type="checkbox"/> Standard house plan		
Are additional dwelling units being established? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Electrical permit by:	<input type="checkbox"/> Homeowner <input type="checkbox"/> Electrical contractor <input type="checkbox"/> N/A	Plumbing permit by:	<input type="checkbox"/> Homeowner <input type="checkbox"/> Plumbing contractor <input type="checkbox"/> N/A
Installing backwater valve: <input type="checkbox"/> Yes <input type="checkbox"/> No		Installing sump pit: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Note:</b> The sump pit must meet current code requirements.	
Are you installing a wood stove / fireplace (solid fuel burning appliance)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If Yes:</b> <input type="checkbox"/> CSA / ULC approved woodstove <input type="checkbox"/> CSA / ULC approved factory-built fireplace <input type="checkbox"/> Other approved manufactured appliance (please specify): _____			
<b>Notes:</b> <ul style="list-style-type: none"> <li>Only CSA-approved appliances may be installed in a basement.</li> <li>All solid fuel burning appliances and their chimneys must be installed according to manufacturer's directions and the Manitoba Building Code.</li> <li>If kitchen/cooking equipment will be installed, a prerequisite development permit for a secondary suite may be required. Please call Permits Direct Line at 204-986-5140 to speak with a Zoning Development Officer.</li> </ul>			

## Required documentation – one copy, fully dimensioned (select all that apply)

Refer to the [Residential Permit Resources](#) webpage for document templates.

<input type="checkbox"/> Owner Statement (not required if owner is the applicant) – refer to template
<input type="checkbox"/> Declaration Form for Building Permit Application - required if you have a prerequisite development permit (refer to template)
<input type="checkbox"/> Site plan (when new or larger windows/doors are proposed in foundation walls) <ul style="list-style-type: none"> <li>street/lane locations</li> <li>distance from building to all property lines</li> <li>legal description</li> </ul> <b>Note:</b> Prerequisite development permit required

- ☐ Floor plan(s)
    - complete floor layout, including all rooms and sizes of rooms where work is being done
    - all rooms labelled as per their use
    - all doors and windows labelled with full dimensions (width and height)
    - electrical layout and plumbing (if applicable)

**Note:** If scope includes installing a sump pit, dimensioned floor plans must show the size of the sump pit (diameter and height), the location of the sump pit (distance to the nearest footing) and floor drain.
  - ☐ Elevations (when new or larger windows/doors are proposed in foundation walls)
    - all exterior door and window sizes (width and height)
    - dimension total height and length of all exterior walls where alterations are taking place
  - ☐ Structural drawings (when structural work is being done.) This includes, but is not limited to:
    - Floors: altering or repairing floor structural members, such as joists or beams, and installing or relocating stairs
    - Walls: creating openings in, relocating, or removing interior/exterior walls that are load bearing
    - Cross section with construction details (if there are proposed upgrades to wall, floor or roof assemblies)

**Note:** Engineering may be required
  - ☐ Engineered structural drawings (when major structural work is being done). This includes, but is not limited to:
    - Basement: removing or altering teleposts or beams, making openings, or structural repairs to foundation walls
  - ☐ Professional Designer's Certificate for Housing (if plans are sealed by an engineer or architect) – refer to template
  - ☐ Basement Development Checklist (refer to page 3)
  - ☐ Dwellings with more than five bedrooms in the entire dwelling unit - Residential Ventilation Record (refer to template) confirming the ventilation system design to be in accordance with CAN/CSA F326-M, **or** engineered mechanical drawings
- Note:** All dwellings must meet heating season ventilation requirements as per the Manitoba Building Code.

## Submission options

Submit your application package to the Zoning & Permits Branch using one of the following options:

- Apply online at [winnipeg.ca/permitsonline](http://winnipeg.ca/permitsonline)
- Email [ppd-permit@winnipeg.ca](mailto:ppd-permit@winnipeg.ca) (PDF attachment or link to online file transfer)
- One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)

## Digital submission requirements (select all that apply)

To submit your application via email, provide a separate PDF file, named as indicated, for each of the following groups of documents that are applicable to your application:

- ☐ **PDF 1** Application Form (Owner Statement, Checklist, Declaration Form)
- ☐ **PDF 2** Site Plan
- ☐ **PDF 3** Building Plans (floor plans, elevations, structural drawings, sections)
- ☐ **PDF 4** Professional Designer's Certificate for Housing
- ☐ **PDF 5** Residential Ventilation Record
- ☐ **PDF 6** Engineered mechanical drawings

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.

## Basement Development Checklist

Refer to the Basement/Lower Level Development guide for more information.

Bedroom(s)	<p>Number of bedrooms being created: _____</p> <p><b>Note:</b> Any bedroom creation requires a review by Plan Examination.</p> <p>When there are more than five bedrooms in the entire dwelling unit, submission of either the Residential Ventilation Record form confirming the ventilation system design to be in accordance with CAN/CSA F326-M, <b>or</b> engineered mechanical drawings is required as part of the application package.</p>
Windows	<p>Type of windows in bedroom(s) (e.g. hopper, sliding, casement, etc.), include unobstructed opening dimensions of each (length x width).</p>
	<p>Window 1 type: _____ Unobstructed opening dimensions: _____</p>
	<p>Window well included: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide dimensions: _____</p>
	<p>Window 2 type: _____ Unobstructed opening dimensions: _____</p>
	<p>Window well included: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide dimensions: _____</p>
	<p>Window 3 type: _____ Unobstructed opening dimensions: _____</p>
	<p>Window well included: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide dimensions: _____</p>
	<p>Window 4 type: _____ Unobstructed opening dimensions: _____</p>
	<p>Window well included: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide dimensions: _____</p>
	<p>Window 5 type: _____ Unobstructed opening dimensions: _____</p>
Doors	<p>Room &amp; door size: _____</p>
	<p>Room &amp; door size: _____</p>
	<p>Room &amp; door size: _____</p>
	<p>Room &amp; door size: _____</p>
	<p>Room &amp; door size: _____</p>
	<p>Room &amp; door size: _____</p>
	<p>Room &amp; door size: _____</p>
Ceiling heights	<p>Finished ceiling height: _____</p>
	<p>Finished height under beam/bulkheads: _____</p>
	<p>Headroom clearance at stairs: _____</p>