

Building Permit Application Form Construct Addition - 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.

Location of work

Street number:	Street name:	Unit/suite number:
----------------	--------------	--------------------

Applicant information

Please identify the applicant: ☐ Homeowner ☐ Contractor

Homeowner information (required)	Homeowner's name: (print)	Address (if different from above):
	Email address:	Daytime phone number:
Contractor information	Company name: (print)	Contact person:
	Mailing address:	Daytime phone number:
	Email address:	

General information

Type of 9.36 – Energy efficiency compliance method: <input type="checkbox"/> Prescriptive <input type="checkbox"/> Trade-off <input type="checkbox"/> Energy modelling		
Existing house area:	Type of house plans: <input type="checkbox"/> Standard <input type="checkbox"/> Engineered	
Foundation only required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of stories: Existing / Proposed /	
Additional finished space Main floor:	Additional unfinished space Main floor:	Additional unfinished space Porch / covered deck:
Additional finished space Second floor:	Additional unfinished space Second floor:	Additional unfinished space Attached garage:
Additional finished space Lower level:	Additional unfinished space Lower level:	Construction start date:
Total area of additional finished space:	Total area of additional unfinished space:	Declared construction value (required):

Description of work

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

<input type="checkbox"/> Owner Statement (not required if owner is the applicant)
<input type="checkbox"/> Declaration Form for Building Permit Application (required if you have a prerequisite development permit)
<input type="checkbox"/> Site plan <ul style="list-style-type: none"> • street/lane locations • distance from building to all property lines and accessory structures • location of overhead electrical lines if applicable • legal description
<input type="checkbox"/> Building plans <ul style="list-style-type: none"> • building elevations • floor plans with framing, dimensions and room designation (e.g. screened, 3 seasons, 4 seasons) • foundation plan (fully dimensioned) • section drawing with construction details
<input type="checkbox"/> Professional Designers Certificate for Housing (if plans are sealed by an engineer)
<input type="checkbox"/> Dwellings with more than 5 bedrooms in the entire dwelling unit - Residential Ventilation Record 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:
<ul style="list-style-type: none"> • 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:
<input type="checkbox"/> PDF 1 Application Forms (Owner Statement, Declaration Form)
<input type="checkbox"/> PDF 2 Site Plan
<input type="checkbox"/> PDF 3 Building Plans (elevations, floor plans, foundation plan, section drawing)
<input type="checkbox"/> PDF 4 Professional Designer's Certificate for Housing
<input type="checkbox"/> PDF 5 Residential Ventilation Record

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.