

# Guide to the Commercial Alteration Design Summary (CADS)

January 2025

This Guide is intended to assist applicants in understanding the application requirements for Commercial - Interior and/or Exterior Alteration and Change of Use building permits.

# Table of Contents

<b>1. General information</b>	<b>4</b>
1.1 General	4
1.2 Building permit and approvals	4
1.3 Code compliance is mandatory	4
1.4 Plan submission	4
1.5 Meetings	4
<b>2. Items to consider</b>	<b>5</b>
2.1 Prerequisite approvals	5
2.2 Interior/exterior alteration and/or change of use	6
2.3 What requires a building permit?	6
2.4 Is there a change of building code classification?	6
2.5 Heritage buildings	6
<b>3. When is an architect and/or engineer required?</b>	<b>7</b>
<b>4. When might a building design pre-application meeting with the City of Winnipeg be required?</b>	<b>7</b>
4.1 Building design pre-application meeting	7
<b>5. Before applying for your permit</b>	<b>8</b>
5.1 Pre-application checklist	8
5.2 Does the project require any of the following professionals?	8
5.3 What type of information will I need to provide when applying for a building permit?	9
5.4 Construction Drawings	9
<b>6. Commercial Alteration Design Summary (CADS)</b>	<b>9</b>
6.1 Introduction	9
6.2 Section I – Building / tenant information	9
6.3 Section II – Description of work	11
6.4 Section III – Document checklist	17
6.5 Section IV – Building Design Summary	22
<b>7. Plan/drawing requirements</b>	<b>22</b>
7.1 Site plan information	22
7.2 Building key plan	23
7.3 Building information	23
7.4 Tenant floor plans (architectural drawings)	23
<b>8. Frequently Asked Questions</b>	<b>23</b>
8.1 What if I am only doing cosmetic work?	23

8.2 Why do I need to understand the Major Occupancy Building Classification? .....	24
8.3 What does “Grandfathering” mean? .....	24
8.4 When is a Building Occupancy Permit required? .....	24
8.5 Can I occupy the premise before I have a Building Occupancy Permit? .....	24
<b>9. Resources.....</b>	<b>25</b>
<b>Appendix.....</b>	<b>26</b>
<b>Major Occupancy Building Classifications (alphabetical).....</b>	<b>31</b>

# 1. General information

## 1.1 General

All permits related to building construction are issued by the Planning, Property & Development Department (PP&D). Refer to the applicable application form for submission options and prerequisite development permit requirements.

This guide is intended to outline the building permit and plan submission process for an application to build as it relates to the building code and the Plan Examination Branch. The guide also discusses topics such as meetings, alternative solutions (i.e. code equivalents) and relevant codes and bylaws.

## 1.2 Building permit and approvals

A building permit is required whenever work regulated by the Winnipeg Building Bylaw or the Manitoba Building Code (MBC) is to be undertaken (Winnipeg Building Bylaw 4555/87 - Article 14.1.1).

An application to build will result in the issuance of a building permit when two conditions are satisfied:

1. A satisfactory review for code compliance, and
2. The approval of all other City departments or branches that have bylaws or regulations that apply to the work undertaken by the building permit (Winnipeg Building Bylaw 4555/87 – Subsection 8.6).

The review for code compliance is the responsibility of the Plan Examination Branch.

## 1.3 Code compliance is mandatory

Plans will be audited by the Plan Examination Branch. Code compliance remains the responsibility of the owner and his/her designers (Winnipeg Building Bylaw 4555/87 – Subsection 5.8 and Subsection 8.5).

Compliance with the MBC is mandatory and a waiver of a code requirement is not permitted. However, alternatives that meet the intent or level of performance required by the code (See MBC – Division C – 2.3 Alternative Solutions) may be permitted provided sufficient evidence is submitted to demonstrate the intent or level of performance required by the code has been achieved.

## 1.4 Plan submission

Sufficient information shall be provided to show that the proposed work will conform to the code and whether or not it may affect an adjacent property. Plans shall be drawn to scale and shall indicate the nature and extent of the work, or proposed occupancy, in sufficient detail to establish that, when completed, the work and proposed occupancy will conform to the code (MBC – Div. C – Article 2.2.2.1).

**In order for the City to issue a permit in a timely manner, it is important to provide a complete and code compliant application. If it is determined during technical review that information is missing or code deficiencies are noted, submission of revised information/documentation will be required and the application will need to be re-reviewed for compliance.**

A building permit application does not guarantee that a building permit will be issued. A building permit will only be issued through demonstrated compliance with the building code and all other bylaws and applicable regulations.

## 1.5 Meetings

The Plan Examination Branch can meet with designers and contractors to discuss code issues and interpretations at the pre-application stage for an hourly fee as per the fees bylaw. Meetings can involve other City departments upon request.

## 2. Items to consider

Prior to undertaking a renovation as an existing tenant, or moving into a new tenant space as a new tenant that may include interior/exterior alterations, consider the following.

### 2.1 Prerequisite approvals

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)

If your project requires a prerequisite development permit, the following Departments/Branches may be engaged to review and approve your application. Your development permit must be issued before you can submit a building permit application.

- **Zoning**
  - Alterations to the interior and/or exterior of a building can impact the Winnipeg Zoning by-law requirements.
    - Confirm if there is a zoning change of use and if the use is permitted under the City of Winnipeg Zoning By-law(s) prior to developing plans and hiring professionals. Refer to the Zoning Principal Uses table in the Winnipeg Zoning By-law.
    - Will the timeframe for completion of the alteration be affected due to the requirement for a variance or other such zoning requirement(s)? In certain situations, this delay may be months, due to the approval processes and public meetings that are necessary.
    - Building alterations may affect parking requirements and/or loading bay (space) requirements.
    - Do the exterior alterations affect the City infrastructure within the right-of-way (i.e. encroachments onto any approaches, sidewalks, etc.)?
    - Are exterior grades being revised in any way to accommodate building alterations (i.e. raising sidewalks for barrier free access)?
    - Do the exterior alterations impact any existing landscaping and will the plantings be replaced elsewhere? A Variance or Alternative Equivalent Compliance may be required to approve an alternative landscape design.
- **Urban Planning & Design**
  - Alterations to the interior and/or exterior of a building may require approval by the City's Urban Planning and Design Division. Depending on the location of the building and scope of work, additional supporting applications and approvals such as Downtown Urban Design Review, Heritage Permit, Plan Approval, Parking Management Plan, etc. may be required.
- **Water and Waste**
  - The Water and Waste Department may become involved when alterations to a building could affect water supply or waste capacity needs, flood protection, storm water retention basins, etc. This may include, but is not limited to:
    - site work
    - adding dwelling units to multi-unit residential buildings
    - adding new openings to buildings at basement/ground level (e.g. doors, windows)
  - For more information, visit: [winnipeg.ca/waterandwaste/dept/comBuildPermitRqmt.stm](http://winnipeg.ca/waterandwaste/dept/comBuildPermitRqmt.stm)
  - If you have any questions, contact the Water and Waste Department at 204-986-3322.

- **Public Works**

- The Public Works Department may become involved when alterations of a building affect the adjacent public property (i.e. sidewalk, back lane). This may include, but is not limited to:
  - barrier-free entrances
  - projections, such as canopies or balconies
  - outdoor patios
  - addition/removal of loading doors
- For more information, visit: [winnipeg.ca/publicworks/permitsApprovals/permits/default.stm](http://winnipeg.ca/publicworks/permitsApprovals/permits/default.stm)
- If you have any questions, contact the Public Works Department at 204-986-4113.

## **2.2 Interior/exterior alteration and/or change of use**

Interior/Exterior Alterations - construction work that may involve structural work, alteration of life safety systems (fire alarm, etc.) or walls affecting tenant separations. This type of work generally requires a registered architect and/or professional engineer, see Section 3 for further details.

Change of Use (MBC Occupancy Group/Division article 3.1.2.1) – proposals involving a change of use require a building permit even if there is no work proposed or the work is limited to cosmetic upgrades.

## **2.3 What requires a building permit?**

Refer to the [Frequently Asked Questions](#) on our website.

Refer to the [Winnipeg Building By-law No.4555/87](#).

## **2.4 Is there a change of building code classification?**

The Manitoba Building Code (MBC) has six Major Occupancy Classifications, and different Divisions within three of these Major Occupancy Classifications.

No change shall be made in the type of occupancy or use of any building or structure, which would place the building or structure in a different occupancy group, or division within a group, unless such building or structure is made to comply with the requirements of the code for that occupancy group, or division within a group.

Examples of a change in major occupancy can include:

- Group D (Business and Personal Services) “Office” to a Group A, Division 2 (Assembly Occupancy) “Restaurant”
- Group D (Business and Personal Services) “Office” to a Group E (Mercantile Occupancy) “Store”
- Group F, Division 3 (Low Hazard Industrial Occupancy) “Storage Garage” to a Group F, Division 2 (Medium Hazard Industrial Occupancy) “Repair Garage”

See the **Major Occupancy Building Classifications** table in the Appendix of this document.

More information on current/previous major building occupancy classifications dating back to 1998 is available at: [winnipeg.ca/occupancypermitsearch](http://winnipeg.ca/occupancypermitsearch)

For information prior to 1998, you can purchase a copy of previously issued occupancy permits by calling 204-986-5136 or emailing [occupancy@winnipeg.ca](mailto:occupancy@winnipeg.ca).

## **2.5 Heritage buildings**

There may be further requirements when a project includes alterations to a heritage building.

For more information, visit: [winnipeg.ca/ppd/Heritage/HeritageReviewPermits.stm](http://winnipeg.ca/ppd/Heritage/HeritageReviewPermits.stm)

### 3. When is an architect and/or engineer required?

Alterations that significantly affect the following will require an architect and/or professional engineer(s)\*

- Alterations / additions to fire safety systems (fire alarm, sprinklers, standpipes, etc.)
- Alterations that include changes to exits, lobbies and public corridors
- New, removal, and/or alterations to vertical or horizontal fire separations
- Any changes to the structural systems within the structure
- Alterations to the environmental separation systems, including the building envelope
- Alterations to the heating, ventilation and air-conditioning systems
- Installation of complex or specifically hazardous HVAC equipment (dust collection, fume hoods, etc.)
- Alteration of a floor space through the addition of a mezzanine, in-fill or other similar element
- Any changes of the Service distribution, high voltage systems, transformers, buildings where the electrical service requirements exceed 750 KV or power factor correction of electrical installations, other than individual motor applications

\*Part 9 buildings are typically exempt from most of the requirements for registered architects and/or professional engineers. However, as per the Winnipeg Building Bylaw and the Manitoba Building Code, the Authority Having Jurisdiction may require that a registered architect or professional engineer be retained to provide drawings, documents and/or certifications on any project based on the complexity of work proposed or the requirement of special technical knowledge.

#### External resources:

- For more information on the services of an architect, visit: [mbarchitects.org/selecting\\_an\\_architect.php](http://mbarchitects.org/selecting_an_architect.php)
- For more information on the services of an engineer, visit: [enggeomb.ca/](http://enggeomb.ca/)
- For more information on consulting engineers, visit: [acec-mb.ca/](http://acec-mb.ca/)
- For more information on mechanical contractors, visit: [mcamb.com/](http://mcamb.com/)
- For more information on electrical contractors, visit: [ecamb.ca/](http://ecamb.ca/)
- Interior designers: [pidim.ca/](http://pidim.ca/)

### 4. When might a building design pre-application meeting with the City of Winnipeg be required?

#### 4.1 Building design pre-application meeting

When a design professional:

- would like to confirm the interpretation and/or application of a building code requirement
- has an alternative solution proposal

Contact the Commercial Plan Examination Branch to arrange a building design pre-application meeting:

- Email [ppd-bpx@winnipeg.ca](mailto:ppd-bpx@winnipeg.ca)

## 5. Before applying for your permit

**Note:** An application will not proceed to plan review if information is missing or incomplete.

### 5.1 Pre-application checklist

Is it necessary to call the Zoning & Permits Branch to discuss what the site was previously used for and what it will be used for after the renovations? Is the new use permitted? Is a variance required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is it necessary to obtain a prerequisite development permit prior to submitting a building permit application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is it necessary to meet with the Plan Examination Branch to discuss the complexity of the proposal and to see if professionals are required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can the application be completed without professionals? This includes preparing the necessary site plans, key plans and construction drawings (see examples at end of this document).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Major Occupancy Building Classification indicated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a Letter of Authorization from the owner/property manager for intended use (substitute the Owner Statement if professionals are involved)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all of the plans drawn to scale and fully dimensioned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property identified by using the address and if applicable the tenant name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 5.2 Does the project require any of the following professionals?

An architect to prepare the site plan, key plan and all relevant architectural drawings (floor plans, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An engineer to prepare structural drawings relating to structural changes (removing structural walls, columns, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A mechanical engineer to prepare drawings and assume responsibility for changes being made to the HVAC systems, sprinkler systems, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An electrical engineer to prepare drawings and assume responsibility for changes to the life safety systems (fire alarm, etc.), as well as overall changes to the electrical service load requirements for the new tenant space and the overall building	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A design professional to oversee and certify application of the Manitoba Energy Code for Buildings (MECB)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Integrated Testing Coordinator (ITC) to oversee the integration of fire protection and life safety systems (CAN/ULC-S1001)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An electrical contractor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A plumbing contractor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A code consultant (for major alternative solutions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No



### 5.3 What type of information will I need to provide when applying for a building permit?

A detailed site plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A detailed key plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the adjacent tenants shown on the plans (building key plan)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there architectural drawings (tenant floor plans)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 5.4 Construction Drawings

Architectural drawings (floor plans, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Structural drawings, if applicable, under engineer's seal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electrical drawings, if applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mechanical drawings, if applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the drawings sealed, signed, and dated by the registered architect or professional engineer(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 6. Commercial Alteration Design Summary (CADS)

### 6.1 Introduction

The Commercial Alteration Design Summary (CADS) is the application for interior or exterior alterations, and change of use commercial building permits.

The CADS is a mandatory document that must accompany all commercial alteration and change of use applications. This section of the guide will provide guidance on completing the CADS to help ensure permit applications are complete and ready for submission. This guide is intended to be read in conjunction with the CADS application.

**Note:** For the purposes of the CADS section of this document, the word Professionals refers to registered architects and/or professional engineers and the Authority Having Jurisdiction is the City of Winnipeg.

#### Cover Page

The cover page provides information “at a glance”. The address is used to identify the type of business that relates to the permit application. The checkbox is used to indicate if the work proposed is landlord work only, in which case no business or tenant name would be associated with the application.

### 6.2 Section I – Building / tenant information

#### A. General information

Identify if this is an Optional Professional Certificate Program (OPCP) application. Ensure the project has been approved to proceed with an [OPCP permit application](#).

**Address**

Provide an accurate address, including unit numbers where applicable, to help avoid delays in processing and issuing the permit. All building permits are associated directly with the address of the building and/or tenant space.

When applications are reviewed for completeness and accuracy, one of the first steps includes verifying previous uses of the space and past construction work. This cannot occur without an accurate address. If there is a need to verify the address, enter it on the [Citizen's Information Service](#) webpage to ensure it is an active address. This webpage also contains some basic zoning and City service information about the address. In cases where the address does not exist at the link above, an additional step of verifying or creating the address will need to occur before the permit can be accepted. Email [propertyaddressing@winnipeg.ca](mailto:propertyaddressing@winnipeg.ca) for addressing inquiries.

**MBC Part**

Indicate whether the application is Part 3 or Part 9. This information is required for a complete application submission. If unknown, contact [ppd-bpx@winnipeg.ca](mailto:ppd-bpx@winnipeg.ca) to confirm before submitting an application.

**Building type**

Select a building type to determine the types of drawings and other information that will be required for the building. For example, a key plan is required whenever a multi-tenant building type is selected. Requirements for floor plans for upper or lower floors, or information on fire separations, begin to become apparent by identifying the type of building related to the permit application.

**Construction location**

Select the appropriate areas of the building where the construction is proposed to take place.

**Tenant area**

The area of the tenant space is used to determine several key review factors from building code classification to emergency lighting/exit signage requirements. Provide the area of the tenant space affected by the proposed work. The building area is required whenever a change of major occupancy classification is taking place. The building area is the total area of the projected "footprint" (including all cantilevered and bridging areas that are occupied). As per the MBC, the building area is defined as the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the center lines of firewalls.

**B. Tenant use information**

Identify the type of business related to the permit application. Many plan review decisions can be made based on this information. For example:

1. If the proposal is to open a tax office in a tenant space that was previously an insurance office, there would no change of major occupancy as per the building code. Therefore, the impacts on the building would be minimal and the plan review and application paperwork could be minimal.
2. If the proposal is to open a restaurant in a tenant space that was previously a shoe store, there would be a change of major occupancy as per the building code, which would require the services of Professionals. In this case, if the building would permit a restaurant use, there would still be a requirement for an architect to design and certify the restaurant space.

**Previous tenant use**

Whenever possible, the City would like to know the type of business that occupied the tenant space before the proposed business. Provide either the name of the business that previously operated out of this space. Depending on the age of the building and the accuracy of the records for the space, there may not be a record on file directly relating to the most previous tenant at a particular address. Plan examination will use this information to determine if there is a significant enough building code change of occupancy to warrant upgrades or requests for further information such as Mechanical Assessments, Building Code Analyses, etc.

**New tenant use**

Similar to the above, the information provided will be used by plan examination to conduct preliminary assessments of the work proposed. The information should provide enough detail to determine the type of business that is going

to be established. If the proposed tenant has a business name such as, “ABC Restaurant”, then that is sufficient to know that a restaurant is being established. A business name such as, “Miscellaneous Mike’s”, does not provide enough obvious information as to the type of business. In this case, please specify the nature of the business.

### **Major occupancy classification of new tenant use**

Under the Winnipeg Building By-Law 4555/87, Section 14.2.2, all building permits must identify the Major Occupancy for the proposed work/tenant. Two Major Occupancy Classification Tables are included at the end of this document to assist you in selecting the Major Occupancy Classification for the proposed use. The Major Occupancy is a label directly from the Manitoba Building Code, which classifies buildings with letter A to F depending on factors, such as use and fire risk.

- Group A type buildings are group assembly in nature (restaurants, arenas, schools).
- Group B type buildings are care and confinement in nature (hospitals, infant daycares, prisons).
- Group C type buildings are residential (apartments, condominiums, hotels).
- Group D type buildings are personal service in nature (offices, hair salons, take-out food).
- Group E type buildings are retail (clothing store, pet store, department store).
- Group F type buildings are primarily storage and warehouse use (manufacturing facility, storage/distribution warehouse, high hazard production/storage, etc.).

### **C. Adjacent tenants**

MBC Table 3.1.3.1 outlines the type of fire separation that is required between neighbouring tenants in a building. For example, a restaurant located next to a store requires a 2-hour fire separation between the two tenants, while a dentist located next to a tax office may not require a rated fire separation. It may become important for plan examination to know which tenants are next to each other in a building configured to have multiple tenants, such as a strip mall, a shopping mall, or an industrial warehouse park. Indicate in this area the tenant's that are directly bordering the tenant space that is the subject of the permit application. If the application is related to a single tenancy building, then select N/A.

### **D. Contact information**

Provide sufficient information to ensure the City can contact anyone that may be able to provide guidance or feedback on the project. Ensure that the correct contact information is identified for the correct type of person. Plan examination and other branches/departments may contact various people identified in this section depending on the type of information required. Ensure the applicant listed is indeed the best contact person to manage all inquiries from the City related to the project.

If people's roles change during the course of the project, promptly notify the City of these changes to ensure that the correct people are contacted and that they are actively engaged with the project. Some permits may require an extended period to process and it is important that permit communication is not delayed due to staffing changes or outdated contact information.

**Note:** Email is the primary and preferred method of contact. Always verify that the email addresses provided are legible, correct and currently active. **The City is not responsible for permit processing delays caused by incorrect or incomplete contact information.**

## **6.3 Section II – Description of work**

The description of work should communicate the proposed work in written form. The detail provided in this section is the starting point for all of the plan examination review processes. In conjunction with the drawings, the description of work can provide all of the information that a plan examiner requires to complete their review. As soon as a plan examiner needs to initiate contact because of an unclear or incorrect description of work or drawings, days or weeks can be added to the review time due to the time lost corresponding on the issue.

## **A. Describe nature of work**

In this area, describe in general detail the type of alterations that are taking place using short sentences or in point form (if point form will provide clear enough information to determine the scope of work being undertaken). The work detailed in this section and the scope of work shown on the drawings must be consistent and clearly support the same scope of work. See Section III of this guide for information on when drawings are required based on the scope of work.

### **Change of use**

A change of use occurs when a building or part thereof is used or intended to be used in a manner for a purpose different from what has been previously approved under a permit.

The change can be in respect to the use definitions under the Manitoba Building Code (MBC)

A change of use may or may not be accompanied by alterations to the space. There are instances that may require specific alterations to be undertaken in order to facilitate the proposed change of use in order to meet code requirements specific to the new use.

Common examples from a MBC perspective can include;

- business office to a medical or dental office
- business office to a hair or nail salon or tattoo parlor
- industrial buildings – this can be a change in assembling, manufacturing, processing, repairing or storing of goods and materials. For example, a warehouse to a repair garage.

The elements associated with change of use may require upgrading to current code. Proposed changes of use must be handled under a permit application and require an occupancy permit.

### **Architectural**

An architectural scope of work does not mean work that requires the services of an architect. The term architectural encompasses any changes to specific systems in a building deemed as architectural, such as: walls, windows, doors, exterior cladding, roofing, bathroom configurations, occupant load increases, etc. If it is determined that something is required from an architect, the City will request that the services of a professional are retained. See Section III of this guide for information on when architectural drawings are required based on the scope of work.

### **Structural**

Structural work is any work that requires the services of a professional structural engineer. All work on commercial buildings involving the structural systems in a building, such as beams, columns, trusses, joists, lintels, stairs, stair openings, foundations, ramps, etc., require the design services of a professional structural engineer. There is also work that may not be directly on the structural systems, but affect them and therefore require input from a professional structural engineer, such as:

- new or replacement equipment suspended from or installed on top of the roof
- canopies or equipment suspended from exterior or interior walls
- new or altered openings in exterior walls, foundations or roofs
- large and/or heavy equipment installed on interior floors
- any condition created through occupancy, alteration or use of a building that would not commonly be considered as the intended use or loading design of the building's structural systems and/or components

See Section III of this guide for information on when structural drawings are required based on the scope of work.

**Mechanical**

Mechanical is a term for building systems that encompass HVAC (Heating, Ventilating & Air Conditioning), plumbing, and fire suppression (sprinkler systems). This work can affect many components, including ductwork, roof top units, make up air units, exhaust fans, toilets, sinks, floor drains, unit heaters, ceiling diffusers, sprinkler heads, sprinkler systems, standpipes, etc. Mechanical work is typically limited to a few main types of work so a checklist has been provided for identifying the more common types. There is additional space provided to list any mechanical work that may not be included in the checklist. A separate mechanical scope of work can be attached to the application in addition to or as an alternative to completing this section. Note that indicating “See plans”, “Shown on plans” or similar, will not be accepted as a valid written mechanical scope of work. See Section III of this guide for information on when Mechanical drawings are required based on the scope of work.

**Electrical**

Electrical includes work involving: lights, plugs, switches, exit signs, emergency lighting, fire alarm systems, baseboard heating, electric-powered building systems (water heaters, furnaces, fan motors), etc. Any part of the building that is altered that is powered by hard-wired electricity must be declared as part of the electrical scope of work. The electrical scope of work section includes a checklist to capture the most common types of electrical work. Use the additional space to describe any other electrical work that is part of the building alteration. A separate electrical scope of work can be attached to the application in addition to or as an alternative to completing this section. Note that indicating “See plans”, “Shown on plans” or similar, will not be accepted as a valid written electrical scope of work. See Section III of this guide for information on when electrical drawings are required based on the scope of work.

**B. Identify complex work**

One of the most common questions related to building permits is whether or not a scope of work requires the services of a professional. As it relates to building alterations, judgment is used to calculate the complexity of work in relation to its effect on the life safety systems in the building to then determine the need for design and certification of the work by a professional. There are instances where the scope of work itself directly determines the requirement to have a professional involved with the project. For example:

- any work on the structural systems in a building requires the services of a professional structural engineer
- any work on photoluminescent (glow in the dark) exit signs in a building requires the services of a professional electrical engineer
- raising the established occupant load in a building from 50 to 200 (for an example of a large occupant load increase) will require the services of a registered architect
- new installations of commercial cooking ventilation and fire suppression systems require the services of a professional mechanical engineer

See below for additional details related to each checklist item in this section.

**a) Significant alterations/additions to fire safety systems (fire alarm, sprinklers, standpipes, etc.)**

A fire alarm and a sprinkler system are significant building code requirements for specific building types and uses. Alteration of these systems can have a significant impact on how the building performs in an emergency situation. The alteration of these systems must be held to a very high standard from the design of the system through to the site certification of the system performance. Minor alterations of an existing fire alarm or sprinkler system may not require a Professional, but it is up to the Authority Having Jurisdiction to determine which projects require professionals based on the scope of work provided.

**b) Change in major occupancy classification of a Part 3 building**

Changing a building's major occupancy classification is considered a significant alteration. All buildings are designed and constructed in compliance to the building code according to a construction article, which is directly related to the major occupancy classification of the building. To change the building's major occupancy classification years after it was built could mean that the building must undergo major life safety upgrades, which would need to be designed and certified by a professional.

Buildings that were designed, and built under Part 9 of the code are smaller buildings with less hazardous uses and lower occupant loads. These do not typically require the services of professionals (with the exception of professional structural engineers for altered structural systems) when major alterations are proposed.

Specific major occupancy changes or reclassification of Part 3 buildings may not require the services of professionals if the construction and life safety requirements of the proposed major occupancy are lower than the current major occupancy classification of the building. In addition, the application documentation must be clear, detailed and show code compliant design.

**c) An increase or change in occupant load in assembly occupancies with an occupant load greater than 100 persons**

There are several building elements that are based on the amount of people proposed to be occupying the building. The number and size of exits, the number of washrooms, the requirement for a fire alarm system, the major occupancy classification, and even the size of the building are all determined by the proposed occupant load. Significant occupant load increases to a Part 3 building will require that a Professional review the building to determine if all of the building's systems can accommodate the increase. Minor occupant load increases (107 people to 112 people in an established restaurant, for example) may not require a professional based on review of the scope of work by the Authority Having Jurisdiction.

**d) Significant alterations that include changes to exits, lobbies (being used as exits) and public corridors in Part 3 buildings**

This is related to alterations affecting building exits and egress paths. The ability to safely leave a building in an emergency situation is the main focus of the building code; it is very important that systems that work together to facilitate exit are designed well and within the requirements of the code. Buildings that utilize a public corridor system as part of the egress path are especially complex because you are dealing with multiple tenants converging into one path to the building exits. There is minor work on exit systems that can be undertaken without the need to hire a professional, as determined by the Authority Having Jurisdiction. However, the majority of work affecting a public corridor system or exits in large, complex or high occupant load buildings, would need to be designed and certified by a professional.

**e) Significant work relating to fire separations in a Part 3 building**

Fire separations are a key component in building design. This concept of fire protection is referred to as compartmentation. It involves creating a barrier or fire separation to confine a fire to the floor or room of origin to protect from the spread of fire. An exit must be fire separated from the rest of the floor area. A building with multiple tenants would have fire separations between all of the tenants, in most cases. A building might be fire separated from another building on the same property or on a different property. Different floors or storeys of a building are fire separated from each other. Specifically, hazardous rooms like service rooms, janitor's rooms and public storage rooms may be fire separated from the rest of the building and/or adjacent floor areas in the building. It is important that all areas/rooms requiring fire separations are identified, designed, and certified to be constructed to the required level by a Professional. Once again, minor alterations to fire separations that clearly indicate an understanding of the location and construction of a required fire separation may be undertaken without the need of a professional as determined by the Authority Having Jurisdiction.



**f) Alteration of a floor space through the addition of a mezzanine, infill or other similar element in a Part 3 building**

This work will require the services of a Professional. Mezzanines and alterations to openings in floors can have impacts on the building. A slight increase in the size of a mezzanine can force a one storey building to be reclassified as a two-storey building, which can activate a number of code requirements, including the need to sprinkler the building or improve fire separations throughout the building. The exiting requirements from a mezzanine level or interconnected floor area are also complicated and require specific knowledge of the building code to evaluate and certify. When dealing with changes to mezzanines and interconnections between different floor levels, there may also be structural considerations, which would specifically require the services of a professional structural engineer.

**g) Significant alterations to the environmental separation systems, including the building envelope in a Part 3 building**

The exterior shell of a building may perform several functions, from support for the roof, to providing a fire separation from neighboring buildings or properties, to being part of a system that maintains the energy efficiency of the building. The exterior walls of a building are designed taking into consideration factors of life safety, including exit door locations, fire rating, construction type, cladding (siding) type. All designed based on the type and size of building and the proximity to adjacent structures or property lines.

Work similar to re-cladding an entire Part 3 building with a different type of siding would require the services of a professional. A professional may not be required if the work proposed is limited to the addition of one or two exterior doors or windows. However, there would need to be sufficient information provided to show that all of the criteria for altering an exterior wall are addressed. This includes providing elevation drawings for all affected exterior walls that show the entire exterior wall of the building that is being affected by the alterations, as well as a spatial separation analysis for the affected exterior wall. A spatial separation analysis is a specific code analysis dealing with the requirements of wall construction and amount of permitted wall openings based on specific criteria such as, distance to property lines, distance to adjacent buildings, occupancy type of altered building and size of exterior wall face. The development of a complete spatial separation analysis requires advanced building code knowledge and is normally prepared by a professional. The exterior walls may also incorporate complex or highly specific systems for maintaining the building's environmental separation integrity by dealing with exterior factors such as heavy rains, winds and extreme temperature differentials.

**h) Any changes to the structural systems of the building**

Any changes to the structural systems in a building require the services of a structural engineer.

Examples of structural work in a commercial building include:

- new roof openings that affect the roof joists
- new openings in load bearing walls that affect the load bearing members of the wall
- foundation alterations
- alterations to structural building components (beams, columns, lintels, pilasters, bracing, etc.)
- placing new equipment or moving existing equipment on, or suspended from, a roof
- replacing existing equipment with larger and/or heavier equipment on, or suspended from, a roof
- any alteration to a building that would commonly be understood to have an effect on the structural systems of a building

**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**

There are several instances where the City will require that mechanical work be designed and certified by a mechanical engineer. The following are some examples:

- The first tenant fit-up in a newly constructed building. When a new multi-tenant building is constructed, the tenant spaces are often created and roof top units (RTU's) placed on the roof above each tenant space.

This is typically as far as the mechanical design goes for the new construction portion of the building. Once tenants start to move into the newly constructed building, each system of ductwork distribution is designed and installed based on the needs of the specific tenant that will be operating out of that tenant space. This first layout of the ductwork and mechanical system is required to be designed and certified by a professional mechanical engineer.

- Converting a tenant space to a medical clinic. If a tenant space is changing to a Class C health care facility (doctor's office, dental office, etc.), then the mechanical system must be designed by a professional mechanical engineer and comply with the requirements of CAN/CSA Z317.2-01(R2008). See the HVAC in Class C Health Care Facilities information bulletin at: [winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm](http://winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm)
- Installation of commercial kitchen equipment and associated mechanical systems. The ventilation control and fire protection (chemical suppression) systems related to commercial cooking operations and appliances must be designed by a professional mechanical engineer in compliance with the requirements of NFPA 96. More information can be found in the Commercial Cooking Equipment guide at: [winnipeg.ca/ppd/brochures.stm](http://winnipeg.ca/ppd/brochures.stm)

#### **j) Installation of complex/specifically hazardous HVAC equipment (dust collection, fume hoods, etc.)**

A professional mechanical engineer is required to design and certify mechanical systems related to dangerous environments or materials. Some examples are dust collection systems in large wood shops, methane extraction systems for buildings built on old landfill sites, and chemical fume hood systems typically used in hospitals, schools and labs. Other similar systems would also require the services of a professional mechanical engineer.

#### **k) Any changes of the service distribution, high voltage systems and/or transformers in buildings where the electrical service requirements exceed 750 kVA**

Once the service requirements of a building exceed 750 kVA, a professional electrical engineer is required to design and certify all alterations and installations affecting the building's service distribution, high voltage systems and/or transformers. A licensed electrical contractor or a professional electrical engineer will need to be consulted to determine whether or not the service requirements of a particular building exceed 750 kVA. Many different building types could have service requirements that exceed 750 kVA based on size of building, specific tenant electrical needs, configuration of on-site electrical service distribution, etc.

#### **l) Installation and/or alteration of photoluminescent exit signs**

Any work affecting photoluminescent (glow in the dark) exit signs require the services of a professional electrical engineer. A photoluminescent exit sign functions in a very specific way that relies on a coordinated design of lighting and emergency systems for proper, code compliant operation in emergency situations. The design and certification of electrical life safety systems that include photoluminescent exit signs must be done by an electrical engineer.

#### **m) Integration of fire protection and life safety systems**

If two or more fire protection and life safety systems and systems with fire protection and life safety functions are integrated with each other, they shall be tested as a whole in accordance with CAN/ULC-S1001, Standard for Integrated Systems Testing of Fire Protection and Life Safety Systems, to verify that they have been properly integrated.

### **C. Declared construction value**

Provide the total cost of construction for the project. Below is an example of what should be considered when providing cost of construction:

- The permit application is for starting a new business in a tenant space, and the new business operator wants to put up some permanent office walls, another washroom or something similar to this intent. This would be considered an interior alteration and the cost of construction would be all monies paid out to transform the tenant space from what was originally rented into what it will look like when the new business.



The declared construction value note in the CADS explains the expectations about what must be included in the cost of construction. The only costs that are not included are the stock or goods required for running the business, any non-permanent fixtures, furniture or belongings that would typically move with a tenant if the tenant moved the business, and any staffing costs associated with the running of the day-to-day business.

The declared construction value is required for statistical purposes and to determine permit fees in some cases. The City keeps statistics on development and also submits construction values to Statistics Canada as a legal requirement from the Federal Government. It is therefore a federal offense to submit a false or misleading cost of construction.

## D. Occupancy acknowledgment

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

It is important to understand the rules of occupancy in order to avoid prematurely occupying a space and becoming liable for the penalties associated with occupying a space without first obtaining the required permits.

## 6.4 Section III – Document checklist

This section is intended to be used as a checklist to ensure the application is complete, including all required documentation, and is ready for submission. Review and complete the checklist to avoid delays due to an incomplete permit application submission.

### A. Required documentation – one copy

Construction drawings and specifications (where applicable) shall be submitted for all disciplines involved in the construction project, including architectural, structural, mechanical and electrical, as required. Drawings may be required to be prepared, signed and sealed by an architect or engineer knowledgeable in the intended discipline. All construction drawings must be labeled as “Contract Documents” or “For Construction”.

#### a) Cover page & sections I to III of the CADS

The cover page and sections I to III of the CADS must be completed and submitted as a mandatory minimum requirement of every permit application. **An incomplete or inaccurate CADS submission will result in an application that cannot be accepted or processed.**

#### b) Section IV of the CADS

If there are Professionals involved with the project, Section IV of the CADS must be completed and submitted in addition to the cover page and sections I to III of the CADS. **An incomplete or inaccurate CADS submission will result in an application that cannot be accepted or processed.**

#### c) Letter of Authorization

A Letter of Authorization (LOA) is from the owner of the building and gives permission to the permit applicant to apply for permits relating to work and/or occupancy of the building or tenant space within the building. The LOA is typically written under the letterhead of the company/person that owns the building or the property management company that acts on behalf of the owner. The LOA can be a plain letter with no letterhead as long as the wording states that the work or occupancy being undertaken by the tenant is authorized by the owner, and a signature of the owner or authorized agent is included on the letter.

**For permit applications where professionals are involved, the Owner Statement is required and replaces the LOA. The Owner Statement can also be submitted in place of the LOA at any time.**

For OPCP applications, the OPCP Property Owner(s) Statement is required and replaces the Owner Statement/LOA.

**d) Declaration Form for Building Permit Application**

A declaration form for building permit application is required to confirm alignment with prior development permit approvals, where applicable.

**e-g) Declaration Form for Development Permit Exemption**

The relevant declaration form for development permit exemption is required if your project is exempt from a development permit, where applicable.

- i. Interior Alterations
- ii. Pools or Hot Tubs
- iii. Solar Photovoltaic

**h) Design summaries from each professional, where applicable**

The professional submission requirements are the same as those for new construction projects. The professionals are required to submit the specific discipline-related design summaries. Professionals should complete the appropriate design summaries to the extent that the information requested applies to the project. It is anticipated that large sections may be left blank, checked off or crossed out as N/A. The purpose of the design summaries is to provide the basic information within the parameters of the project and is part of the complete CADS application submission. Design summaries must be completed and attached to the application submission. When necessary, additional analyses shall be provided and included with the submission.

**i) Architectural drawings and specifications (not required to be prepared by an architect)**

- **Site Plan**

A site plan is required when the scope of work includes exterior alterations or change of major occupancy classification as per the MBC article 3.1.2.1. The site plan must include the legal description of the property and show all buildings on the property, property dimensions, etc. Refer to 7.1 and the Appendix at the end of this document for examples of site plans. **An incomplete or inaccurate site plan will result in an application that cannot be accepted or processed.**

- **Key Plan (overall building floor plan)**

A key plan is required where there are alterations or occupancies proposed for multi-tenant buildings. The intent of a key plan is to show the location of the tenant space in the building and the types of businesses located beside it. The proposed business type and the types of businesses of direct neighbor(s) can have an impact on the construction requirements of the walls that separate the individual businesses. Accurate key plans also help the inspectors locate the tenant spaces when the proposed alterations or occupancies are located in large, complex buildings with many different tenants. If the site plan is labeled to show all of the details typically provided in a key plan, then the site plan can also act as the key plan. Reference the Appendix at the end of this document for examples of key plans. The key plan shall show the location of the tenant space in relation to the overall floor plan. Refer to 7.2 and the Appendix at the end of this document for an example of a key plan. **An incomplete or inaccurate key plan will result in an application that cannot be accepted or processed.**

- **Tenant Floor Plan**

A floor plan is required for every building permit application. The floor plan shows all of the construction details and layout of the tenant space. A complete floor plan will show all walls within the tenant space, all rooms and open areas of the tenant space labeled as to their use, washrooms with all washroom fixtures (toilets, urinals, sinks), the size and location of all doors and windows, it will be fully dimensioned, drawn to scale and indicate clearly the construction/alteration work that is taking place in the tenant space. The plan shall be drawn to scale with dimensions, have room uses labelled, walls (proposed / existing / demolished), etc. Refer to 7.4 and the Appendix at the end of this document for examples of floor plans. **An incomplete or inaccurate floor plan will result in an application that cannot be accepted or processed.**

Other types of architectural drawings may be required based on the proposed scope of work.

Elevation drawings (exterior side views of the building) are required whenever exterior alterations are proposed, such as existing door and window alterations, creation of new openings for new doors and windows, significant

siding replacements or building envelope upgrades (addition of insulation to exterior wall assemblies). Every exterior wall has a specific allowance for the types of materials that it is constructed of and the number of openings permitted. Elevations drawings allow the plan examiners to evaluate the entire exterior wall configurations for compliance to code requirements based on proximity to property lines and other structures on the same property.

Seating plans are required when the work proposed involves establishing occupant loads for restaurants, patios or other assembly areas. It is important to evaluate the physical layouts of seating when large amounts of people are proposed for a tenant space to ensure it is practical to maintain safe egress paths while fitting in the appropriate amount of seating areas. There are also situations where the number of occupants allowed in a space are quite limited and it becomes important to verify that only a specific number of seats are being supplied for customers.

Millwork drawings are important to show that the proposed cabinets and service counters meet the requirements of barrier-free design.

Other various detail drawings may be required based on the proposed scope of work. For example: stair and railing construction details (in the case of any new stairs, ramps or railings), door and window schedules (listing proposed door and window sizes and specifications), life safety plans (plans that highlight exit paths and exit distances in complex, large facilities where exiting distance may become an issue) and wall detail drawings (drawings showing wall construction details where fire-rated separations are being altered or constructed).

#### **j) Structural drawings and specifications**

When any structural alterations are proposed, structural drawings sealed by a professional structural engineer are required. The type of drawings required will vary depending on the proposed work. However, the amount of information provided must be of sufficient quantity and quality to evaluate the structural alterations. In situations where no structural alterations are proposed, but existing structural systems must be analyzed to show that they will be adequate with respect to the alterations, a structural evaluation letter sealed by a professional structural engineer can be sufficient in place of drawings.

When mechanical equipment is proposed to be supported by or suspended from existing structural elements, a statement from a mechanical engineer stating that the addition of the load of the equipment will have no adverse effect to the buildings structural systems may also be accepted.

#### **k) Mechanical drawings and specifications**

Alterations to existing mechanical systems or the installation of new mechanical equipment requires the submission of mechanical drawings. In small alterations, for example where only one- or two-bathroom fans will be installed, the mechanical drawing information can be shown on the architectural floor plan.

It is important to understand that all mechanical drawings are reviewed under the building permit and not later under the mechanical trade permit. Any alterations to mechanical systems detailed in the building permit documentation must be accompanied with mechanical drawings at the time of building permit submission.

Installation of new RTU's (roof top units) with no other proposed work require a roof layout plan in addition to any requirements for structural detail drawings/evaluations.

Creation or alteration of washrooms, including new exhaust fans, must be accompanied by either architectural or mechanical drawings showing the location of washroom exhaust fans and the exhaust fan ductwork location and exhausting to.

Significant HVAC alterations (main sheet metal trunk alterations, relocation/redirection of sheet metal ductwork) must be shown in detail with either single line or double line drawings, which can be included in the architectural drawings or on separate mechanical drawings.

Alterations limited to flexible ductwork (typically the minor relocation of diffusers) can be shown simply as diffuser location/relocation drawings in instances where new offices or rooms are being created or reconfigured. This is normally shown on an architectural or mechanical floor plan with some type of diffuser symbol located in each room or open area.

**Building permit applications that propose mechanical work, but do not have mechanical information on the architectural drawings or separate mechanical drawings, will not be accepted.**

#### **l) Sprinkler drawings and specifications**

Details must be provided if the building is fully or partially sprinklered and locations indicated. Sprinkler documentation as per NFPA. If final sprinkler drawings and specifications are not available at the time of application, they must be submitted within 60 days of building permit issuance as a separate M2 trade permit. For more information, see the Permit Requirements for Sprinkler & Standpipe Installations in Existing Buildings information bulletin at: [winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm](http://winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm)

#### **m) Electrical drawings and specifications**

Similar to mechanical alterations, where electrical alterations related to the building permit are proposed, the electrical plans must be submitted for review as part of the building permit application. The plans are reviewed under the building permit and are not accepted under the electrical trade permit.

Electrical alterations to service panel locations or new panel or service installations require floor plans locating the service panels. For new service installations of 400A or greater, single line electrical schematic drawings detailing the service paths and distribution are required. New panels or significant alterations to existing panels also require panelboard schedule drawings.

Alterations to Electrical Life Safety (ELS) items require that ELS drawings are provided with the building permit application. ELS items include exit signs, emergency lighting and fire alarm devices. An ELS drawing is required to show the location of all existing ELS items, even when no ELS work is proposed when there is a change of use of a space or the physical layout of the space is changed to a degree that may affect exit paths or visibility and/or proper function of existing ELS items. Minor relocation or addition of electrical devices, such as lights, light switches, plugs, phone and data locations do not typically need to be shown on electrical drawings. All alterations to electrical items do however require an electrical trade permit.

For more information on requirements for all types of commercial electrical alterations, see the Help Us Help You guide at: [winnipeg.ca/electricalcentre](http://winnipeg.ca/electricalcentre)

**Building permit applications that propose electrical work to ELS items or service distribution, but do not have electrical information on the architectural drawings or separate electrical drawings, will not be accepted.**

#### **s) Required Professional Designer's Certificate**

A Required Professional Designer's Certificate from each professional must be submitted as part of the application submission.

For OPCP applications, substitute the OPCP Certificates, which are required from each professional and must be submitted as part of the application submission.

#### **t) OPCP Certificate(s) of Insurance**

OPCP Certificate(s) of Insurance from each professional must be submitted as part of your application submission.

### **B. May be required documentation (one copy)**

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:

**a) Alternative Solution (if proposed)**

An alternative solution is an alternative that will provide a level of performance that is intended by the code conforming condition. All proposals for an alternative solution must be made by a design professional skilled and experienced in the matter. A proposed alternative solution is proprietary to that design professional. An accepted design is specific to a project and cannot be transferred to other designs or projects. Each alternative solution must be demonstrated as meeting the level of performance required by the code. Each submission must be evaluated with each project. Acceptance of an alternative solution must be based on the evidence submitted to justify the proposal and not to an existing condition or approval from other projects.

**Note:** A proposal for an alternative solution can be submitted during the pre-application stage or during the application for permit stage. However, a proposal for an alternative solution during the permit stage will likely delay the permit process and should be avoided. During both stages, preliminary submissions and discussions on the proposed alternative solution can be undertaken before the final submission is presented.

**b) Manitoba Energy Code for Buildings Declaration (MECB)**

The MECB declaration confirms compliance by the Coordinating Registered Professional and is required with all tenant fit-ups in new Part 3 buildings. For more information, see the Adoption of the National Energy Code (2020) information bulletin at: [winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm](http://winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm)

**c) Electrical Request for Code Deviation**

If an electrical code deviation is being proposed, the Electrical Request for Code Deviation form may be completed and submitted with the building permit application.

The form can be found at: [winnipeg.ca/electricalcentre](http://winnipeg.ca/electricalcentre)

**d) Letter of Intent**

A Letter of Intent (LOI) is a letter written by the tenant proposing to occupy a tenant space that describes the day to day function and services of the business. The LOI focuses on the type of business, the services the business is providing, how many people are expected to occupy the space and various other details to help evaluate the use of the space. The LOI usually becomes necessary when the use of the space requires a detailed explanation in order to be properly evaluated. For example, if a small gym or fitness studio is opening in a strip mall that was not constructed to support a typical large gym use, then a LOI would be required stating the number and size of fitness classes or people the gym will accommodate. The City could then evaluate the proposal based on a personal service use rather than a gym use. It is often difficult to pre-determine when a LOI will be required. Typically, if the permit application is to open an education facility, a fitness facility or a place of worship in smaller, strip mall tenant spaces, a LOI will be required.

**e) ASHRAE Compliance Assessment Letter**

When a building code change of use is proposed, the mechanical system of a tenant space must be evaluated to see if it can meet the mechanical (HVAC) ventilation requirements of the proposed use. The ASHRAE Standard 62.1 – 2010 is a mechanical (HVAC) system design standard of ventilation for acceptable indoor air quality. The purpose of the standard is to specify minimum ventilation (and exhaust) rates to provide indoor air quality that is acceptable to human occupants and minimizes adverse health effects. If the permit application is proposing a change of use type as per the ASHRAE Standard 62.1 – 2010, then provide a written statement, along with a numerical analysis/calculation, to show that the existing or proposed mechanical systems can support the ventilation requirement of the new use. If the ASHRAE requirements cannot be determined and there are no mechanical alterations proposed, plan examination will request additional mechanical information to be provided from a licensed mechanical contractor showing that the existing mechanical (HVAC) system has been evaluated to meet the ventilation requirements for the proposed use. If the mechanical (HVAC) alterations are being designed and certified by a professional mechanical engineer, then an ASHRAE evaluation may be included on the mechanical drawings and a separate ventilation compliance statement would not be required as part of the permit application submission.

**f) Electrical Patient Care Areas Declaration**

When medical treatment, diagnosis, therapy, monitoring or care of people is taking place in a tenant space, the Electrical Patient Care Areas Declaration must be completed and submitted as part of the building permit application. The types of tenants that must submit this information include: dental clinics, hospital facilities, offices, such as physicians, physiotherapists, massage therapists, optometrists, chiropractic, acupuncture, and any other similar tenant use.

The patient care areas declaration form can be found at: [winnipeg.ca/electricalcentre](http://winnipeg.ca/electricalcentre)

For detailed requirements, see the Guide to Patient Care Areas information bulletin at: [winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm](http://winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm)

**g) Manitoba Early Learning and Child Care Design Summary for Permit Application**

A building permit that proposes work to facilities that care for children 12 years of age or younger must submit the “Manitoba Early Learning and Child Care Design Summary for Permit Application” as part of the building permit application. This normally applies to establishing daycare uses, but also applies when occupant loads are adjusted within existing daycare uses. The “Design Summary” is only available from the Child Care Coordinator assigned to the subject child care facility through the Province of Manitoba Child Care Program. For more information on this form and the provincial Child Care Program visit: [manitoba.ca/childcare](http://manitoba.ca/childcare)

**h) Electromagnetic Lock Checklist**

Every time the scope of work includes installing or modifying electromagnetic locks, the Electromagnetic Lock Checklist must be submitted as part of the building permit application. The checklist can be found at: [winnipeg.ca/electricalcentre](http://winnipeg.ca/electricalcentre)

**i) Photoluminescent Exit Signs Checklist**

Any time the scope of work includes installing or modifying photoluminescent (glow in the dark) exit signs, the Photoluminescent Exit Signs Checklist must be submitted as part of the building permit application. The checklist can be found at: [winnipeg.ca/electricalcentre](http://winnipeg.ca/electricalcentre)

All work relating to photoluminescent exit signs must be designed and certified by an electrical engineer.

**C. How to apply**

Review application submission options and digital submission requirements in this section.

**6.5 Section IV – Building Design Summary**

Section IV must be submitted when there are Professionals (architects and/or engineers) required or associated with an application. If there are no professionals involved with the project, Section IV is not required as part of the CADS application.

**A. Professional Contact Information**

See 6.2, Section I – D of this guide for general information about providing quality contact information.

## 7. Plan/drawing requirements

**7.1 Site plan information**

All applications must be accompanied by a well-drawn, legible, detailed site plan. The following is a checklist to assist the applicant in ensuring the site plan has been properly detailed.

- Legal description
- North arrow
- Civic address



- Street names for streets bordering property
- Show property lines, lot lines and all adjacent right-of-ways
- Show all existing structures on the property, including all offsets / setbacks from the property line
- Identify all access routes / lanes for firefighting

## 7.2 Building key plan

Refer to the Appendix for sample drawings of the type of key plan that must be submitted with the application. The following shall be included:

- Identify the boundaries of all other tenant spaces on the floor level that the new tenant is occupying.
- Identify all business types/uses for all neighboring tenants.

## 7.3 Building information

The following is intended as a guide to illustrate the type of information that may be required, depending on the nature and extent of work that will be carried out.

- What was the previous tenant use, if applicable?
- Describe the new tenant use.
- Indicate the occupant load for the new tenant.
- Describe overall building e.g. floor area, building height, etc.
- Is non-combustible construction required?
- Is there a sprinkler system in the building?
- Is there an existing fire alarm system? Central Reporting?
- Are there exit signs? Emergency lighting?

## 7.4 Tenant floor plans (architectural drawings)

Refer to the Appendix for sample drawings illustrating the tenant space in question, the information required for that tenant space and its relationship with the entire floor plan.

- Tenant floor area within the overall building, c/w room names/uses.
- Wall construction for walls separating new tenant from adjoining tenants.
- Include the fire separation assigned to walls (1 hr or 2 hr).
- Location of all exit doors, including size of doors and door swing.
- Is there panic hardware provided on doors (if Occupant Load > 100 persons)?
- Number of washrooms, including number of water closets / urinals in each washroom.
- Indicate if washrooms are barrier free. If new, indicate dimensioned layout.
- Partition walls within tenant space – indicate existing and new (indicate construction).
- Indicate partition walls being removed.
- Indicate a mezzanine, if applicable.
- Indicate all stair, guard and handrail details, if applicable.

# 8. Frequently Asked Questions

## 8.1 What if I am only doing cosmetic work?

A building permit is not required if you are performing cosmetic work, such as changing cabinets, flooring, painting / patching, same material roofing and siding. If this work includes any minor electrical/plumbing or ventilation work, then a trade permit is required.

## 8.2 Why do I need to understand the Major Occupancy Building Classification?

This classification defines what a space occupied can be used for. When this use changes, how the space was originally designed and built may not be suitable for the new use. A registered architect can determine if the previous use is compatible with its new use.

More information on current/previous major building occupancy classifications dating back to 1998 is available at: [winnipeg.ca/occupancypermitsearch](http://winnipeg.ca/occupancypermitsearch)

For information prior to 1998, you can purchase a copy of previously issued occupancy permits by calling 204-986-5136 or emailing [occupancy@winnipeg.ca](mailto:occupancy@winnipeg.ca).

## 8.3 What does “Grandfathering” mean?

“Grandfathering” is a common term that means “existing conditions” as per the Manitoba Building Code and the City of Winnipeg. A building can exist in a non-compliant state to current code requirements if the building was permitted to be constructed and occupied to the applicable standards of the time in which it was built. The building may remain in this condition as long as it is not altered and there is not a moderate or significant risk to life safety. When changes are made to an existing building, the latest building code requirements are applied to any updated spaces, but any “existing conditions” of the building that are not altered in the scope of work are not required to be upgraded to meet current requirements. For example, washrooms commonly have constantly evolving requirements. A new washroom in an existing building must meet current requirements. Other existing washrooms in the building that are not being altered do not have to meet current requirements. A registered architect or professional engineer can guide you through the process as to when an existing space can remain the same with non-compliant “existing conditions” while others will need to meet the current building code.

## 8.4 When is a Building Occupancy Permit required?

- When there is a **change of use**, (major building group, division and/or use – see sections 2.2, 2.3 and 2.4 in this guide for more details) under the Winnipeg Building By-law
- When there is an **increase** in the occupant load (number of persons utilizing the tenant space) from what was previously approved
- When there is an **increase** in size or change in dimensions of the tenant space
- When construction is being carried out that requires the space to be vacated. This could include major structural alterations, alterations of life-safety systems, or extensive construction that makes it unsafe or unfeasible to continue to occupy the space.

**Note:** Alterations, which do not initiate the need for a new occupancy permit may still require building and trade permits.

## 8.5 Can I occupy the premise before I have a Building Occupancy Permit?

A valid interim or final occupancy permit is required before occupying a building or part thereof. Generally, the installation of affixed furniture, such as cupboards and shelving, is considered a part of the construction process. However, moving of stock or goods, inventory, or personal belongings into the premises is considered occupancy and requires a Building Occupancy Permit. For further details, see the Defining Occupancy Information Bulletin at: [winnipeg.ca/occupancypermits](http://winnipeg.ca/occupancypermits)



## 9. Resources

Commercial Permit Resources, including application forms:

[winnipeg.ca/ppd/permits/Commercial/Resources.stm](http://winnipeg.ca/ppd/permits/Commercial/Resources.stm)

City of Winnipeg Brochures:

[winnipeg.ca/ppd/brochures.stm](http://winnipeg.ca/ppd/brochures.stm)

Commercial Permits:

[winnipeg.ca/ppd/permits/Commercial/default.stm](http://winnipeg.ca/ppd/permits/Commercial/default.stm)

Electrical Information Centre:

[winnipeg.ca/electrical centre](http://winnipeg.ca/electrical centre)

Mechanical Information Centre:

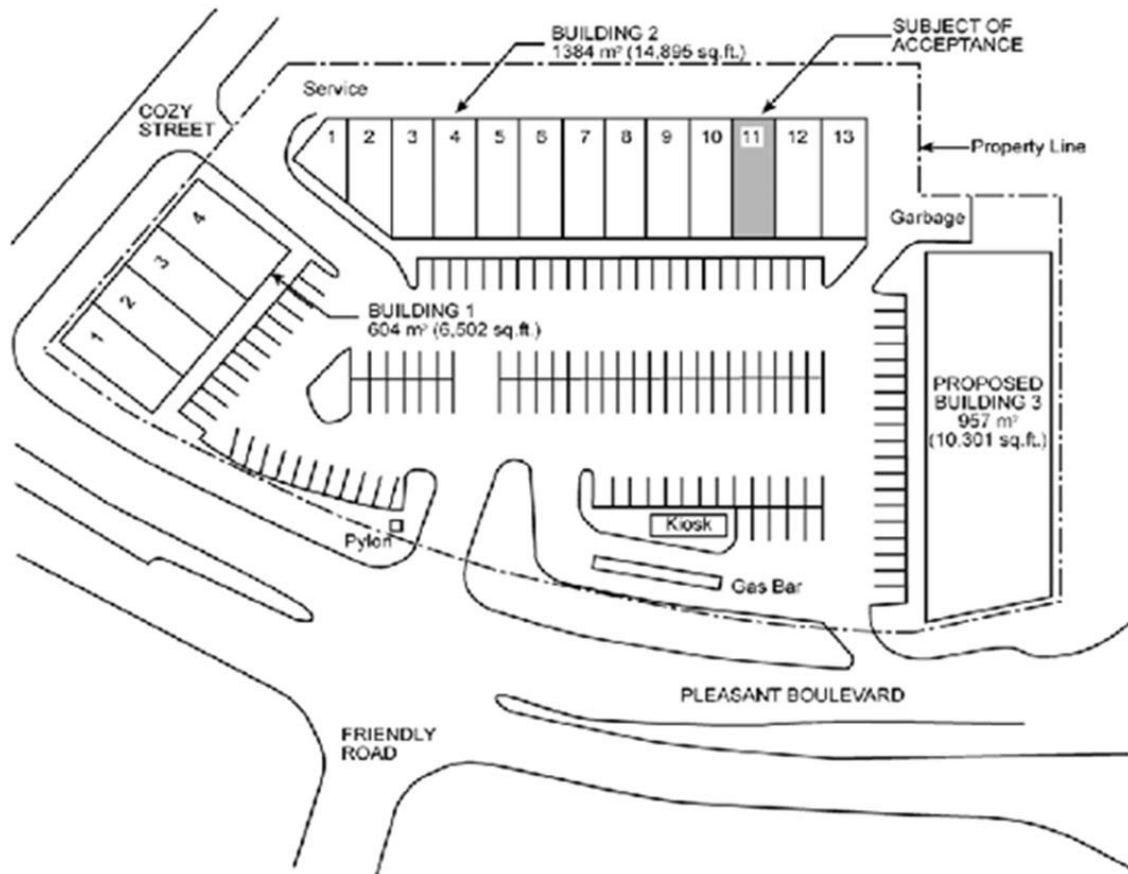
[winnipeg.ca/mechanicalcentre](http://winnipeg.ca/mechanicalcentre)

Information Bulletins – offering information on building regulations and processes, both technical and administrative, as well as interpretations of applicable codes and bylaws:

[winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm](http://winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm)

## Appendix

### A.1 Site plan – Tenant in strip mall



#### Subject of acceptance: video rental store

Unit number:	11 (area 112 m <sup>2</sup> ) (1206 sq. ft.)
Previous use:	Clothing Store
Adjacent uses:	Units 12 & 13 – grocery store Unit 10 – shoe store
Specifications:	no sprinkler system no fire alarm system
Occupancy:	maximum 2 employees

#### Notes:

- Site plan must be fully dimensioned.
- If all tenants identified, site plan may also serve as the key plan.

## A.2 Tenant space floor plan

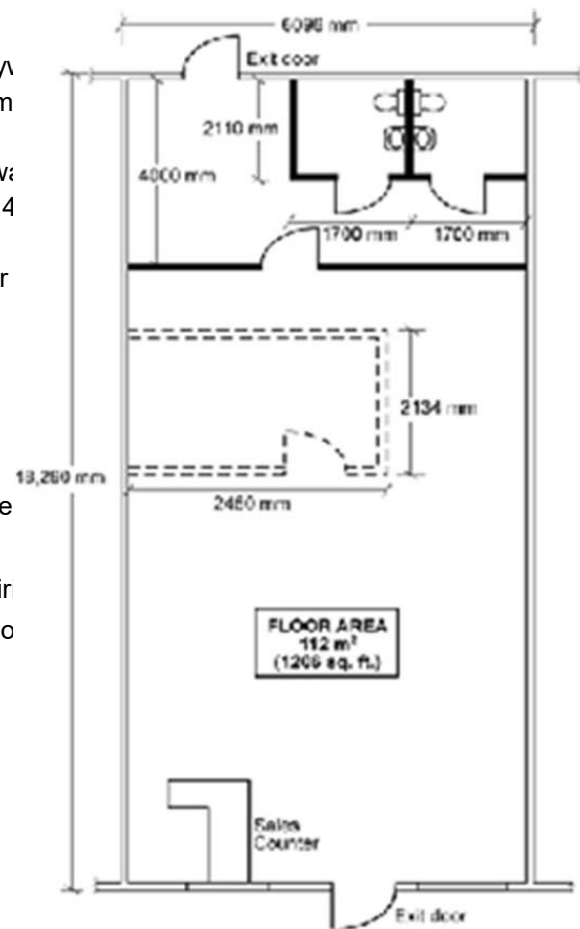
### General notes:

1. Interior partition walls constructed of 12.7 mm (1/2 in.) drywall both sides with 38 x 89 mm (2 x 4) wood studs @ 400 mm o/c.
2. Demising walls constructed of 15.9 mm (5/8 in.) U.L. drywall each side to underside of roof deck with 38 x 89 mm (2 x 4) steel studs @ 400 mm (16 in.) o/c.
3. All interior doors are 865 x 2032 mm (34 x 80 in.); exterior doors are 914 x 2134 mm (36 x 84 in.).
4. Walls to be constructed
5. Existing walls to be removed =====

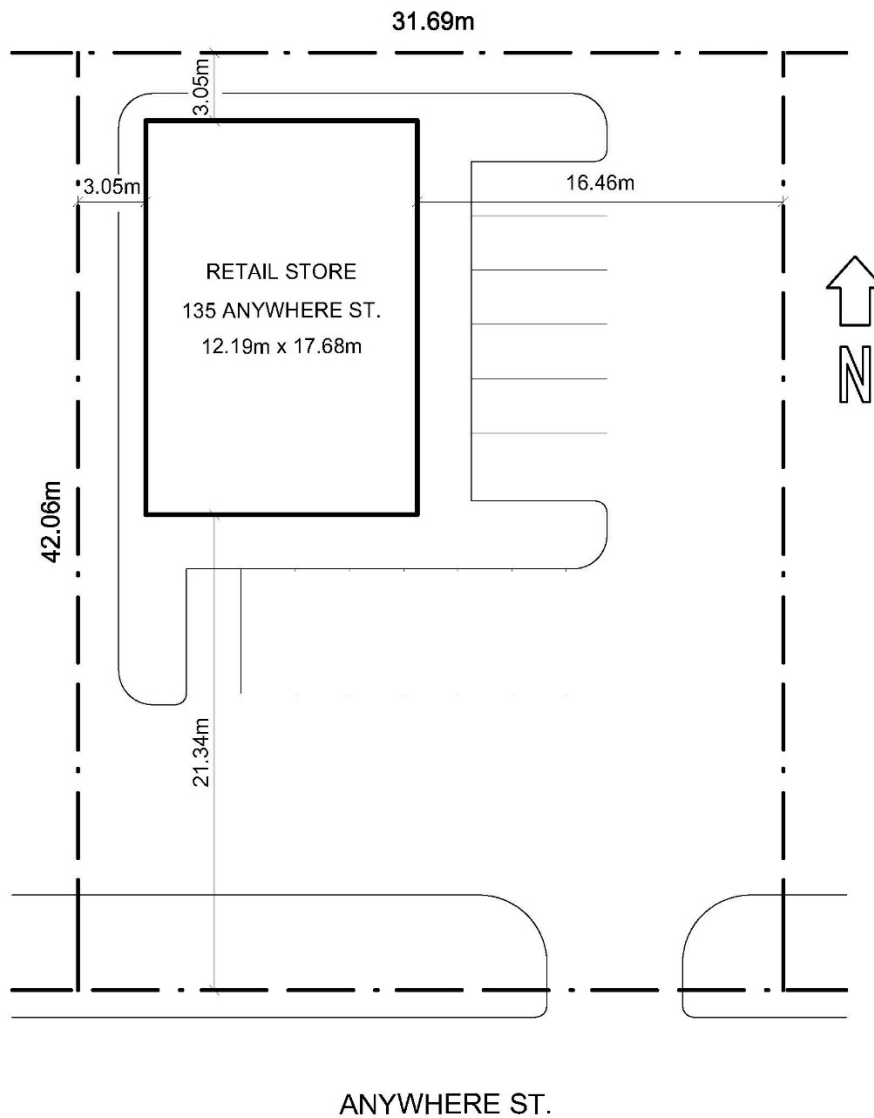
### Additional information:

1. The flame spread ratings of interior wall and ceiling finishes including glazing and skylights shall not exceed 150.
2. Exit doors shall be openable from the inside without requiring keys, special devices, or specialized knowledge of the door opening mechanism.

**Scale**  
**1:200**



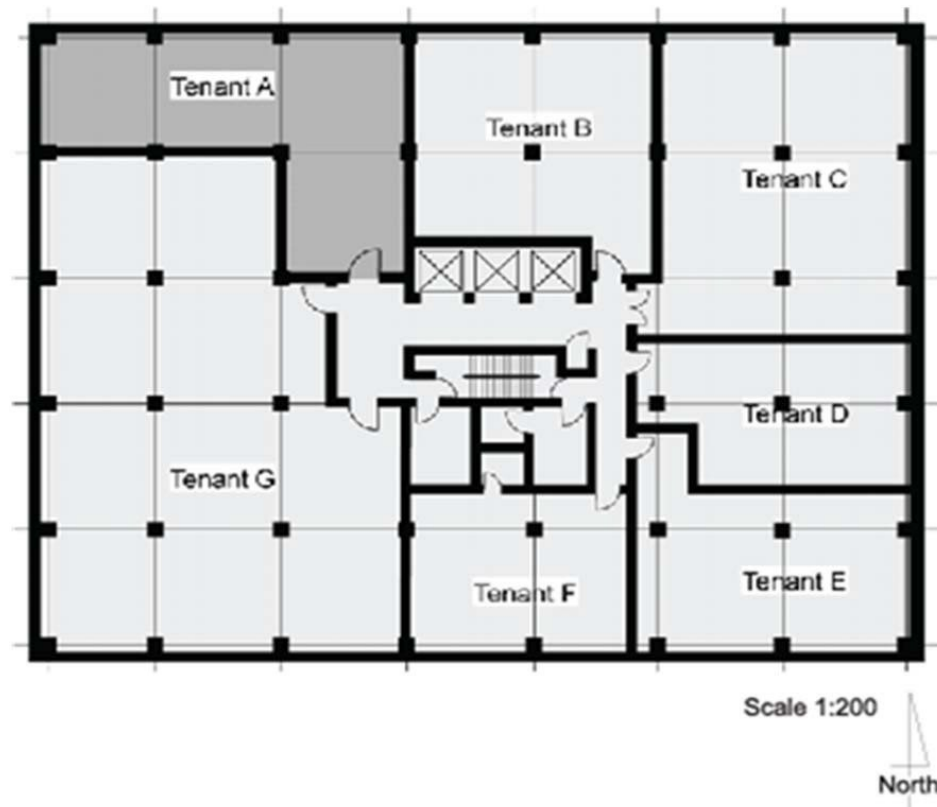
### A.3 Single tenancy building



**Note: Tenant located in a multi-story, multi-tenant building**

An applicant must provide both the overall building floor (key) plan and the new tenant space floor plan before the application for a building permit will be accepted. The following drawings represent an example of what is expected with the application.

#### A.4 Overall building key plan



#### Subject of Acceptance

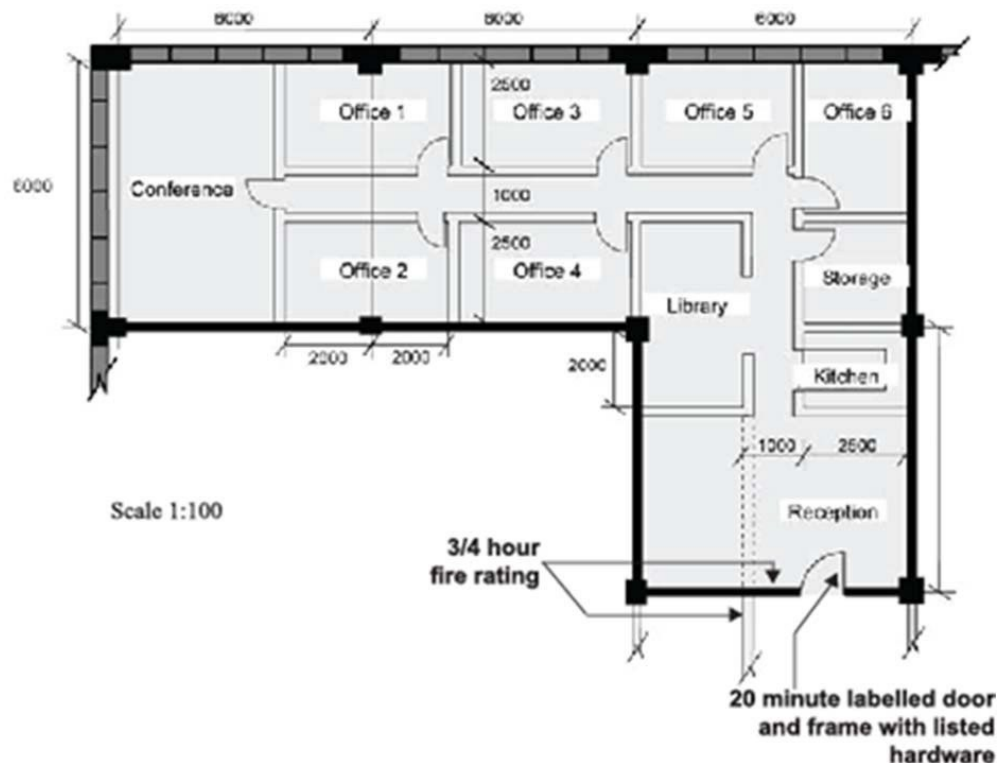
**Tenant:** Tenant "A" – General Insurance Office

**Previous use:** Lawyer's Office

**Adjacent uses:** Tenant "B" – Lawyer's Office  
Tenant "G" – Engineering Office

**Specifications:** No sprinkler system  
Fire alarm System Exists  
Building Area – 1260 m<sup>2</sup> (13,563 sq. ft.)  
4 storeys – pre-cast concrete structure  
Constructed in 1979

## A.5 Tenant space floor plan



**Tenant "A" – 144 m<sup>2</sup> (1,550 sq. ft.)**

### General notes:

1. Interior partition walls constructed of 12.7 mm (1/2 in.) drywall both sides with 38 x 89 mm (2 x 4 in.) steel studs @ 400 mm (16 in.) o/c.
2. Demising walls (walls separating tenant spaces) and corridor walls constructed of 15.9 mm (5/8 in.) U.L. drywall each side to underside of roof deck with 38 x 89 mm (2 x 4 in.) steel studs @ 400 mm (16 in.) o/c.
3. All office doors are 813 x 2032 mm (32 x 80 in.); corridor doors are 914 x 2134 mm (36 x 84 in.) with a twenty (20) minute fire labeled assembly.
4. Walls to be constructed **—————**
5. Existing walls to remain =====
6. Walls to be removed

### Additional Information:

1. The flame spread ratings of interior wall and ceiling finishes including glazing and skylights shall not exceed 150.
2. Exit doors shall be openable from the inside without requiring keys, special devices, or specialized knowledge of the door opening mechanism.

## Major Occupancy Building Classifications (alphabetical)

Occupancy Use	Group/Division
Aircraft hangars	F2
Amusement park structures (not elsewhere classified)	A4
Apartments	C
Arenas	A3
Art galleries	A2
Assisted/supportive living facilities	B3
Auditoria	A2
Banks	D
Barber and hairdressing shops	D
Beauty parlours	D
Bleachers	A4
Boarding houses	C
Bowling alleys	A2
Box factories	F2
Brewery	F2
Brewery	F3
Bulk plants for flammable liquids	F1
Bulk storage warehouses for hazardous substances	F1
Candy plants	F2
Care facilities with treatment	B2
Care facilities without treatment	B3
Cereal mills	F1
Chemical manufacturing or processing plants	F1
Children's custodial homes	B3
Churches and similar places of worship	A2
Clubs, nonresidential	A2
Clubs, residential	C
Cold storage plants	F2
Colleges, residential	C
Community halls	A2
Convalescent /recovery/rehabilitation centres with treatment	B2
Convalescent/recovery/rehabilitation centres without treatment	B3
Convents	C
Courtrooms	A2
Creameries	F3
Dance halls	A2
Daycare (children 2 years old and up)	A2
Daycare (infants under 2 years old)	B3
Dental offices	D
Department stores	E
Distilleries	F1
Dormitories	C
Dry cleaning establishments not using flammable or explosive solvents or cleaners	F2

Occupancy Use	Group/Division
Dry cleaning establishments, self-service, not using flammable or explosive solvents or cleaners	D
Dry cleaning plants	F1
Electrical substations	F2
Exhibition halls	E
Exhibition halls (other than classified in Group E)	A2
Factories	F2
Factories	F3
Feed mills	F1
Flour mills	F1
Freight depots	F2
Grain elevators	F1
Grandstands	A4
Group homes	B3
Gymnasiums	A2
Helicopter landing areas on roofs	F2
Hospices with treatment	B2
Hospices without treatment	B3
Hospitals	B2
Hotels	C
Houses	C
Indoor swimming pools, with or without spectator seating	A3
Infirmaries	B2
Jails	B1
Laboratories	F2
Laboratories	F3
Lacquer factories	F1
Laundries, except self-service	F2
Laundries, self-service	D
Lecture halls	A2
Libraries	A2
Licensed beverage establishments	A2
Light-aircraft hangars (storage only)	F3
Lodging houses	C
Markets	E
Mattress factories	F1
Mattress factories	F2
Medical offices	D
Monasteries	C
Motels	C
Motion picture theatres	A1
Museums	A2
Nursing homes with treatment	B2
Nursing homes without treatment	B3
Offices	D
Opera houses	A1
Paint, varnish and pyroxylin product factories	F1
Passenger stations and depots	A2
Occupancy Use	Group/Division



Penitentiaries	B1
Planing mills	F2
Police stations with detention quarters	B1
Police stations without detention quarters	D
Power plants	F3
Printing plants	F2
Prisons	B1
Psychiatric hospitals with detention quarters	B1
Psychiatric hospitals without detention quarters	B2
Radio stations	D
Recreational piers	A2
Reformatories with detention quarters	B2
Reformatories without detention quarters	B3
Repair garages	F2
Respite centres with treatment	B2
Respite centres without treatment	B3
Restaurants	A2
Reviewing stands	A4
Rinks	A3
Rubber processing plants	F1
Salesrooms	F2
Salesrooms	F3
Sample display rooms	F3
Schools and colleges, nonresidential	A2
Schools, residential	C
Service stations	F2
Shops	E
Small tool and appliance rental and service establishments	D
Spray painting operations	F1
Stadiums	A4
Storage garages, including open air parking	F3
Storage rooms	F2
Storage rooms	F3
Stores	E
Supermarkets	E
Television studios admitting a viewing audience	A1
Television studios not admitting a viewing audience	F2
Theatres, including experimental theatres	A1
Undertaking premises	A2
Warehouses	F2
Warehouses	F3
Waste paper processing plants	F1
Wholesale rooms	F2
Woodworking factories	F2
Workshops	F2
Workshops	F3