

Building Design Summary (BDS)

Application for Part 3 Commercial Projects for New Construction and Additions

January 2025

Project Description:
Project Address:

For assistance in completing this document, it is recommended that applicants refer to the Guide to the Building Design Summary (BDS) at: winnipeg.ca/ppd/permits/Commercial/Resources.stm

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1. Before Starting

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

- ☐ 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.

2. Application Information

This document must be completed by the applicant and attached with the plan submission. This document applies to all buildings regulated by Article 1.3.3.2 – Division A of the Manitoba Building Code (i.e. Part 3 buildings).

It is important to submit a complete application package to ensure the application is processed as efficiently as possible. Incomplete applications will result in delays.

2.1 General information

Street number: _____		Street name: _____		Unit number: _____	
Is this an Optional Professional Certificate Program (OPCP) application? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Note: Ensure the project has been approved to proceed with an OPCP permit application .					
Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>			\$ _____		
Value of alterations only (if applicable):			\$ _____		
Intended use of building:		_____			
New gross floor area (all floors, including basement): _____			Existing gross floor area (if applicable): _____		
Number of storeys above grade: _____			Number of storeys below grade: _____		
New dwelling units created: _____			<input type="checkbox"/> Imperial <input type="checkbox"/> metric		

2.2 Type of plan submission

Refer to section 2.2 of the Guide to the BDS for more information.

A. Full plan submission

A **full** plan submission is a complete set of final architectural, structural, mechanical, and electrical drawings. ☐

Notes:

1. Staged permits may be issued to allow construction to proceed before a **full** plan review has been completed.

2. Mechanical or electrical systems, such as commercial cooking operations and manufacturing processes, are permitted to be excluded from the full plan submission. However, separate permits will be required for those mechanical and electrical systems.

B. Shell only plan submission

A **shell only** permit submission is for a new building fully enclosed with base building mechanical and electrical, but no associated occupant (e.g. a speculative Commercial Rental Unit (CRU) intended for a future tenant to complete with their initial tenant improvement). Shell Only is limited to new buildings that are single storey (with no basement), single or multi-tenant use(s) and contains only Group A2, D, E, F2, or F3 major occupancies.

Note: Separate permits will be required for all tenant improvements and occupancy.

C. Staged permit request (if applicable)

A **staged** permit is when a permit is issued in several installments.

a) Request for a staged building foundation permit (refer to section 2.2. C. (1) of the Guide to the BDS)

b) Request for a staged building structural frame permit (refer to section 2.2 C. (2) of the Guide to the BDS)

2.3 Contact information

Provide as much contact information as possible to ensure deficiencies or omissions are addressed to the appropriate contacts, and do not delay permit issuance.

Applicant

Company name:

Phone number:

Contact:

Email:

Mailing address:

Contractor

Company name:

Phone number:

Contact:

Email:

Mailing address:

☐ **Property owner** ☐ **Building owner** ☐ **Unit owner (e.g. condo)** ☐ **Owner's delegate** (check one)

Company name:

Phone number:

Contact:

Email:

Mailing address:

Architect (ensure name matches drawing seal)

Company name:

Phone number:

Contact:

Email:

Mailing address:

MECB Coordinating Registered Professional (CRP)

Company name:

Phone number:

Contact:

Email:

Mailing address:

Engineer or Code Consultant	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Structural Engineer (ensure name matches drawing seal)	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Mechanical Engineer (ensure name matches drawing seal)	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Electrical Engineer (ensure name matches drawing seal)	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Geotechnical Engineer (ensure name matches drawing seal)	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Integrated Testing Coordinator (for buildings subject to CAN/ULC-S1001)	
The 2024 Manitoba Building Code (MBC) includes the new requirement for integrated systems testing of fire protection and life safety systems in accordance with CAN/ULC-S1001 as noted in the MBC Subsection 3.2.9.	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Other (specify)	
Company name:	Job title:
Contact:	Phone number:
Mailing address:	Email:

Tenant contact information

Is tenant information known at this time? Yes ☐ No ☐ If yes, provide details below.

Tenant	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Tenant	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Tenant	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Tenant	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Tenant	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Tenant	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Tenant	
Company name:	Phone number:
Contact:	Email:
Mailing address:	

2.4 Occupancy acknowledgment

☐ I acknowledge understanding of the responsibilities of owner/tenant regarding occupancy after a permit has been issued.

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.

2.5 Document checklist

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

A. Required documentation – one copy, fully dimensioned (select all that apply) All final construction drawings must be labeled as “Contract Documents” or “For Construction”. Note: ‘Permit Set’, ‘Tender Set’, ‘% Review’, ‘Pricing Set’, or drawings bearing stamp ‘Not For Construction’ are not acceptable	
a) Completed BDS application form	<input type="checkbox"/>
b) Design summaries from each professional, where applicable (refer to design summary templates) <ul style="list-style-type: none"> ○ Architectural Design Summary ○ Structural Design Summary ○ Mechanical Design Summary ○ Mechanical Design Summary – shell only ○ Electrical Design Summary 	<input type="checkbox"/>
c) Manitoba Energy Code for Buildings Declaration (refer to template)	<input type="checkbox"/>
d) Owner Statement (refer to template) Note: For OPCP applications, substitute OPCP Property Owner(s) Statement (refer to template).	<input type="checkbox"/>
e) Declaration Form for Building Permit Application – required if you have a prerequisite Development Permit (refer to template)	<input type="checkbox"/>
f) Declaration Form for Development Permit Exemption (Accessory Structures) – required if your project is exempt from a development permit (refer to template)	<input type="checkbox"/>
g) Site plan – the plan shall include the legal description of the property and show all buildings on the property, property dimensions, access routes/lanes for fire fighting/ existing or new fire hydrant locations, etc.	<input type="checkbox"/>
h) Complete construction drawing package and set of specifications, if not on drawings. Indicate whether drawings are preliminary or final. <ul style="list-style-type: none"> ○ Architectural drawings <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Final drawings to follow on (date): _____ ○ Structural drawings <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Final drawings to follow on (date): _____ ○ Mechanical drawings <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Final drawings to follow on (date): _____ ○ Sprinkler drawings <input type="checkbox"/> N/A (if N/A, must submit within 60 days of building permit issuance as a separate M2 trade permit) <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Final drawings to follow on (date): _____ ○ Electrical drawings <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Final drawings to follow on (date): _____ 	<input type="checkbox"/>
i) Required Professional Designer’s Certificate (from each professional) – refer to template Note: For OPCP applications, substitute OPCP Certificates (from each professional) – refer to templates.	<input type="checkbox"/>
j) Geotechnical Report – site specific, limit states design	<input type="checkbox"/>
k) OPCP Certificate(s) of Insurance (from each professional) Note: For OPCP applications only.	<input type="checkbox"/>

B. May be required documentation

a) Alternative solution (if proposed)	<input type="checkbox"/>
b) Electrical Request for Code Deviation	<input type="checkbox"/>
c) Electrical Patient Care Areas Declaration	<input type="checkbox"/>

2.6 How to apply

Submission Options

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

- Apply online at winnipeg.ca/permitsonline
- Email 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 Forms (Professional Design Summaries, Owner Statement, Declaration Forms)
- ☐ **PDF 2** Architectural Drawings (include site plan)
- ☐ **PDF 3** Structural Drawings
- ☐ **PDF 4** Mechanical Drawings
- ☐ **PDF 5** Sprinkler Drawings
- ☐ **PDF 6** Electrical Drawings
- ☐ **PDF 7** Specifications – Architectural
- ☐ **PDF 8** Specifications – Structural
- ☐ **PDF 9** Specifications – Mechanical
- ☐ **PDF 10** Specifications – Electrical
- ☐ **PDF 11** Specifications – All disciplines
- ☐ **PDF 12** Alternative Solution
- ☐ **PDF 13** Required Professional Designer's Certificate (from each professional)
- ☐ **PDF 14** Geotechnical Report
- ☐ **PDF 15** OPCP Property Owner(s) Statement
- ☐ **PDF 16** OPCP Certificates (from each professional)
- ☐ **PDF 17** OPCP Certificate(s) of Insurance (from each professional)
- ☐ **PDF 18** Other (specify): _____