

Emergency Residential Shelters Development and/or Building Permit Application Form

Application must be submitted no later than one week prior to the occupancy.

Date: _____

Disclaimer

I hereby understand that by way of submitting this application form, the City will be processing both a development and/or building permit where required for the scope of work requested. I understand that a complete building permit application requires a prerequisite development permit, however due to the nature of this application, the City is offering combined processing.

☐ I acknowledge the above statement and understand my applications will be processed at the same time, where required.

If you have questions, call Permits Direct Line at 204-986-5140 or email ppd-permit@winnipeg.ca.

Location

Street number:	Street name:	Unit number:
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Contact information (Provide as much contact information as possible.)

Check one: <input type="checkbox"/> Property owner <input type="checkbox"/> Building owner <input type="checkbox"/> Unit owner <input type="checkbox"/> Owner's delegate	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Applicant	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Tenant	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

Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>	\$
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Occupancy start date:	Anticipated end date:	Setup date:	Take down date:
Requested inspection date (call 204-986-5190): _____			
A Building Occupancy Permit must be obtained before occupancy can commence. No additional application is required by the applicant. Inspections will be notified automatically upon the issuance of your Emergency Residential Shelter Permit and you will be contacted to initiate inspections. A record of annual service of life safety systems will be required at time of inspection. The Building Occupancy Permit will be issued via email after successful completion of the inspections.			
Number of people being accommodated:		Provide the area of indoor space being used for the accommodation: _____ sq. ft. _____ m ²	
Food Services	Food service provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Method of cooking? <input type="checkbox"/> BBQ <input type="checkbox"/> Grill <input type="checkbox"/> Deep Fryer <input type="checkbox"/> Other: _____	
	Note: Contact Manitoba Health to submit an Application for Temporary Food Service Establishment.		

Description of work

Occupancy acknowledgment

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

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

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

☐ Letter of Authorization from building owner/property manager for intended use (substitute the Owner Statement if professionals are involved – refer to Owner Statement template)

☐ Status of Title (dated within three months of the application date, along with any City of Winnipeg interests (e.g. caveats))

☐ Architectural drawings:

- Site plan
 - location of building
 - location of fire hydrant(s) and fire lane(s)
 - legal description
- Plans
 - interior layout with location of accommodations, including sleeping area and any temporary partitions or alterations
 - location and distance to exits from most remote locations
 - note allowable travel distances: if building has sprinkler system = 36 m to at least one exit; if building does not have a sprinkler system = 24 m to at least one exit
 - an electrical life safety drawing, including exit signage, emergency lighting, smoke and CO detectors and alarms
 - fire extinguishers
 - washroom facilities

☐ Fire Safety Plan (including a written fire watch strategy, e.g. staffing and emergency duties)

☐ ASHRAE Compliance Assessment Letter from mechanical contractor or engineer that the space conforms to ASHRAE 62.1 'Ventilation for Acceptable Indoor Air Quality'

☐ Required Professional Designer's Certificate (may be required from each professional) – refer to template

Fees

Refer to the Planning, Development and Building Fees and Charges schedule, Special Events section for fees.

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 (Letter of Authorization/Owner Statement, Declaration Form)
- ☐ **PDF 2** Status of Title
- ☐ **PDF 3** Architectural Drawings
- ☐ **PDF 4** Fire Safety Plan
- ☐ **PDF 5** Specifications – Architectural
- ☐ **PDF 6** ASHRAE Compliance Assessment Letter
- ☐ **PDF 7** Required Professional Designer's Certificate(s)

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.