

Building Permit Application Form Change of Use - Single/Two Family Dwelling*

*also used for non-commercial triplexes, fourplexes & 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

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

Project information

| | | | |
|---|---|--|---|
| Existing use: | <input type="checkbox"/> Single family dwelling <input type="checkbox"/> Licensed care facility <input type="checkbox"/> Neighborhood care facility | <input type="checkbox"/> Two family dwelling <input type="checkbox"/> Rooming house <input type="checkbox"/> Daycare | Multi-family dwelling: <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex <input type="checkbox"/> Row house |
| Proposed use: | <input type="checkbox"/> Single family dwelling <input type="checkbox"/> Licensed care facility <input type="checkbox"/> Neighborhood care facility | <input type="checkbox"/> Two family dwelling <input type="checkbox"/> Rooming house <input type="checkbox"/> Daycare | Multi-family dwelling: <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex <input type="checkbox"/> Row house |
| Suite/unit/occupant information (if applicable, provide quantity): | Number of suites: _____ added _____ removed | Number of proposed daycare occupants: _____ children _____ infants | Number of proposed care facility occupants: _____ ambulatory _____ non-ambulatory |
| | <input type="checkbox"/> Adding/removing care facility occupants | <input type="checkbox"/> Adding/removing a secondary suite | <input type="checkbox"/> Adding/removing daycare occupants |
| Declared construction value (required): | | | |

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) |
| <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 • legal description |
| <input type="checkbox"/> | Floor plan(s) <ul style="list-style-type: none"> • complete floor layout, including all rooms and sizes of rooms where work is being done • all rooms labelled as per their use • all doors and windows, labeled with full dimensions (width and height) • electrical layout and plumbing (if applicable) • fire and sound separation details and specifications between suites/dwelling units |
| <input type="checkbox"/> | Structural drawings (when structural work is being done). This includes, but is not limited to: <ul style="list-style-type: none"> • Floors: altering or repairing floor structural members such as joists or beams. and installing or relocating stairs. • Walls: creating openings in, relocating, or removing interior walls that are load bearing, rebuilding or making openings in exterior walls, including windows or patio doors. • Roof: altering, repairing or replacing roof structural members, such as rafters or trusses, installing roof dormers, developing previously unfinished attic spaces, installing skylights Note: Engineering may be required |
| <input type="checkbox"/> | Engineered structural drawings (when major structural is being done). This includes, but is not limited to: <ul style="list-style-type: none"> • Basement: removing or altering teleposts or beams, making openings or structural repairs to foundation walls |
| <input type="checkbox"/> | Professional Designers Certificate for Housing (if plans are sealed by an engineer) |

Submission options

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| 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) | |
| <ul style="list-style-type: none">• One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7) | |

Digital submission requirements (select all that apply)

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| 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 (floor plans, structural drawings) |
| <input type="checkbox"/> | 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.