

What is the Building Permit Process?

All permits related to building construction are issued by the Planning, Property and Development Department. An application for a building permit can be made at the Application Centre located in the Zoning and Permits Branch, Unit 31 - 30 Fort Street.

All permits are reviewed by:

A. The Zoning and Permits Branch - for land use issues such as:

- a) permitted uses
- b) yard requirements
- c) parking and loading requirements

Where a use is not permitted, parking stalls numbers are insufficient, etc., there are processes to get these requirements changed or amended. These processes can involve rezoning the land, applying for a Conditional Use or applying for a Zoning Variance, etc.

B. The Plan Examination Branch - for building code issues such as:

- a) architectural
 - fire protection
 - environmental separation
- b) structural
- c) mechanical
- d) electrical

Compliance to the building code is mandatory. Any waiver of a code requirement is not permitted, however, alternatives that meet the level of performance required by the code may be permitted. (see MBC - Division C - Section 2.3 Alternative Solutions)

C. Other City Departments

An application for a permit may also be circulated to other City departments that may have a concern relative to the work undertaken by the permit. A general list of these departments/ branches is:

- Health Department – food handling and health
- Fire Department – fire prevention and fire code
- Water and Waste – site service
- Public Works - lot grading

- Public Works, Streets & Transportation – site access
- Waterways – bank stability
- Historic Buildings
- Downtown Design Board

What types of plans are necessary for a permit submission?

Building plans are required to be drawn to scale. They must also indicate the nature and extent of work or proposed occupancy in sufficient detail to establish that, when completed, the proposed occupancy will conform to the code (Division C - Article 2.2.2.1)

In order for the City to issue a permit in a timely manner, it is important that proper information and documents be submitted at the time of the application. If information is missing or if code deficiencies are noted, these issues should be addressed as quickly as possible so that the issuance of the permit is not unduly delayed.

An application for a permit does not mean that you are entitled to a permit or that a permit will be issued. Only through a demonstrated compliance to the building code and to all other applicable regulations will a permit be issued.

Plans submitted for an application to build shall include:

1. Status or Certificate of Title

A current copy of the Status or Certificate of Title must be submitted. Where there has been a recent change of ownership, a copy of a signed Offer to Purchase in addition to the Title will be accepted.

2. Letter of responsibility for inspection and certifications

- a. Fire protection – Part 3
- b. Structural – Part 4
- c. Environmental Separation – Part 5
- d. Mechanical – Part 6
- e. Electrical

3. Site Plan showing:

- a. All buildings and dimensions of all building
- b. Dimensions from building to building and to property lines
- c. Parking, loading, and fence details, etc.
- d. North arrow for building orientation
- e. Street and lane locations, including access routes for firefighting
- f. Location of fire hydrants and sprinkler connection, catch basins, etc.

4. Architectural drawings:

- a. Sealed, signed and dated by an Architect (PART 3 and PART 5 ONLY). For A3 and F occupancies - Architect or Professional Engineer are permitted
- b. Building design summary*
- c. Building area (new & existing), building height and location of firewall
- d. Floor layout(s)
- e. Building elevations
- f. Building section details
- g. Building wall details, including fire test assembly reference, flame-spread rating
- h. Stair, guard and handrail details
- i. Door schedule, including size, rating and hardware

5. Structural drawings:

- a. Sealed, signed and dated by P. Eng.
- b. Foundation, floor(s), roof plans
- c. Structural details
- d. Design loads, including snow, dead, live & wind loads
- e. General notes, including soil conditions, material standard references; concrete, wood, steel

6. Mechanical drawings

- a. Sealed, signed and dated by P. Eng. (PART 6 ONLY)

- b. Heating, ventilation, and air conditioning details
- c. Fire dampers/fire stop flaps, etc.
- d. Make up air and exhaust
- e. Others

7. Electrical drawings:

- a. Sealed, signed and dated by P., Eng (as per Electrical Code)
- b. Service distribution
- c. Fire alarm, exit signs, emergency lighting
- d. High voltage systems, transformers
- e. Others

8. Equivalent:

Support documents and/or prior approvals.

Six sets of plans are required (4 complete sets plus 2 building/architectural only sets)

NOTE:

For a partial (foundation) permit, an application for a complete building permit is required. The partial plan submission may be submitted but must include sufficient information to do a partial Part 3/9 review and a full foundation review. Plans must include the letters of responsibility for Part 3 - Fire Protection and Part 4 - Structural Design, a site plan, preliminary architectural drawings, including building classification (see Building Design Summary brochure), and the final foundation drawings and preliminary superstructure drawings (must include all design loads and have sufficient framing details to determine all load transfer to the foundation).

A Part 3/9 review for a partial (foundation) permit shall consist of a review of the building classification and type of construction, a review of the building location for spatial separation requirements and a review for the location of exits. No other review, for Part 3/9, will be undertaken until such time as the final architectural drawings, sealed, signed and dated, have been submitted and no other permits will be issued.



Planning, Property
and Development
Department



For more information please contact:

Plan Examination Branch

PH: 204-986-5268

FAX: 204-986-3045

Zoning and Permits Branch

PH: 204-986-5140

FAX: 204-986-6347

or



**Winnipeg
at your service.**

City of Winnipeg
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Every effort has been made to ensure the accuracy of the information contained in this publication. However, in the event of conflict between this publication and a City of Winnipeg Bylaw, the Bylaw will take precedence.

What is the Building Permit Process (for other than housing)

A guide to the stages and requirements of applying for a Building Permit for new construction and additions.