

Building Permit Application Form Construct New - Single/Two Family Dwelling*

*also used for non-commercial row house buildings

Date: _____

Prerequisite approvals (select one)

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

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

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

Greenfield subdivision Yes No

New single/two family dwellings in new greenfield subdivisions with prior development agreements on title do not require prerequisite development permit approval. Instead, your development permit will be processed as part of your combined development/building permit application. Applications for accessory structures in greenfield subdivisions will also be processed as combined development/building permit applications if submitted at the same time as the new home application.

Note: New home applications only approve the new home construction. Accessory structures shown on new home construction plans will be excluded from the approval and must be applied for separately

Location of work

Street number:	Street name:	Unit number:
----------------	--------------	--------------

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

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

Mechanical Engineer	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Architect	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	

General information

For row house or duplex/side by side, provide information for the entire building.

Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>		\$
Type of 9.36 design criteria (energy efficiency compliance method): <input type="checkbox"/> Prescriptive <input type="checkbox"/> Trade-off <input type="checkbox"/> Energy modelling		
Type of application:	<input type="checkbox"/> Design Coordinated Application – 5 day <input type="checkbox"/> Design Coordinated Application – non-5 day <input type="checkbox"/> Standard house plan	
Foundation only permit required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of proposed stories:
<input type="checkbox"/> Imperial <input type="checkbox"/> Metric		Includes secondary suite: <input type="checkbox"/> Yes <input type="checkbox"/> No
Finished space – main floor:	Unfinished space – main floor:	Unfinished space – porch / covered deck:
Finished space – second floor:	Unfinished space – second floor:	Unfinished space – attached garage:
Finished space – lower level:		Unfinished space – lower level:
Total area finished space:		Total area unfinished space:
Is construction access crossing City property? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If crossing City property, other than where a private approach exists, a crossing permit must be obtained. Contact the Public Works Department at 204-986-6006 or pwd-uos-permits@winnipeg.ca to obtain a permit.		

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

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

<input type="checkbox"/> Owner Statement (not required if owner is the applicant) – refer to template Note: For greenfield locations, provide a Letter of Authorization instead of the Owner Statement.
<input type="checkbox"/> Declaration Form for Building Permit Application (required if you have a prerequisite development permit) – refer to template

- Site plan
 - street/lane locations
 - distance from building to all property lines and accessory structures
 - legal description
- If your project is located in a new subdivision, the site plan should also include:
- location of downspouts and sump-pump discharge
 - location of approaches/driveways
 - projections (e.g. eavestroughs, canopies, steps, etc.)
 - vehicle parking area, surfacing material (if no attached garage or detached garage)

- Building plans
 - building elevations (floor to grade, etc.)
 - floor plans for each building level with framing, dimensions and room designations
 - foundation plan
 - cross section with construction details

Note: Engineered beams, floor systems, and/or foundation designs shall be submitted under the seal of an engineer

- Professional Designer's Certificate for Housing (if plans are sealed by an engineer or architect) – refer to template

- Dwellings with more than five bedrooms in the entire dwelling unit - Residential Ventilation Record (refer to template) confirming the ventilation system design to be in accordance with CAN/CSA F326-M, **or** engineered mechanical drawings

Note: All dwellings must meet heating season ventilation requirements as per the Manitoba Building Code.

Submission options

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

- Apply online at winnipeg.ca/permitsonline
- 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 (Owner Statement, Declaration Form)
- PDF 2** Site Plan
- PDF 3** Building Plans (elevations, floor plans, foundation plan, sections)
- PDF 4** Professional Designer's Certificate for Housing
- PDF 5** Residential Ventilation Record
- PDF 6** Engineered Mechanical Drawings

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