

Commercial Alteration Design Summary (CADS)

Application for Part 3/9
Commercial Buildings for
Interior and/or Exterior Alterations
and Change of Use

January 2025

Tenant Name:

or ☐ Landlord Work

Project Address:

Unit Number:

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

Note: Commercial projects, **not** including – Single Family Dwellings, Duplexes or Multi-Family Dwellings without shared exits.

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Before Starting

- ☐ Review the Guide to the Commercial Alteration Design Summary (CADS).
- ☐ Are the skills of an architect or professional engineer required? Refer to Section 3 of the Guide to CADS.
- ☐ If the skills of an architect and/or engineer are not required, retain someone who can provide drawings indicating the scope of the project in a clear and professional manner (refer to section 1.4 of the Guide to CADS).

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.

Understanding this document

This document is arranged into four (4) sections, as follows:

- a) Section I relates to the overall building, tenant and contact information that is required for all permit applications.
- b) Section II relates to the actual nature of the work being carried out to determine its complexity and whether or not an architect and/or engineer(s) are required to be involved in the project.
- c) Section III outlines the specific documents that are required for all permit applications.
- d) Section IV relates to the contact information required when an architect and/or engineer(s) are involved with the project

Responsibility to complete each section

- a) Section I must be completed by the applicant**
- b) Section II must be completed by the applicant**
- c) Section III must be completed by the applicant** and verified for quality and completeness of submission by the City.
- d) Section IV must be completed and coordinated for completeness of submission by the applicant**

**The applicant is understood to be either the owner, or a representative acting on behalf of the owner, proposing to undertake permitted work or occupancy on the subject premises. The applicant can be the tenant, contractor, design professional, property manager, owner or similar authorized person.

Section I – Building / tenant information

This section must be completed by the applicant.

Is this an Optional Professional Certificate Program (OPCP) application? ☐ Yes ☐ No

Note: Ensure the project has been approved to proceed with an [OPCP permit application](#).

A. General information

Address	
Street Number: _____	Street Name: _____ Unit Number: _____
Manitoba Building Code (MBC) Part	
<input type="checkbox"/> Part 3	
<input type="checkbox"/> Part 9	
If unknown, contact ppd-bpx@winnipeg.ca to confirm before submitting an application.	
Building type	
<input type="checkbox"/> Single storey, single tenant building	
<input type="checkbox"/> Single storey, multi-tenant building (strip mall, CRU's, etc.)	
<input type="checkbox"/> Multi-storey, single tenant building	
<input type="checkbox"/> Multi-storey, multi-tenant building (identify floor) _____ (office tower, large shopping centre, etc.)	
<input type="checkbox"/> Other _____	
Construction location <input type="checkbox"/> N/A	
<input type="checkbox"/> Interior of building	<input type="checkbox"/> Interior and exterior of building
<input type="checkbox"/> Exterior of building	
Tenant area	
Tenant area: _____ <input type="checkbox"/> sq. ft. <input type="checkbox"/> m ²	MBC building area: _____ <input type="checkbox"/> sq. ft. <input type="checkbox"/> m ²

B. Tenant use information

Describe previous use of the space and how the new tenant will use the space (e.g. previous tenant – doctor's office to a new tenant – jewelry store)

Previous tenant use: _____

New tenant use: _____

Major occupancy classification of new tenant use (see note below): _____

Note: A change of use from one major **building** or **occupancy classification** to another, under the Winnipeg Building By-law article 15.1.4, or which significantly affects the life safety integrity of the building (see Section II - B), may require the involvement of an architect and/or engineer(s). See table at the end of the Guide to the Commercial Alteration Design Summary (CADS) for a listing of Major Occupancy Building Classifications.

C. Adjacent tenants ☐ N/A

List all adjacent tenants (fire separation requirements vary depending on tenant uses)

1. _____
2. _____

D. Contact information

Notes:

- Not all fields may be applicable. Provide as much contact information as possible to ensure deficiencies or omissions are addressed to the appropriate contacts, and do not delay permit issuance.
- Contact information for architects and engineers must be provided in Section IV, if applicable.

<input type="checkbox"/> Property owner <input type="checkbox"/> Building owner <input type="checkbox"/> Unit owner (e.g. condo) <input type="checkbox"/> Owner's delegate (check one)	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Applicant <input type="checkbox"/> Same as above	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Interior Designer <input type="checkbox"/> Same as applicant <input type="checkbox"/> N/A	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Contractor <input type="checkbox"/> Same as applicant <input type="checkbox"/> N/A	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Tenant <input type="checkbox"/> Same as applicant <input type="checkbox"/> N/A	
Company Name:	Phone Number:
Contact:	Email:
Mailing address:	
Additional Tenant <input type="checkbox"/> N/A	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Additional Tenant <input type="checkbox"/> N/A	
Company name:	Phone number:
Contact:	Email:
Mailing address:	
Other (specify)	
Company name:	Job title:
Contact:	Phone number:
Mailing address:	Email:

Section II – Description of work

A. Describe nature of work

Include scope of work for all disciplines. If a separate, detailed, written scope of work is attached to the application, you may indicate that here. Drawing details cannot be used in place of a written scope of work.

☐ **Change of use as per the MBC**

No work proposed or limited to cosmetic upgrades (proceed to Section II, Part C)

Architectural – walls, doors, windows, occupant increase, etc. ☐ N/A – no architectural work proposed

Structural – foundation, lintels, roof top units (RTU's), etc. ☐ N/A – no structural work proposed

Mechanical ☐ N/A – no mechanical work proposed

a) Alteration of the building's heating, ventilating, air-conditioning ductwork ☐ Yes ☐ No

b) Installation/replacement of mechanical units (RTUs, MUAs, UHs, etc.) ☐ Yes ☐ No

c) Alteration of the building's sprinkler system ☐ Yes ☐ No

d) Alteration of the building's standpipe system ☐ Yes ☐ No

Describe any other mechanical work:

Electrical ☐ N/A – no electrical work proposed

a) Indicate tenant electrical supply or panel rating (200 amp, 400 amp, etc.) _____ amp

b) Installation/relocation of electrical service panels ☐ Yes ☐ No

c) Installation/relocation of plugs, lights, switches ☐ Yes ☐ No

d) Modifications/additions to the building's fire alarm system ☐ Yes ☐ No

e) Modifications/additions to the building's emergency lighting ☐ Yes ☐ No

f) Electrical work involving patient care areas ☐ Yes ☐ No

g) Work involving electrically hazardous, wet or corrosive locations ☐ Yes ☐ No

h) Installation/relocation of generators ☐ Yes ☐ No

i) Modifications/additions to the building's exit signage ☐ Yes ☐ No

If yes, please confirm type of exit sign(s) to be installed:

☐ Red EXIT sign to match existing

☐ Green "Running Man" Pictogram

☐ Photoluminescent Green "Running Man" Pictogram

Describe any other electrical work:

B. Identify complex work

If any item is marked as yes, the drawings and related documents submitted with the application must be prepared, signed and sealed by an architect or engineer(s), as determined by the authority having jurisdiction.

a) Significant alterations/additions to fire safety systems (fire alarm, sprinklers, standpipes, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Change in major occupancy classification of a Part 3 building	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) An increase or change in occupant load in assembly occupancies with an occupant load greater than 100 persons	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Significant alterations that include changes to exits, lobbies (being used as exits) and public corridors in Part 3 buildings	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Significant work relating to fire separations in a Part 3 building	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Alteration of a floor space through the addition of a mezzanine, infill or other similar element in a Part 3 building	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Significant alterations to the environmental separation systems, including the building envelope in a Part 3 building	<input type="checkbox"/> Yes <input type="checkbox"/> No
h) Any changes to the structural systems of the building	<input type="checkbox"/> Yes <input type="checkbox"/> No
i) Significant alterations to the heating, ventilation and air-conditioning systems resulting from a change of use and/or change of major occupancy of the building or tenant space	<input type="checkbox"/> Yes <input type="checkbox"/> No
j) Installation of complex/specifically hazardous HVAC equipment (dust collection, fume hoods, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
k) Any changes of the service, distribution, high voltage systems and/or transformers in buildings where the electrical service requirements exceed 750 kVA	<input type="checkbox"/> Yes <input type="checkbox"/> No
l) Installation and/or alteration of photoluminescent exit signs	<input type="checkbox"/> Yes <input type="checkbox"/> No
m) Integration of fire protection and life safety systems (CAN/ULC-S1001)	<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Declared construction value

\$ _____

Note: Declared construction value includes total project cost similar to what will be considered as the capital assets improvements at the end of the project – to include design fees, project management fees, building construction, all sub-trades, including electrical, mechanical, plumbing, building equipment such as HVAC, fire alarms, elevators, roofing, exterior finishing, windows, painting, interior finishing, carpet/flooring, millwork and fixed cabinetry. Specialty equipment core to the occupant's operations are typically not included in the valuation. However, items such as spray booths should be included.

D. Occupancy acknowledgment

- ☐ I acknowledge understanding of the responsibilities of owner/tenant regarding occupancy after a permit has been issued. Refer to the Defining Occupancy Information Bulletin at: winnipeg.ca/occupancypermits.

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.

Section III – Document checklist

This section must be reviewed and completed by the applicant to ensure a complete application.

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

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

When alterations made to a commercial building require a building permit, drawings and specifications (where applicable) specific to those alterations must be provided for all disciplines affected as part of the building permit. All construction drawings must be labeled as “Contract Documents” or “For Construction”.

- | | |
|---|---|
| a) Cover page and sections I to III of this document (CADS) | <input type="checkbox"/> Yes |
| b) Section IV, in addition to sections I to III of this document (CADS), if professionals are involved | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| c) Letter of Authorization from building owner/property manager for intended use (substitute the Owner Statement if professionals are involved – refer to Owner Statement template)
Note: For OPCP applications, substitute OPCP Property Owner(s) Statement (refer to template). | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| d) Declaration Form for Building Permit Application – required if you have a prerequisite Development Permit (refer to template) | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| e) Declaration Form for Development Permit Exemption (Interior Alterations) – required if your project is exempt from a development permit (refer to template) | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| f) 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"/> Yes <input type="checkbox"/> N/A |
| g) Declaration Form for Development Permit Exemption (Solar Photovoltaic) – required if your project is exempt from a development permit (refer to template) | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| h) 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 ○ Electrical Design Summary | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| i) Architectural drawings (not required to be prepared by an architect) <ul style="list-style-type: none"> ○ Site plan – the plan shall include the legal description of the property and show all buildings on the property, property dimensions, etc. (required for exterior alterations and change of major occupancy classification as per the MBC article 3.1.2.1.)
Note: If scope includes roof mounted solar photovoltaic panels that do not extend past the roof line, the site plan only requires the location and dimension of the solar photovoltaic panels on the roof. | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| ○ Key plan – the plan shall show the location of the tenant space in relation to the overall building floor plan. | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |

<ul style="list-style-type: none"> ○ Tenant floor plan(s) – the plan(s) shall be drawn to scale with dimensions, have room uses labelled, walls (proposed/existing/demolished), etc. 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
j) Structural drawings	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
k) Mechanical drawings	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
l) Sprinkler drawings – details provided if the building is fully or partially sprinklered (locations indicated)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
m) Electrical drawings	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
n) Specifications – Architectural	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
o) Specifications – Structural	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
p) Specifications – Mechanical	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
q) Specifications – Electrical	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
r) Specifications – All disciplines	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
s) 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"/> Yes <input type="checkbox"/> N/A
t) OPCP Certificate(s) of Insurance (from each professional) Note: For OPCP applications only.	
B. May be required documentation – one copy (select all that apply) Based on the scope of work for a permit application and/or the proposed use of a tenant space, additional documentation may be required. The following is a list of the most commonly required additional documentation. Refer to the Guide to CADS for details and documents, where applicable.	
a) Alternative solution (if proposed)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
b) Manitoba Energy Code for Buildings Declaration – refer to template. Required for all tenant fit-ups in new Part 3 buildings.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
c) Electrical Request for Code Deviation (if proposed) – refer to template	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
d) Letter of Intent describing the function and services of the business. Required when the use of the space requires a detailed explanation in order to be properly evaluated.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
e) ASHRAE Compliance / Assessment Letter. Required when proposing a change of use type as per the ASHRAE Standard 62.1 – 2010.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
f) Electrical Patient Care Areas Declaration – refer to template. Required when medical treatment, diagnosis, therapy, monitoring or care of people is taking place in a tenant space (e.g. dental clinics, hospital facilities, physicians offices, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
g) Manitoba Early Learning and Child Care Design Summary. Required for facilities that care for children 12 years of age or younger.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
h) Electromagnetic Lock Checklist – refer to template. Required when installing or modifying electromagnetic locks.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
i) Photoluminescent Exit Signs Checklist – refer to template. Required when installing or modifying photoluminescent exist signs.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

C. 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, Letter of Authorization/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** ASHRAE Compliance Assessment Letter
- ☐ **PDF 14** Required Professional Designer's Certificate (from each professional)
- ☐ **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) _____

If professionals are not involved or required, this is the end of the permit application.

Section IV – Building Design Summary

This section must be completed and submitted when an architect and/or engineer(s) are required or involved with the project.

A. Professional contact information

Architect		<input type="checkbox"/> N/A
Company name:	Phone number:	
Contact:	Email:	
Mailing Address:		
Structural Engineer		<input type="checkbox"/> N/A
Company name:	Phone number:	
Contact:	Email:	
Mailing address:		
Mechanical Engineer		<input type="checkbox"/> N/A
Company name:	Phone number:	
Contact:	Email:	
Mailing address:		
Electrical Engineer		<input type="checkbox"/> N/A
Company name:	Phone number:	
Contact:	Email:	
Mailing address:		
MECB Coordinating Registered Professional (CRP)		<input type="checkbox"/> N/A
Company name:	Phone number:	
Contact:	Email:	
Mailing address:		
Integrated Testing Coordinator (CAN/ULC-S1001)		<input type="checkbox"/> N/A
The 2024 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:		