

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.



For more information please call:

Plan Examination Branch
 PH: (204) 986-5268
 FAX: (204) 986-3045
 or



Winnipeg
 at your service.

City of Winnipeg
 Planning, Property and Development Department
 Unit 31 - 30 Fort Street
 Winnipeg, Manitoba
 R3C 4X7

www.winnipeg.ca/ppd

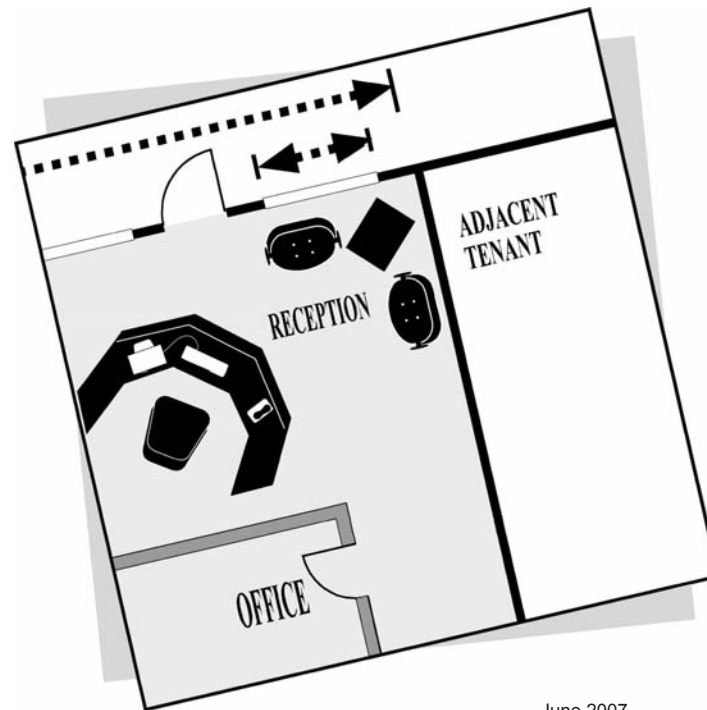
Every effort has been made to ensure the accuracy of information contained in this booklet. However, in the event of a discrepancy between this booklet and the governing City of Winnipeg By-law, the By-law will take precedence.



PLANNING, PROPERTY
 AND DEVELOPMENT
 DEPARTMENT

Interior Alteration/ Occupancy Applications Commercial Buildings

Single or Multi-Tenant



INTRODUCTION

Interior Alteration/Occupancy Applications comprise 60% of the applications that have a waiting time in the Plan Examination Branch.

Unfortunately, a large number of these applications contain insufficient information to conduct a proper plan review, thereby requiring return visits and further time delays.

This brochure is intended to supply the applicant with guidelines to ensure that the plan examiner is provided with all necessary information.

USE THE CHECKLIST PROVIDED. When all of the information is obtained, the building permit application process is certain to go as smoothly and quickly as possible. (Bear in mind that you may have to contact the building owner for Site and Building Plan information.)

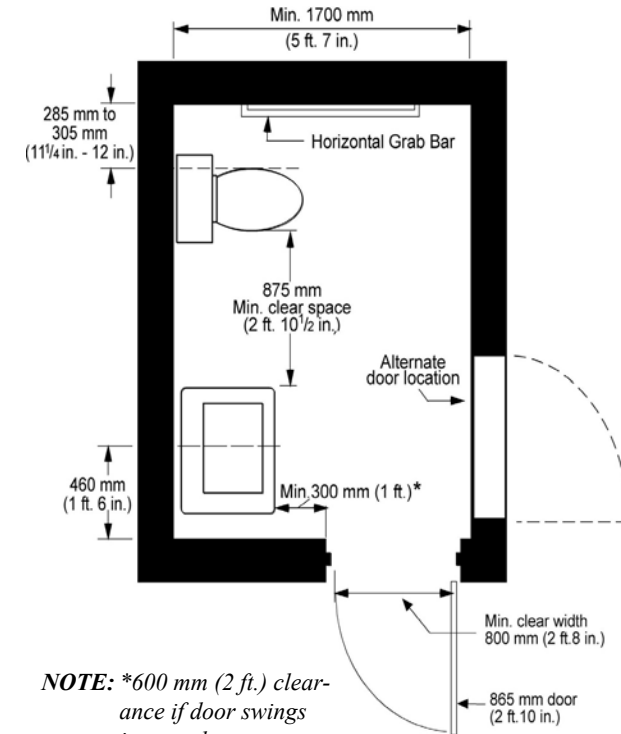
Apart from what is presented on the example plans, additional information may also be required depending on the extent of the alteration work.

EXAMPLES OF ADDITIONAL INFORMATION WHICH MAY BE REQUIRED:

1. Structural plans with the seal of a registered Professional Engineer are required for any structural alterations, such as raised floor areas, mezzanines, new wall openings, etc.
2. For "Part 3 Buildings" an architect or professional engineer will be required to seal the permit drawings, where alterations include new or modifications to fire separations, such as tenant walls, public corridors, etc.
3. Other Manitoba Building Code requirements may be applicable depending on the circumstances. ie. electrical and mechanical.
4. Restaurants specifically need to meet additional Manitoba Building Code requirements.

OTHER CONSIDERATIONS

BARRIER-FREE WASHROOM REQUIREMENTS



NOTE: *600 mm (2 ft.) clearance if door swings into washroom

ACCESSIBILITY FOR THE PHYSICALLY DISABLED

At least one principal entrance in most buildings is required to have a "barrier-free access". Barrier-free access means a path of travel designed for use by persons with physical or sensory disabilities, including those using wheelchairs, and incorporating ramps, elevators or other lifting devices where there is a difference in elevation between floor levels along the path of travel.

CHECKLIST

- THREE COMPLETE SETS OF PLANS
- Authorization from building owner/property manager for proposed work & intended use.

SITE AND BUILDING PLAN, indicating:

- Site plan with north arrow
- Overall building area
- Adjacent tenants
- Previous tenant
- Building fire safety systems (sprinklers, stand-pipe, fire alarm system, emergency lighting, exit signs)

TENANT SPACE FLOOR PLAN, indicating:

- Area of rental space (metric or imperial)
- Scale and dimensions (metric or imperial)
- Existing walls (specify materials)
- Walls to be constructed (specify materials)
- Walls to be demolished/removed
- Exits/egress doors, with door sizes
- Barrier-free washrooms
- Number of occupants
- Emergency lighting

ADDITIONAL INFORMATION:

- Structural drawings
- Electrical drawings
- Mechanical drawings

EXAMPLES OF REQUIRED PLANS

