

## Building Permit Application Form Detached Garages & Accessory Structures\*

\*Accessory to a single/two family dwelling or non-commercial row house building only, including:  
carports, storage sheds, gazebos, workshops, etc.

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](http://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](mailto:ppd-zoningapplications@winnipeg.ca).

### Greenfield subdivision ☐ Yes ☐ No

New detached garages and accessory structures in new greenfield subdivisions with prior development agreements on title do not require prerequisite development permit approval if submitted at the same time as a new home application. In this case, your development permit will be processed as part of your combined development/building permit application.

### 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

|  |  |  |  |
|--|--|--|--|
| Declared construction value (required):  |  | Area of structure:   |  |
| Type of construction:  | <input type="checkbox"/> Detached Garage <input type="checkbox"/> Carport <input type="checkbox"/> Other structure > 10 m <sup>2</sup> (108 sq. ft.) |  |  |
| Is this a standard construction package?   | <input type="checkbox"/> Yes <input type="checkbox"/> No   | If no, reason for non-standard construction package:                 |  |
| Structure located to rear of dwelling?   | <input type="checkbox"/> Yes <input type="checkbox"/> No   | Single Family Dwelling?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Includes a secondary suite?  | <input type="checkbox"/> Yes <input type="checkbox"/> No   | If yes, area of secondary suite finished space (outside dimensions): |  |
| 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 <a href="mailto:pwd-uos-permits@winnipeg.ca">pwd-uos-permits@winnipeg.ca</a> to obtain a permit. |  |  |  |

## Foundation design

|   |  |                  |   |
|---|--|------------------|---|
| Foundation:   | <input type="checkbox"/> New <input type="checkbox"/> Existing | Foundation area: | <input type="checkbox"/> Less than 50 m <sup>2</sup> (538.2 sq. ft.)<br><input type="checkbox"/> 50 - 70 m <sup>2</sup> (538.2 - 753.5 sq. ft.)<br><input type="checkbox"/> Over 70 m <sup>2</sup> (753.5 sq. ft.) – engineer seal required |
| Foundation designed by Professional Engineer (drawings attached)? |  |                  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |

## Additional permits

|   |  |  |   |                                    |  |
|---|--|--|---|------------------------------------|--|
| Is there a structure to be demolished or removed from the site? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Is a wood burning stove / fireplace being installed? | <input type="checkbox"/> Yes <input type="checkbox"/> No                          | Will there be a new City approach? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is electrical work being done?                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, electrical permit by:                        | <input type="checkbox"/> Homeowner <input type="checkbox"/> Electrical contractor |                                    |  |

## Description of work

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

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| <input type="checkbox"/> Owner Statement (not required if owner is the applicant)<br><b>Note:</b> 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)   |
| <input type="checkbox"/> Declaration Form for Development Permit Exemption (Detached Garages)  |
| <input type="checkbox"/> Site plan <ul style="list-style-type: none"> <li>• street/lane locations</li> <li>• distance from garage or accessory structure to all property lines</li> <li>• location of the garage or accessory structure and all existing buildings and structures</li> <li>• location of overhead electrical lines if applicable</li> <li>• legal description</li> </ul> <b>Note:</b> If scope includes roof mounted solar photovoltaic panels that do not extend past the roof line, the site plan only requires the location and dimension of the solar photovoltaic panels on the roof. |
| <input type="checkbox"/> Building plans (construction plans and elevations may be required if this is not a standard construction package)<br><b>Note:</b> If scope includes roof mounted solar photovoltaic panels that are greater than 6 in. high, provide building elevations, including height of structure to top of the solar panel. If solar photovoltaic panels are less than 6 in. high, no building elevations are required.  |
| <input type="checkbox"/> Professional Designer's Certificate for Housing (if plans are sealed by an engineer or architect)   |

## Submission options

|   |
|---|
| Submit your application package to the Zoning & Permits Branch using one of the following options:  |
| <ul style="list-style-type: none"> <li>• Apply online at <a href="http://winnipeg.ca/permitsonline">winnipeg.ca/permitsonline</a></li> <li>• Email <a href="mailto:ppd-permit@winnipeg.ca">ppd-permit@winnipeg.ca</a> (PDF attachment or link to online file transfer)</li> <li>• One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)</li> </ul> |

**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 documents that are applicable to your application:

- ☐ **PDF 1** Application Forms (Owner Statement/Letter of Authorization, Declaration Form)
- ☐ **PDF 2** Site Plan
- ☐ **PDF 3** Building Plans (construction plans, elevations)
- ☐ **PDF 4** Professional Designer's Certificate for Housing

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.