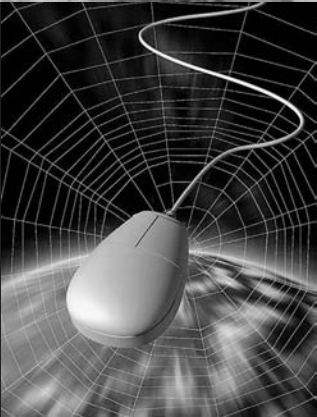




Permits Online



*To provide customers with
flexibility in how, where
and when they can
apply for permits.*



www.winnipeg.ca/ppd

PLANNING, PROPERTY AND
DEVELOPMENT DEPARTMENT

CONTENTS

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- 7 Applying For Permits
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This booklet is designed to guide you step by step through the process of applying for a permit online. You will find each step fully illustrated to show you how it will look onscreen.

*Items that you are required to select or click on will be shown in **Bold**.*

GETTING STARTED:

- 1 In order to take advantage of this new service, you will need:
- a personal computer with an Internet connection,
 - an email address; and
 - an Internet browser with 128-bit encryption support.

If you are unsure about the level of encryption that you are currently using, run your web browser then click Help and About. If you need to upgrade your browser or level of encryption, please go to the browser's website.

Examples include: <http://www.microsoft.com>

or

<http://www.netscape.com>.

Once you have met the above requirements, you can start the application process by going to the following City of Winnipeg website:

<http://www.winnipeg.ca/ppd>

and clicking on the **Permits Online** link.



2 From here, you will need to click the link: **Permits Online**.

There are currently 7 options on this menu page.

- The first 3 links contain general information that is accessible to the general public.
- The last 4 links are more secure. You will be required to sign-in with an email address and password. This is necessary to avoid abuse of the system.

3 First time users will be required to register with the City in order to apply for permits online. Click **Registration for first time users**.

4 If you have already completed the registration process, click on **Apply for a permit** and proceed to page 7 of this booklet.



REGISTRATION FOR FIRST TIME USERS:

Registration for Permits Online is a **TWO STEP** process.

The screenshot shows the 'Permits Online' registration page for first-time users. The header includes the Winnipeg logo and 'Winnipeg.ca Permits Online'. A navigation menu on the left lists 'Home', 'Go To City of Winnipeg website Planning, Property & Development website', and 'Log Off'. The main content area has a blue banner with the text: 'First time users must register before applying for permits. Please sign-in using your registered email ID and password.' Below this are three sections: 1. 'ARE YOU A FIRST TIME USER?' with a 'Register' button. 2. 'REGISTERED USERS SIGN-IN HERE' with input fields for 'Email Address' and 'Password', and a 'Log On' button. 3. 'FORGOT YOUR PASSWORD?' with a 'Forgot Password' button.

In this first step, you will be required to enter your:

- email address
- password - *It is recommended that your password be at least 6 characters long, and contain a combination of letters and numbers.*
- a “forget” question and answer - *If you ever forget your password, you will be asked the “forget” question and will need to supply the correct answer. For this reason, ensure that your “forget” question and answer are easy to remember, but hard for someone else to guess.*

5 When you have entered the required information, click **Proceed**.

This first portion of your registration will be sent to City of Winnipeg staff for review. Once reviewed you will be sent an email containing a web link pointing back to the Permits Online website where you will proceed with the second step of your registration.

The screenshot shows the 'Add your registration information' form. It includes a 'Registration' section with input fields for 'Email Address' (with a note '(Verify Email Address)'), 'Password' (with a note '(Verify Password)'), a 'Question' (with a placeholder 'What are the first 5 letters of my baby's first?'), and an 'Answer' field. A 'Proceed' button is at the bottom, with a red arrow pointing to it and a circled number '5' next to it.

Note: Depending on the day and time of your registration you may receive this email within a few hours of submission or it could take up to two days.

- 6 After receiving the email and clicking on the web link, you will be asked to enter in your email and password for confirmation.

Winnipeg.ca Permits Online

Home

Go To
▶ City of Winnipeg website
▶ Planning, Property & Development website

Log Off

Please identify yourself

Email Address

Password: Logon

6

- 7 Select and highlight the **Contractor type**. Click **Next** to proceed.

Winnipeg.ca Permits Online

Home

Go To
▶ City of Winnipeg website
▶ Planning, Property & Development website

Log Off

Please select Registration Type

Licensed Electrical Contractor
Licensed Plumbing Contractor
Contractor

Currently, only contractors may access the Permits Online System.
Owner services may be added in the future.

Next

7

- 8 Please enter in the applicable information. Click **Update**.

The screenshot shows the 'Permits Online' registration page for the City of Winnipeg. The page has a dark blue header with the Winnipeg logo and 'Winnipeg.ca Permits Online'. Below the header is a navigation menu on the left with 'Home', 'Go To' (City of Winnipeg website, Planning, Property & Development website), and a 'Log Off' button. The main content area is titled 'Edit your registration information' and contains a form with the following fields: 'Email Address' (with a circled '8' next to it), 'First Name', 'Last Name', 'Organization', 'Address Line 1', 'Address Line 2', 'Phone Number', 'Fax Number', '*****Building Contractors ONLY*****', 'City of Winnipeg Contractor Licence No.', and 'Provincial Contractor Licence No.'. Each field is represented by a text input box.

This second step of your registration will now be processed by City of Winnipeg staff. Within one to two business days, you should receive an email notifying you that your registration has been approved and your name and password activated.

APPLYING FOR A PERMIT:

- 9 Once your registration has been approved, you will be able to click on **Apply for a Permit** and log in with your email address and password.

IMPORTANT: If you leave the Permits Online system part way through the process, your application will be terminated and you will need to begin again.



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Winnipeg.ca
Winnipeg
Permits Online

Please select a menu item from the list below:

- How to use Permits Online**
Find out the types of permit applications currently available online, what documentation is required with an application, our online hours of service, payment options, and who to contact with questions.
- Permit Guidelines Library**
Browse the selection of information brochures available from the Planning, Property & Development Department.
- List permits by address**
Review permit applications by address.
- Registration for first time users**
Click here to become a registered Permits Online user.
- Apply for a permit**
Once your registration is complete, you will be able to apply for some City permits online.
- View status of my permits / Submit revised documents / Online payments**
As a registered user you will be able to check on the status of your permit applications, submit revised documents and make online payments.
- Update personal information**
Please let us know when your personal registration information changes so that we are able to contact you with information regarding your application, as required.

9



Winnipeg.ca
Winnipeg
Permits Online

Home

Go To
City of Winnipeg website
Planning, Property & Development website
Log Off

First time users must register before applying for permits.
Please sign-in using your registered email ID and password.

ARE YOU A FIRST TIME USER?
This feature is open to registered users only. If you want to register to access this feature, please click here.
Register

REGISTERED USERS SIGN-IN HERE

Email Address :

Password :

Log On

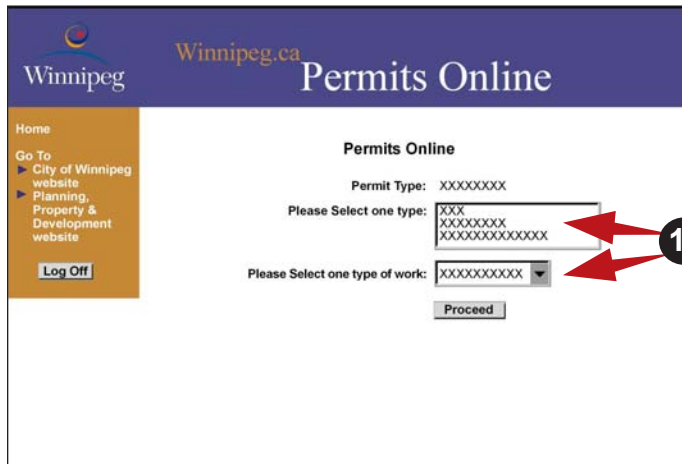
FORGOT YOUR PASSWORD?
If you are a registered user but forgot your password, please enter your email address and then click here.
Forgot Password

9

- 10 From the first screen, please select and click on the permit group you wish to apply for.



- 11 Next, select and highlight the type of permit and type of work. Click **Proceed**.



- 12 Enter in the address for your permit and click **Proceed**.

Note: If civic address is not available please type **Not Known** as the street name.

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Permits Online

Home

Go To
▶ City of Winnipeg website
▶ Planning, Property & Development website

Log Off

Select Permit Details

Permit Type: Housing - SFD - Construct New

Please choose Job Site address 12

House Number:

Street Name Pick a Street

Note: When typing the street name, please make sure the first letter is capitalized and the rest are in lower case. For example, type Portage, NOT portage or PORTAGE. Also, do NOT type the street type (e.g. Avenue)

Proceed

- 13 If applying for multiple permits, you may add another address to the list. When you are done entering addresses, click **No more addresses, Proceed**.

Winnipeg.ca
Winnipeg
Permits Online

Home

Go To
▶ City of Winnipeg website
▶ Planning, Property & Development website

Log Off

Select Permit Details

Permit Type: Housing - SFD - Construct New

Is there another Job Site address?

House Number:

Street Name Pick a Street

Add this Address to the list

No more addresses, Proceed 13

14

You will now need to provide some details regarding the permit you are applying for. Type in as much information as you can, ensuring that you supply the mandatory data indicated by the red stars. If you have set up a trust account, an option will appear on this screen - select yes if you wish to pay this permit from your account.

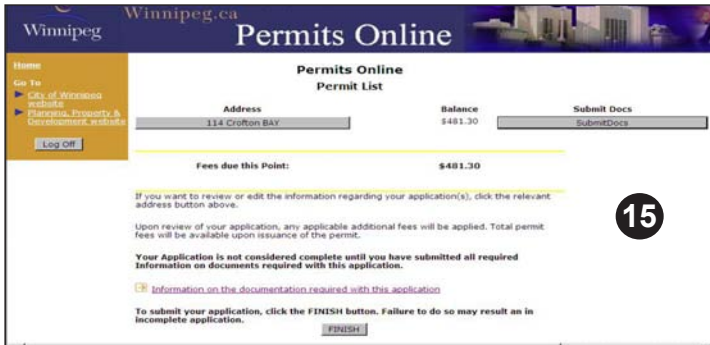
Permit type:	Housing (SFD; Construct New)
Rapid Service Number:	622341
Job Site:	360 Cumberland AVE
Application Date:	Mar 10, 2009
Description of work:	<input type="text"/>
Location:	<input type="text"/>
Type of Application: *	<input type="text"/>
FOUNDATION ONLY Required ?: *	<input type="radio"/> Yes <input type="radio"/> No
Proposed Start Date: *	<input type="text"/>
Number of Stories: *	1
Imperial / Metric Values: *	<input type="text"/>
Finished Space Main Floor:	<input type="text"/>
Finished Space Second Floor:	<input type="text"/>
Finished Space Lower Floor:	<input type="text"/>
Total Area Finished Space (Sq. M / Ft): *	<input type="text"/>
Unfinished Space Main Floor:	<input type="text"/>
Unfinished Space Second Floor:	<input type="text"/>
Unfinished Space Lower Floor:	<input type="text"/>
Unfinished Space Garage:	<input type="text"/>
Total Area Unfinished Space (Sq. M / Ft): *	<input type="text"/>
Declared Construction Value (no commas): *	<input type="text"/>
Variance required: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Pay by Trust Account : *	<input type="radio"/> Yes <input checked="" type="radio"/> No
	<input type="button" value="Update"/>



Click **Update** when you are done. If your permit applies to multiple addresses, you will also have option to copy this information to the next address or to all the addresses.

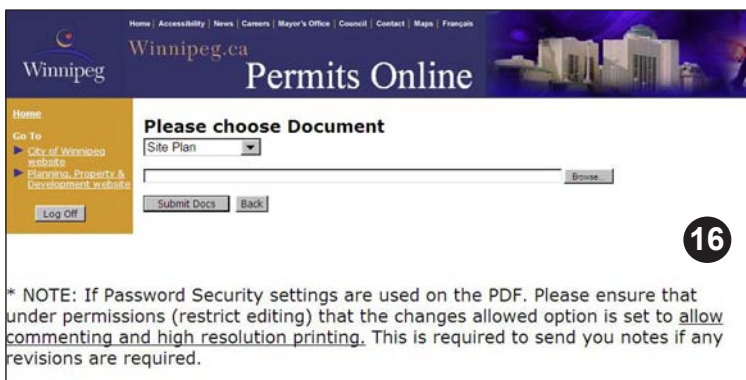
- 15** The last screen will show the addresses and permit fees for your application(s).
- To review or edit information regarding your permit, click on the relevant address button.
 - To attach PDF documents, click on the **SubmitDocs** button. (see step 16 for instructions)
 - To view information on documents to be submitted, click on the document information link.
 - Once information is deemed correct click **Finish**.

IMPORTANT: It is critical that you click **Finish**. Failure to do so will result in an incomplete application.



- 16** To submit PDF's of your documents,
- highlight and select the type of document (site plan, building plan or correspondence), then
 - click on the **browse button** and select the document's pdf files.
 - Click on the **Submit Docs** button

NOTE: If Password Security Settings are used on the PDF, please ensure that under Permissions (restrict editing) that the changes allowed option is set to **allow commenting and high resolution printing**. This is required to send you notes if any revisions are required.



17 File Successfully submitted

- To submit more PDF documents, click on OK.
- When you have no other documents to submit click on Cancel.



You have now completed your Internet application. It will now be processed by City staff and you will be contacted by telephone or email with any questions, or when your application is complete, Upon review of your application, any applicable additional fees will be applied.

To determine what documents must be submitted with your application please click on the link. All documents can be mailed, couriered or hand delivered to:

City of Winnipeg, Zoning & Permits Branch, Unit 31 - 30 Fort Street,
Winnipeg, R3C 0K7 Attention: Internet Applications.

You now have the option of:

- Viewing the status of your permits, or
- Applying for another permit.



SUBMITTING REVISED DOCUMENTS:

- 18 To submit revised documents, click on **View the Status of my Permits/ Submit Revised Documents/Online Payments**.



Winnipeg.ca Permits Online

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Find out the types of permit applications currently available online, what documentation is required with an application, our online hours of service, payment options, and who to contact with questions.
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Browse the selection of information brochures available from the Planning, Property & Development Department.
- List permits by address**
Review permit applications by address.
- Registration for first time users**
Click here to become a registered Permits Online user.
- Apply for a permit**
Once your registration is complete, you will be able to apply for some City permits online.
- View status of my permits/Submit revised documents/Online payments**
As a registered user you will be able to check on the status of your permit applications, submit revised documents and make online payments.
- Update personal information**
Please let us know when your personal registration information changes so that we are able to contact you with information regarding your application, as required.

- 19 To submit PDF's of your documents, click on **Submit Docs** button
- choose the type of document (site plan, building plan or correspondence), (screen shot 16)
 - click on the **browse** button and select the document's pdf files.
- Click on the **Submit Docs** button

File Successfully submitted (screen shot 17)

- To submit more PDF documents, click on OK.
- When you have no other documents to submit click on Cancel.



Winnipeg.ca Permits Online

My Permits Status

Note: Please click on the column header to sort the respective column.

Selection Number	Address	Description	Status	Balance			
<input checked="" type="checkbox"/>	09 100333 000 00 HD 65 Garry ST	Your District Inspector is Ami Emerson. Please contact between 8:30 AM - 9:30 AM Monday thru Friday at (204) 986-5192.	Internet Complete	\$433.17	Details	Progress	Submit Docs
N/A	09 100467 000 00 HD 114 Crofton BAY	Please contact between 8:30 AM - 9:30 AM Monday thru Friday at (204) 986-2734.	Internet	\$481.30	Details	Progress	Submit Docs
N/A	09 100534 000 00 HD 114 Crofton BAY	Your District Inspector is Paul Heppnerstall. Please contact between 8:30 AM - 9:30 AM Monday thru Friday at (204) 986-2734.	Internet Complete	\$481.30	Details	Progress	Submit Docs

Select / Deselect All

ONLINE PAYMENT:

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Winnipeg.ca
Winnipeg
Permits Online

Home

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- View status of my permits/Submit revised documents/Online payments**
As a registered user you will be able to check on the status of your permit applications, submit revised documents and make online payments.
- Update personal information**
Please let us know when your personal registration information changes so that we are able to contact you with information regarding your application, as required.

20 To make online payments, click on **View the Status of my Permits/ Submit Revised Documents/Online Payments**.

21 Select the permits to be paid by checking off box on left hand side

22 Click on the **Pay Selected Permits** button at bottom.

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Permits Online

Home

My Permits Status

Please click on the column header to sort the respective column.

Permit Number	Address	Description	Status	Balance	
<input checked="" type="checkbox"/>	09 100335 000 00 HO 65 Garry ST	Your District Inspector is Ami Simard. Please contact between 8:30 AM - 9:30 AM Monday thru Friday at (204) 886-3330.	Internet Complete	\$433.17	Details Progress Submit Docs
<input type="checkbox"/>	09 100467 000 00 HO 114 Crofton BAY	Please contact between 8:30 AM Monday thru Friday at (204) 886-2734.	Internet Complete	\$481.30	Details Progress Submit Docs
<input type="checkbox"/>	09 100334 000 00 HO 114 Crofton BAY	Your District Inspector is Paul Hoppertal. Please contact between 8:30 AM - 9:30 AM Monday thru Friday at (204) 886-2734.	Internet Complete	\$481.30	Details Progress Submit Docs

Select / Deselect All **Pay Selected Permits**



- 23 • Select the card type,
- Enter the card number,
- Enter the expiry date; and
- Type in the name shown on the card
- Click on the **Pay Now** button



This booklet is published by the Planning, Property and Development Department for the City of Winnipeg. For more information please contact:

Zoning and Permits Branch

PH: 204-986-5140

FAX: 204-986-6347

or



Winnipeg
at your service.

City of Winnipeg
Planning, Property and Development Department
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WINNIPEG, Manitoba
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www.winnipeg.ca/ppd

MARCH 2009