

Construct New / Additions Commercial Part 9 Buildings Building Permit Application Form

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

- ☐ 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.

Location of work

Street number:	Street name:	Unit number:
Tenant name:	Contact person:	Phone number:

Contact information (Provide as much contact information as possible.)

Check one: <input type="checkbox"/> Property owner <input type="checkbox"/> Building owner <input type="checkbox"/> Unit owner <input type="checkbox"/> Owner's delegate	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Applicant	Company name):	Contact name:
	Email address:	Phone number:
	Mailing address:	
Contractor	Company name):	Contact name:
	Email address:	Phone number:
	Mailing address:	
MECB Coordinating Registered Professional	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Mechanical Engineer	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	

Electrical Engineer	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Structural Engineer	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
<input type="checkbox"/> Designer <input type="checkbox"/> Architect	Company name):	Contact name:
	Email address:	Phone number:
	Mailing address:	
Tenant	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Other (specify)	Company name:	Job title:
	Contact name:	Phone number:
	Mailing address:	Email address:

General Information

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):	
Plans submitted: <input type="checkbox"/> Imperial <input type="checkbox"/> Metric		Occupancy group: Table 9.10.2.1	
Number of storeys above grade:	Number of storeys below grade:	New dwelling units created:	
Integration of fire protection and life safety systems (CAN/ULC=S1001)		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Occupancy acknowledgment

<input type="checkbox"/> I acknowledge understanding of the responsibilities of owner/tenant regarding occupancy after a permit has been issued.
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Required documentation – one copy, fully dimensioned (select all that apply)

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

Note: All construction drawings must be labeled as “Contract Documents” or “For construction”.
<input type="checkbox"/> Owner Statement – refer to template Note: For OPCP applications, substitute OPCP Property Owner(s) Statement (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"/> Declaration Form for Development Permit Exemption (Accessory Structures) – required if your project is exempt from a development permit (refer to template)
<input type="checkbox"/> Declaration Form for Development Permit Exemption (Pools or Hot Tubs)– required if your project is exempt from a development permit (refer to template)
<input type="checkbox"/> Architectural drawings (Part 9) <ul style="list-style-type: none"> • Site plan <ul style="list-style-type: none"> ○ street/lane locations ○ location of building and all structures on property ○ location and distance of all existing fire hydrants within 90 m of the building ○ location of access routes/lanes for firefighting ○ location of all fire department connections ○ legal description • Plans, elevations, sections, details • Building code analysis • Door schedule and/or hardware list
<input type="checkbox"/> Structural drawings
<input type="checkbox"/> Electrical drawings
<input type="checkbox"/> Mechanical drawings
<input type="checkbox"/> Manitoba Energy Code for Buildings Declaration
<input type="checkbox"/> Structural Design Summary
<input type="checkbox"/> Required Professional Designer’s Certificate (from each professional) – refer to template Note: For OPCP applications, substitute OPCP Certificate (from each professional) – refer to templates.
<input type="checkbox"/> OPCP Certificate(s) of Insurance (from each professional) Note: For OPCP applications only.

May be required documentation

<input type="checkbox"/> Alternative Solution (if proposed)
<input type="checkbox"/> Sprinkler drawings (could also be submitted as a separate mechanical trade permit) <ul style="list-style-type: none"> • details provided if the building is fully or partially sprinklered (locations indicated)
<input type="checkbox"/> Mechanical Design Summary
<input type="checkbox"/> Specifications – Architectural
<input type="checkbox"/> Specifications – Structural
<input type="checkbox"/> Specifications – Mechanical
<input type="checkbox"/> Specifications – Electrical
<input type="checkbox"/> Specifications – All Disciplines
<input type="checkbox"/> Electrical Request for Code Deviation
<input type="checkbox"/> Electrical Patient Care Areas Declaration
<input type="checkbox"/> Geotechnical Report – site specific, limit states design, may be requested

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 Summary, Owner Statement, Declaration Forms)
- ☐ **PDF 2** Architectural Drawings
- ☐ **PDF 3** Structural Drawings
- ☐ **PDF 4** Mechanical Drawings
- ☐ **PDF 5** Sprinkler Drawings
- ☐ **PDF 6** Electrical Drawings
- ☐ **PDF 7** Specification – Architectural
- ☐ **PDF 8** Specification – Structural
- ☐ **PDF 9** Specification – Mechanical
- ☐ **PDF 10** Specification – Electrical
- ☐ **PDF 11** Specification – 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): _____

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