



PLANNING, PROPERTY
AND DEVELOPMENT
DEPARTMENT

DESIGN COORDINATED APPLICATION PLAN APPROVAL PROGRAM



October 2017



The City of Winnipeg's Planning, Property and Development Department offers an innovative process called a *Design Coordinated Application Plan Submission* to expedite building permit applications for new home construction, additions and renovations. This process is available to members of the Manitoba Home Builders' Association (MHBA) and other new home construction applicants.

What is a *Design Coordinated Application (DCA) Plan Submission*?

A *DCA Plan* is prepared by a professional engineer who has been retained to ensure code compliance of all structural aspects of a new house design, addition, or renovation, including the review of all fabricators pre-engineered structural components. A *DCA Plan Submission* would include a completed application form along with two copies of both the site plan and the *DCA Plan*.

What type of reviews will the City carry out on a *DCA Plan Submission*?

All submissions will require a full review by the City for both Zoning compliance and for all non-structural Building Code requirements. The City will only perform an audit review of the structural design on randomly selected applications.

What are the advantages of using the *DCA Plan Submission* process for new home building permit applications?

The City commits to processing the *DCA Plan* building permit applications in the following time frames:

- Full permit including foundation and superstructure..... 5 working days;
- Foundation only permit 5 working days;
- Subsequent superstructure permit As soon as possible to a maximum of 5 working days.

These time frames are subject to the terms and conditions set out in this document.

NOTE: Exceptions include permits subject to Flood Fringe regulations

How does a plan qualify as a *DCA Plan*?

To qualify as a *DCA Plan*, the applicant must provide a set of plans that include the information listed below.

1. All plans submitted for new house construction and additions shall include the following structural information:
 - a) Foundation plan: including steel reinforcing details, footing/pile sizes, large basement window opening details, basement brackets, etc.;
 - b) Floor layout: indicating window sizes and lintel beam details, etc.;
 - c) Floor framing layout: indicating joist type, beam sizes, etc.;
 - d) Section details such as tall-wall details, cantilever details, etc.;
 - e) The allowable footing bearing pressure and/or pile skin friction values shall be noted on the drawings.
2. All plans submitted for renovations shall include the following structural information:
 - a) Foundation plan: indicating existing beam sizes and telepost locations and capacities, etc.;
 - b) Floor layout: indicating existing and proposed layout;
 - c) Framing plans: indicating joist and roof configuration;
 - d) Section details: indicating how loads are transferred to the foundation. Plus indicate the wall, roof and floor construction;
 - e) Provide a scope of work.
3. All submitted plans shall indicate architectural information as well:
 - a) Floor layout: indicating door and window sizes, room sizes, and usages, etc.;
 - b) Elevation plans: indicating north, south, west and east elevations;
 - c) Section drawing: indicating wall and roof construction.

4. The structural plans and details shall bear the seal and signature of a professional engineer registered in the Province of Manitoba.
5. The plans shall include the following letter, or statement on the plan submission, under the seal of the engineer (see Appendix B):

“I have examined the full structural design of this building plan, including all load transfers from roof to foundation, and all supplier drawings of engineered products. I hereby certify that the structural components of this plan in respect of the materials and methods to be used, and the work to be done, as indicated on the building plans, meet all applicable codes and by-laws.”

NOTE: The following additional sentence, or an equivalent sentence, shall be provided where the above statement is contained in a letter or is placed on only one of the drawings:

“This declaration applies to pages _____ to _____ inclusive in this set of plans.”

6. A sealed and signed Professional Designer’s Certificate (RPDC) for Housing for the specific address of the build. Altering or changing any part of the RPDC document is not permitted.

What conditions must be met for a *DCA Plan Submission*?

DCA Plan Submissions must comply with the following conditions:

General conditions:

1. For an application to be processed as a *DCA Plan Submission*, the applicant must clearly identify on the application form that this is a *DCA Plan Submission*.
2. The **start date** for a *DCA Plan Submission* is the date it is received and entered into the permit system.
3. The **completion date** is the point in time when all City approval processes are complete and the approved permit application is forwarded to the Permit Tracker. The **five working day** commitment does not include the time the permit application may sit waiting for pick-up and payment by the applicant.
4. Incomplete *DCA Plan Submissions* that do not meet the requirements, as set out in this document will be rejected and not entered into the system. The City will make the incomplete submission available for pick up by the permit applicant. Examples of incomplete submissions include those that have a site plan with missing dimensions or that contains inconsistencies with the construction drawings.
5. Permit applicants must provide their e-mail address.

Land use conditions:

1. The application must comply with all land use by-laws and agreements.
2. All subdivisions must have been registered in the Winnipeg Land Titles Office (WLTO).
3. Site plans shall provide the information listed in attached Appendix A.
4. Plans not drawn to scale must be properly dimensioned.

Plan Examination conditions:

1. Plans must comply with all Building Code requirements. The plan review will consist of a full review of all non-structural requirements. Structural review of the plans will be only for completeness of the plan submission. A *DCA Plan Submission*, already entered into the system, that is found not to meet the requirements set out in this document, and which necessitates the need for new set of plans, will be placed on hold until the new plans are received. Such applications will not be subject to the previously mentioned processing time frames.
2. Submissions will be audited through a random selection of applications that will undergo a full plan examination following the issuance of the permit.
3. A builder will be removed from the program following three audit “failures”. A “failure” will be deemed to have occurred when an audit reveals points of non-compliance with the Building Code, or a by-law, that the City considers significant.
4. Any builder removed from the program will have the right to seek a review of the City’s decision through a committee comprised of officials of the City and the MHBA’s Technical Review Committee (TRC). The joint committee may make recommendations to the Director of Planning, Property and Development regarding the removal of a builder from the program. However, the Director reserves the final right to remove any builder from the program due to reasonable cause.

Appendix A – Site Plan Requirements

The following information must appear on the site plan:

- a) Street names, lot dimensions, civic address and north arrow;
- b) Legal description (if the subdivision plan is not registered, the application will be considered to be a “basic application” and more than 5 days may be required to process the application);
- c) Dimensions from building to property lines (building to building if applicable);
- d) On irregular shaped lots, dimensions from property lines to the closest projections within side yards must be included;
- e) Dimensions of all projections, such as alcoves, canopies, eaves, decks, fireplaces, landings, steps, wing walls, etc.;
- f) Locations of downspouts and sump pump discharge (sump pump discharge outlet will not be permitted on the side of the foundation adjacent to a public sidewalk);
- g) The dimensions and locations of accessory structures (examples are detached garages, sheds, air-conditioning units) that are included in the permit application;
- h) The dimension, location and type of surface of existing and proposed approaches, driveways and vehicle parking areas;
- i) Construction accesses other than a lane (list construction equipment - infill houses only).

NOTE: the site plan and construction drawings must match.

Appendix B - Definitions

For the purposes of this pilot project, the phrases in the engineer's statement

“materials and methods to be used”, and the “work to be done” are understood to mean the following:

Materials to be used: refers to the type of materials used, whether concrete, wood or steel, including strength, properties and the appropriate material standards. For example, a particular plan might provide the following information concerning the materials to be used: Concrete: CSA A23.3, 20 MPa, type 50 for piles; Wood: CSA 086.1, floor joists & beams DF #2 or better, all other wood S-P-F #2, etc.;

Methods to be used: refers to the type of construction techniques, methods or practices required by the construction design, such as a stick-framed roof vs. pre-engineered roof trusses, platform stud framing vs. balloon stud framing, simple span beams vs. continuous span beams, concrete basement wall on pile foundation vs. concrete basement wall on strip footing, etc. For example, a particular plan might provide the following information concerning the methods to be used: concrete basement wall on concrete strip footings; garage with a concrete grade beam on end-bearing piles; dimensional lumber for floor joists and beams, platform stud framing and engineered truss roof framing;

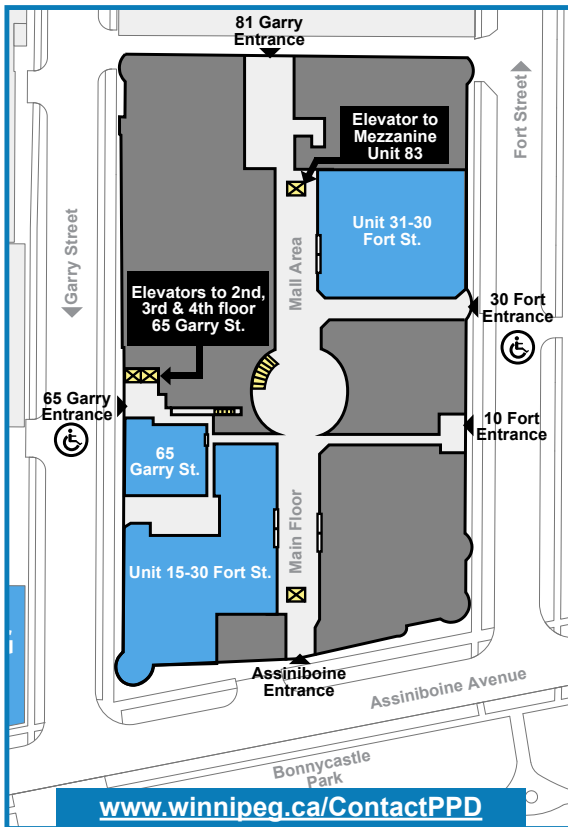
Work to be done: refers to the construction of the building portrayed on the plans (e.g. one-storey single-family dwelling with attached garage).

NOTE: The builder's engineer may choose to reference this document and the above-noted definitions in their submission letter, or in statements on the plans.

In-Person Customer Service Hours are:

Tuesday to Friday 8:30 am to 4:30 pm - All Zoning, Permits and Plan Examination services are available at Unit 31 – 30 Fort Street.

Mondays 8:30 am to 4:30 pm are reserved for telephone inquiries and completed application drop-offs. This enables Zoning and Permits staff to process building and development applications received throughout the week.



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For more information contact:

**Zoning and Permits Branch
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Every effort has been made to ensure the accuracy of information in this brochure. In the event of a discrepancy between this brochure and the governing City of Winnipeg By-law, the By-law will take precedence.

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