

Information Bulletin

Sump Pit Permits for Housing

The type of permit required for installing a sump pit in a residential dwelling depends on the installation. Either an interior alterations building permit or an interior flood proofing building permit is required as detailed below.

Interior Alterations Building Permit

An interior alterations building permit is required for the installation of a full-size sump pit draining from a weeping system (new or existing) with **no** connection to catch basin/floor drain. A full-size sump pit is required if your installation consists of any one or more of the following:

- directing more than one of the existing weeping leads into the new sump pit
- adding an interior perimeter weeping tile
- altering or extending an existing weeping system

Installers should be familiar with the requirements in the Manitoba Building Code and the Winnipeg Building By-law.

Building Permit Application Requirements

To apply for a building permit, provide the following documentation. Refer to the Alterations – Single/Two Family Dwelling Permit Application Form on the [Residential Permit Resources](#) webpage for detailed information that must be included in each document, select ‘Yes’ for sump pump, and include the following:

- floor plans identifying the location of the sump pit and perimeter weeping tiles, if applicable
- section plans
- owner’s statement (not required if owner is applicant)
- if installing interior perimeter weeping tile –engineered structural plans and the [Professional Designer’s Certificate for Housing](#)

Submit completed application and supporting documentation via email: ppd-permit@winnipeg.ca

Additional requirements, if applicable:

- If installing a backwater valve and/or completing any additional plumbing work, a plumbing permit is required (licensed plumbing contractor or homeowner applicant).
- If installing a new electrical receptacle and/or completing any additional electrical work, an electrical permit is required (licensed electrical contractor or homeowner applicant).

Interior Flood Proofing Building Permit

An interior flood proofing building permit is required for the installation of a sump pit, or a combination of sump pit and backwater valve, **with** an overflow from the floor drain/catch basin for existing residential dwellings built prior to 1990 (only applies to single- and two-family dwellings and row housing).

See [Sump Pit Installation Guidelines](#) for details.

A single permit fee is applied to interior flood proofing permits. Up to three permit applications may be required and are included under this single fee:

- Building permit for installation of sump pit (homeowner or contractor applicant). The licenced plumbing contractor and the electrical permit applicant must be identified on this building permit application.
- Plumbing permit for backwater valve, if required (licensed plumbing contractor applicant).
- Electrical permit for sump pump dedicated outlet, if required (licensed electrical contractor or homeowner applicant).

Permit Application Requirements

To apply for a building permit, provide the following documentation. Refer to the complete the Alterations – Single/Two Family Dwelling Permit Application Form on the [Residential Permit Resources](#) webpage for detailed information that must be included in each document.

- name of the licensed plumbing contractor and/or licensed electrical contractor/homeowner, if applicable
- ‘flood proofing’ must be written in the ‘description of work’ field
- any additional information regarding a backwater valve and or electrical receptacle, if required
- owner statement (not required if owner is applicant)

Submit completed application and supporting documentation (if applicable) via email: ppd-permit@winnipeg.ca

Inspections

Once the building permit is issued and the work is ready, an inspection must be scheduled by completing the [Housing Inspection Request Form](#) (recommended method) or by calling 204-986-5300 between 8:30 a.m. and 4 p.m., Monday to Friday.

If you have questions about the application process, email ppd-permit@winnipeg.ca.

If you have questions about technical requirements or the inspections process, email PPD-SeniorHousingInspect@winnipeg.ca.