



VERSION 2.03

Effective Date December 1, 2014

BUILDING AND SITE DESIGN SUMMARY
“PART 3” COMMERCIAL PROJECTS
NEW CONSTRUCTION AND ADDITIONS

**SUBMISSION FOR AN
APPLICATION TO BUILD**

SHELL ONLY

(THIS IS INTENDED FOR 1-STOREY GROUP D, E, OR F SHELL ONLY BUILDINGS)

Project Name: _____

Project Address: _____

For Office Use Only

Folder Number: _____

*If you have any questions, concerns or feedback regarding completion of this document, please email
Martin Grady at mgrady@winnipeg.ca*

It is recommended that applicants refer to the
“*Guide – Building Permit Submissions for Commercial Projects*”
for assistance in completing this document

City of Winnipeg
Planning, Property and Development Department
Unit 31 - 30 Fort Street, Winnipeg, Manitoba
Telephone: 1-204-986-5140

Table of Contents

Section	Title	Page
Section I	Application Information	
	A. General Information	3
	B. Plans and documents	3
	C. Checklist for type of permit	3
	D. Checklist for information submitted	4
	E. People	5
Section II	Site Plan Checklists	
	A. General Site Plan	7
	B. Lot Grading Plan	9
	C. Site Service Plan	10
	D. Mechanical Site Servicing	11
	E. Appendix "A"	12
Section III	Zoning Submission	
	Development Design Summary	13
Section IV	Plan Examination Submission	
	Building Design Summary	
	1. Architectural	14
	2. Structural	18
	3. Schedule A	17
	A.1 Mechanical	20
	A.2 Electrical	22
Section V	Owner Statement	26

Section I - Application Information

This form **MUST** be **FULLY** completed and attached with the plan submission. **Section I to be filled out by the applicant.**

This form applies to all buildings regulated by Article 1.3.3.2 – Division A of the Manitoba Building Code (i.e. Part 3 buildings)

For Partial Permits, only shaded portions of Section IV need be completed. For explanation of permit types refer to document “Guide – Building Permit Submissions for Commercial Projects”

Failure to fully complete submission will delay processing your permit application

A General Information

- 1 Street No. _____ Street Name: _____ Unit No. _____
- 2 Value of Construction: _____ Construction start date: _____
- 3 Gross Floor Areas (all floors, including basement): _____ No. of Storeys: _____

B Plans, Documents and Fee required

1 Number of Plans required

- a) 4 copies of complete construction drawings (with site plan) and 2 sets of specs
- b) 2 additional copies of architectural drawings (with site plans)
- c) 1 additional copy, if Health approval required (with site plan)
- d) Applications for Full Permit should be complete, construction ready Contract Documents sets and be titled ‘Contract Documents’ or ‘For Construction’. Full Permit applications where partial permit release is requested should be titled as per above. Please note that ‘Permit Set’, ‘Tender Set’, ‘% Review’, or ‘Pricing Set’ or drawings bearing stamp ‘Not For Construction’ are not acceptable.

2 Documentation required

- a) A current copy of status or Certificate of Title
- b) Letter of Authorization from the owner
- c) 2 copies of the appropriately completed Building and Site Design Summary

3 Fees

- a) Plan deposit as per Fees By-law (for construction over \$100,000 dollars in construction value)

C Checklist for type of Plan Submission and Permit request: select the plan submission type

- 1 **Shell Only Plan Submission** (for details see 3.3 of Guide – Building Permit Submission for Commercial Projects)
A SHELL ONLY plan submission is a set of plans for a completed building to a shell only stage and with no occupancy. *Note: Separate permits will be required for the development to the final stages of occupancy.*
- 2 **Partial Plan Submission** (for details see 3.4 of Guide – Building Permit Submissions for Commercial Projects)
A PARTIAL plan submission is a set of plans that are either preliminary drawings or missing the final drawings of either the architectural, structural, mechanical or electrical drawings. Permits will be issued in stages based on the extent of the final drawings submitted for review.
NOTE: 1. Plumbing drawings will be required for a plan review by the Water and Waste Department.
2. Mechanical or electrical systems such as commercial cooking operations and manufacturing processes are permitted to be excluded from the Partial Plan Submission, however, separate permits will be required for those mechanical and electrical systems
- 3 **Permit Request** (indicate if partial permit is desired)
- a) Request for a Partial Building (foundation) Permit (for details see 3.4.(1) of Guide)
- b) Request for a Partial Building (structural frame) Permit (for details see 3.4.(2) of Guide)

Section I - Application Information cont'd

D Checklist of information submitted

1 Design Summaries

- a) Development Design Summary (refer to Section III of Submission for an Application to Build)

Fully completed (mandatory)

- b) Building Design Summary (refer to Section IV of Submission for an Application to Build)

- Fully completed for Building (full) Permit (for details see 3.2.(1) of Guide)

- Complete for partial Building (foundation) Permit (for details see 3.4.(1) of Guide) with fully completed BSDS to follow by _____

- Complete for Building (Shell Only) Permit (for details see 3.3.(1) of Guide)

2 Plans – Status of plan submission

Note: For a foundation permit the plans in BOLD must be submitted

1 Site Plans (refer to Section II of Submission for an application to Build)

- a) General site plan

Final drawings

- b) Lot Grade Plan

Final drawings (see note below)

- c) Sewer and Water Site Servicing Plan

Final drawings (see note below)

Note: Applicants are encourage to submit a single drawing (where possible) combing both lot grading and site servicing plans

2 Construction Drawings (refer to Section 2 of Guide)

- a). Architectural drawings

Final architectural (sealed and signed)

Preliminary architectural

Final drawings to follow (fill in date) _____

- b) Structural drawings

Final structural (sealed and signed)

Final foundation/ prelim structural drawings

Final drawings to follow (fill in date) _____

- c) Mechanical drawings

Final mechanical (sealed and signed)

Final drawings to follow (fill in date) _____

- d) Electrical drawings

Final electrical (sealed and signed)

Final drawings to follow (fill in date) _____

Signed (applicant): _____

Date: _____

Office Use Only:

Modifications made to this Section must be initialed by the Applicant, and signed and dated below:

Modified by: _____

Date: _____

Section I - Application Information cont'd

E. People (applicant to complete)

Applicant		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
Contractor		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
Owner		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
Architect (Please ensure name matches drawing seal)		
Company Name:		Phone No:
Architect:		Fax No:
Address:		Email:
MECB Coordinating Registered Professional (CRP)		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
Professional Engineer or Code Consultant		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
Structural Engineer (Please ensure name matches drawing seal)		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
Mechanical Engineer (Please ensure name matches drawing seal)		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
Electrical Engineer (Please ensure name matches drawing seal)		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
Municipal Engineer (Please ensure name matches drawing seal)		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
Geotechnical Engineer (Please ensure name matches drawing seal)		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
Other:		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:

Section I - Application Information cont'd

E. People Is tenant information known at this time? No , otherwise - please fill in details below

Tenant		
Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
Address:		Email:
Tenant		
Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
Address:		Email:
Tenant		
Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
Address:		Email:
Tenant		
Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
Address:		Email:
Tenant		
Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
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Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
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Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
Address:		Email:
Tenant		
Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
Address:		Email:
Tenant		
Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
Address:		Email:
Tenant		
Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
Address:		Email:
Tenant		
Company Name:		Phone No:
Contact Person (Managerial level or higher):		Fax No:
Address:		Email:

Personal information is collected under the authority of The City of Winnipeg Charter Act, and is used for the administration and enforcement of **The City of Winnipeg Building By-Law No. 4555/87**. This information will be disclosed publicly in accordance with the disclosure provisions of the Province of Manitoba - **Freedom of Information and Protection of Privacy Act**. If you have questions about the collection, use, or disclosure of your information, contact the Corporate FIPPA Coordinator: by mail to the City Clerk's Department, Administration Building, 510 Main Street, Winnipeg, MB, R3B 1B9; by telephone to 311; or by email to FIPPA@winnipeg.ca.

Failure to fully complete submission will delay processing your permit application

Section II - Site Plan Checklists

NOTE: All applications for new construction and building additions must be accompanied by a well-drawn, legible, detailed site plan that matches the construction drawings submitted with the application and the City will not begin processing the permit application until the following information is provided:

A. General Site Plan *(This checklist MUST be completed and attached to the submission)*

This general site plan addresses the requirements of all departments involved in plan review

General Information	Yes	NA
1. North Arrow	<input type="checkbox"/>	
2. Drawing scale (metric and not less than 1:500)	<input type="checkbox"/>	
3. Civic Address (if assigned)	<input type="checkbox"/>	<input type="checkbox"/>
4. Legal Description	<input type="checkbox"/>	
5. Street names	<input type="checkbox"/>	
6. Property lines, lot lines and all adjacent public rights-of-way	<input type="checkbox"/>	
7. Lot Dimensions	<input type="checkbox"/>	
8. Total lot area	<input type="checkbox"/>	
9. Construction access route(s) (indicated)	<input type="checkbox"/>	
10. Existing structures with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	
11. Proposed structures, with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	
12. Access routes / lanes for fire fighting	<input type="checkbox"/>	
13. Indicate site-surfacing material and show all curbs, wheel stops, parking fences and lighting. (Refer to Part 5: Development and Design Standards of Zoning By-law No. 200/2006 or Section 230 of Downtown Zoning By-law No. 100/2004.	<input type="checkbox"/>	
14. Dimensions of all projections (i.e. eaves, steps, landings, architectural features.)	<input type="checkbox"/>	<input type="checkbox"/>
15. Garbage enclosure(s)	<input type="checkbox"/>	<input type="checkbox"/>
16. Proposed on-site lighting	<input type="checkbox"/>	<input type="checkbox"/>
17. Proposed signage	<input type="checkbox"/>	<input type="checkbox"/>
18. Dimensions, location and type of surface of existing and proposed approaches, aisles/driveways, vehicle parking areas, loading, storage, etc.	<input type="checkbox"/>	
19. Proposed and existing private sidewalks with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
20. Accessory structures (e.g. booths, fences, parking lots, planters, retaining walls, curbing, lamp standards, free standing signs, awnings, etc.) with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	<input type="checkbox"/>

A. General Site Plan cont'd

	Yes	NA
21. Indicate total number of parking spaces. Spaces must be 8 ft. wide x 20 ft. deep, or 10 ft. wide if abutting a wall or a fence. (Refer to Table 5-9, 5-10 and 5-12 of Zoning By-law No. 200/2006 or Section 230 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/>	<input type="checkbox"/>
22. Indicate total number of bicycle parking spaces. (Refer to Section 169 of Zoning By-law No. 200/2006).	<input type="checkbox"/>	<input type="checkbox"/>
23. Indicate total number of loading spaces. Spaces must be 12 ft. wide x 33 ft. deep, or 50 ft. deep depending on use and floor area. (Refer to Tables 5-13 and 5-14 of Zoning By-law No. 200/2006 or Section 240 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/>	<input type="checkbox"/>
24. Indicate all landscaping areas and identify material e.g. grass, trees, shrubs, ornamental paving, etc. (Refer to Sections 188 to 193 of Zoning By-law No. 200/2006 or Sections 230 and 250 of Downtown Zoning By-law No. 100/2004).	<input type="checkbox"/>	<input type="checkbox"/>
25. For automobile sales, vehicle display areas shall be shown indicating surfacing and type of fencing (post and chain or bumper guard)	<input type="checkbox"/>	<input type="checkbox"/>
26. Vent racks and underground storage tanks complete with fuel re-filling areas	<input type="checkbox"/>	<input type="checkbox"/>
27. Storage Compounds with the surfacing indicated and the type and height of fencing around the compound.	<input type="checkbox"/>	<input type="checkbox"/>
28. Proposed surface alterations and enhancements or improvements in the public right-of-way including all landscaping, ditch modifications, and proposed hard surfacing. (Refer to Appendix "A")	<input type="checkbox"/>	<input type="checkbox"/>
29. Location of any proposed structures, portions of structures or services in the public right-of-way, including utility service connections. (Refer to Appendix "A").	<input type="checkbox"/>	<input type="checkbox"/>
30. Construction equipment site access and site protection (e.g. temporary chain link fencing)	<input type="checkbox"/>	<input type="checkbox"/>
31. Areas of the public right-of-way that will be encumbered, occupied or obstructed as a result of the proposed construction, including the installation of any hoarding, fencing, covered walkways, piles or shoring, or any portion of a construction crane that occupies or projects into the right-of-way. (Refer to Appendix "A")	<input type="checkbox"/>	<input type="checkbox"/>

Signed: _____ Dated: _____

(Applicant)

Applicant Phone number: _____ Email: _____

Office Use Only:

Modifications made to this Section must be initialed by the applicant, and signed and dated below:

Modified by: _____ **Date:** _____

Section II - Site Plan Checklists cont'd

B. Lot Grade Plan (*This checklist MUST be completed and attached to the submission.*)

Note: Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans

The City will not begin processing the permit application until the following information is provided:

	Yes	N/A
1. Lot grading plan(s) prepared and sealed by a Professional Engineer, Landscape Architect, or Architect in accordance with the Lot Grading By-law.	<input type="checkbox"/>	
2. Indicate civic address and legal description of the property	<input type="checkbox"/>	
3. Drawing scale must be (in metric and not less than 1:500) Include North arrow	<input type="checkbox"/>	
4. Indicate project location with reference to adjoining streets (street names) or dimensions to street corners at mid-block locations	<input type="checkbox"/>	
5. Mark legal dimensions of all property lines and total gross area	<input type="checkbox"/>	
6. Show building location(s) and distances to other buildings, property lines, driveways, etc.	<input type="checkbox"/>	
7. Show existing and proposed geodetic lot grade elevations (in metric) both on the site and on adjacent property, public right-of-ways, easements, including all property corners, along all lot lines, swales and other drainage features, plus entrances to buildings and proposed finished floor elevations.	<input type="checkbox"/>	
8. Mark drainage patterns indicated by flow arrows and slopes (described in percentages) for all swales and other areas within the property.	<input type="checkbox"/>	
9. Indicate location of roof drain downspouts, rainwater leaders and sump pump discharge outlets (Note – rainwater leaders and sump pump outlets are not permitted to discharge onto adjacent property. All storm water must discharge onto the subject property). <ul style="list-style-type: none"> • If sump pit not applicable based on the building design, indicate not applicable 	<input type="checkbox"/>	
10. Include dimensions and locations of all paved or impervious areas such as parking lots, lanes, driveways, sidewalks, curbs and gutters, roofs, etc.	<input type="checkbox"/>	
11. Indicate catch basin locations (existing and proposed) with rim and invert elevations including location of sewer (land drainage) connections.	<input type="checkbox"/>	
12. Mark distances to flood line if development is located within the designated Floodway Fringe Area	<input type="checkbox"/>	
13. Indicate Flood Protection Level (FPL) if development is located within the designated Floodway Fringe Area	<input type="checkbox"/>	<input type="checkbox"/>
14. Indicate size, location, and configuration of private approaches off of public right-of-ways including slopes described in percentages	<input type="checkbox"/>	<input type="checkbox"/>
15. Indicate size and location of solid waste containers, external enclosures and interior waste storage facilities <ul style="list-style-type: none"> • Containers must provide sufficient solid waste (garbage and recycling) storage capacity for the property • Collection vehicles must be able to safely access and service the containers 	<input type="checkbox"/>	<input type="checkbox"/>

For questions and/or additional information contact: **Water and Waste Department
 Customer Technical Services Branch
 110-1199 Pacific Avenue
 Winnipeg, Manitoba R3E 3S8
 Phone: (204) 986-3484**

Responsibility of the Designer: Professional Engineer, Landscape Architect, or Architect completing this form (include seal)

Affix Seal with signature and date

Phone number: _____ Email: _____

Section II - Site Plan Checklists cont'd

C. Site Service Plan (This checklist **MUST** be completed and attached to the submission)

Note: Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans

The City will not begin processing the permit application until the following information is provided

	Yes	NA
1. Site Servicing Plan(s) prepared and sealed by a Professional Engineer <u>experienced in municipal design works (Municipal Engineer preferred).</u>	<input type="checkbox"/>	
2. Show size and location of sewer (waste water and/or land drainage) and water (domestic, fire or combined fire/domestic) service connections, fire hydrants, and siamese connections, including percent slope and connection details (i.e. – connection type, invert elevations, etc.) to the common mains. Wastewater and land drainage connections shall be separate connections to the common sewer mains.	<input type="checkbox"/>	
3. Indicate size and location of all existing services (sewer and water) not planned for re-use which are then to be abandoned in accordance with the City of Winnipeg Standard Construction Specifications	<input type="checkbox"/>	<input type="checkbox"/>
4. Indicate size, location, and material type of common sewer and water mains and other underground utilities in the street or easement(s).	<input type="checkbox"/>	<input type="checkbox"/>
5. Indicate the size, location, and configuration of storm water control devices including overflow locations. Properties greater than 1,000 m ² must be serviced with an internal land drainage system including catch basin(s). (Normally, sites less than or equal to 1,000 m ² , with no potential for future expansion may be drained overland through private approach). Note – See Mechanical Site Servicing section (item 2) if roof storage is applicable.	<input type="checkbox"/>	<input type="checkbox"/>
6. Site design criteria (storm water runoff) must be controlled in accordance with the Sewer By-law. Runoff rates to be restricted to the 5 year City of Winnipeg design storm using a “c” value coefficient. The “c” value coefficient will be supplied by the Water and Waste Department and must be obtained in advance. (Contact 204-986-3484). Site must be able to store, up to and including, a 1 in 25 year design storm event. In areas where gravel parking lots are permitted, the same storm water control conditions shall apply. Storm water management design/calculations must be stamped by a Professional engineer. Refer to MacLaren Manual (1974). http://winnipeg.ca/waterandwaste/pdfs/drainageFlooding/MaclarenDrainageCriteriaManual.pdf	<input type="checkbox"/>	<input type="checkbox"/>
7. The maximum depth and extent of ponding (not to exceed 0.3 metres of depth on paved surfaces) for a 1 in 25 year City of Winnipeg design storm. 25-year ponding limit to be indicated on the drawings.	<input type="checkbox"/>	<input type="checkbox"/>
8. The size, location, and configuration of drainage safety features must be constructed in accordance with City of Winnipeg Culvert and Drainage Inlet/Outlet Safety Guidelines	<input type="checkbox"/>	<input type="checkbox"/>
9. Construction note (recommended) indicating services are to be installed in accordance with latest revision of the City of Winnipeg Standard Construction Specifications	<input type="checkbox"/>	<input type="checkbox"/>

For questions and/or additional information contact: **Water and Waste Department**
Customer Technical Services Branch
110-1199 Pacific Ave
Winnipeg, Manitoba R3E 3S8
Phone: (204) 986-3484

Responsibilities of the Designer:

Engineer completing this form (include seal)

Affix Seal with signature and date

Phone number: _____ Email: _____

D. Mechanical Site Servicing

	Yes	N/A
1. Show isolation details of water meter (including location(s) proposed for multiple metering) and meter by-pass c/w backflow prevention, inter-connections, location and layout. Include <u>fixture count</u> on the drawing indicating the total number of fixtures by type and quantity. NOTE: If you are not providing the fixture count with your initial plan submission, you must send that information directly to the Water and Waste Department, 110-1199 Pacific Avenue, Attention: Customer Technical Services Branch in advance of requiring a water meter installation.	<input type="checkbox"/>	<input type="checkbox"/>
2. Indicate size, location and type of roof drains where roof storage is used to restrict peak discharge rates or where roofs exceed 1,000 m ²	<input type="checkbox"/>	<input type="checkbox"/>
3. Provide estimated peak wet weather and dry weather wastewater flows along with calculations, prepared and stamped by a professional engineer registered in Manitoba. Residential wastewater flows shall be calculated based on the population density method as outlined on the City's Website at: (http://winnipeg.ca/waterandwaste/dept/wastewaterFlow.stm).	<input type="checkbox"/>	<input type="checkbox"/>
4. Indicate size and location of grit interceptors. Grit interceptors shall be constructed for all indoor parking and loading area applications in accordance with the Sewer By-law. Interceptors installed in indoor areas shall be connected to the building's internal wastewater sewer system (a) is large enough to retain sand or grit during any 24-hour period at peak flow; and (b) has a volume of at least 0.6 cubic metres, measured below the invert of the overflow.	<input type="checkbox"/>	<input type="checkbox"/>
5. Indicate size and location of oil interceptor device(s). Note – in accordance with the Sewer By-law, an oil interceptor device is required where a property discharges or is likely to discharge motor oil to the wastewater sewer system. (Examples – oil change repair businesses, vehicle repair garage stations, buildings with a hydraulic elevator system). Refer to our web-site for more information and examples of typical oil interceptor devices. http://winnipeg.ca/waterandwaste/dept/elevatorReq.stm	<input type="checkbox"/>	<input type="checkbox"/>
6. Elevator details for oil.	<input type="checkbox"/>	

Section II - Site Plan Checklists cont'd

For questions and/or additional information contact: **Water and Waste Department
 Customer Technical Services Branch
 110-1199 Pacific Ave
 Winnipeg, Manitoba R3E 3S8
 Phone: (204) 986-3484**

Responsibilities of the Designer:
 Engineer completing this form (include seal)

Affix Seal with signature and date

Phone number: _____ Email: _____

E. Appendix "A" – Site Plans (Approaches) SUPPLEMENTARY INFORMATION

1. The Private Approaches By-law No. 6546/95 regulates the location, dimensions, and material types. An approval is required for new private walks and approaches or for relocating or widening existing private walks and approaches. A construction permit is required prior to the construction of private walks and approaches.
2. The City of Winnipeg Standard Construction Specifications which are available in Adobe Acrobat (pdf) format @ <http://www.winnipeg.ca/matmgt>, are applicable to work in the public right-of-way including private walks and approaches.
3. Permission to construct and maintain an encroachment must be obtained independently from the Building Permit Approval. Encroachment applications are received at the following office:

Planning, Property and Development Department
Zoning and Permits Branch
31 – 30 Fort Street
Winnipeg, MB R3C 4X7

For further information, call 986-5140
4. A 'Use of Streets' permit will be required where any portion of a street (public right-of way) is encumbered, obstructed or occupied. See sections 4.06, 4.07, 4.08, 4.09 & 4.10 of the Streets By-law No 1481/77.
5. Cutting, breaking, tearing or removing of a road surface, or excavating within the right-of-way requires the City's permission, an excavation permit and the payment of street cut repair fees prior to commencing any work. Only Contractors licensed by the City are permitted to work within the City's right-of-way. See sections 4.06, 4.07, 4.08, 4.09 & 4.10 of the Streets By-law, Sewer By-law and Water By-law.
6. For any work within the street right-of-way (not including private sewer and/or water service connections) drawings must be submitted to the City of Winnipeg, Underground Structures Branch to obtain approval for construction.

Section III – Zoning Branch Submission

DEVELOPMENT DESIGN SUMMARY

PROJECT: _____

(This form MUST be fully completed and attached to the submission.)

1. Legal Description _____

2. Zoning By-law No. 200/2006 Zoning By-law No. 100/2004

3. Existing or previous use(s): _____

4. Proposed use(s): (specify) _____

(Note: The existing and proposed uses are needed to determine if more or less parking spaces are required.)

Parking and Loading

5. Parking - number of stalls: Required _____ Provided _____

6. Parking surface: (specify) _____

7. Loading spaces required Required _____ Provided _____

8. Loading space dimensions: _____

Approvals

9. Zoning Agreements: (specify) _____

10. Conditional Use _____

11. Variance _____

12. Other approvals: _____

Site Coverage

14. Total Main Floor _____ square metres

15. Lot Area _____ square metres

16. Maximum allowed site coverage _____ square metres

17. Lot Coverage Provided _____ / _____ = _____ %
Main floor area Lot area Lot Coverage

Floor Area Ratio

18. Total area of building (all floors) _____ square metres

19. Lot Area _____ square metres

20. Maximum allowed floor area ratio _____ / _____ = _____
Total building area Lot area Floor area ratio

21. **Building Height (feet/metres)** Required _____ m Provided _____ m

Yard Setbacks

22. Front Required _____ m Provided _____ m

23. Sides Required _____ m Provided _____ m

24. Rear Required _____ m Provided _____ m

25. Encroachments: (specify) Yes No

26. Encroachments: (specify type) _____

Signed: _____ Dated: _____

(Applicant, Architect, Landscape Architect, Surveyor. Other Qualified Professional)

Office Use Only:

Modifications made to this Section must be initialed by the Applicant, and signed and dated below:

Modified by: _____ **Date:** _____

Section IV – Plan Examination/Fire Prevention Branches SHELL ONLY Submission

BUILDING DESIGN SUMMARY PROJECT: _____

General Information:

1. This form **MUST** be fully completed, including the seals of the respective design professionals, and attached to the submission. When necessary, additional analyses shall be provided and included with this Submission.
2. All references in Building Design Summary refer to the Manitoba Building Code
3. Please indicate all items that are not applicable
4. This Shell Only version is intended for **1-Storey Group D, E, or F Buildings.(with NO BASEMENT)**
5. For partial (foundation) permit, for Part 3 section of form, only boxed areas must be completed with the initial submission

The City will not begin processing the permit application until the following information is provided:

1. ARCHITECTURAL DESIGN SUMMARY

1.1 Fire Protection, Occupant Safety and Accessibility (MBC Part 3 – Division B)

MBC Section 3.1 – General

- a. Major occupancy classification (3.1.2): _____
(Note: for multi-use building more than one major occupancy classification may be necessary)
- b. Other intended occupancy group(s): _____

- c. Building Area(s): (square metres) *(note: for additions, both new and existing areas must be included):*

- d. Building Height: (Number of storeys) _____ Facing number of streets: _____
- e. Building is sprinklered Yes No
- f. Firewall(s): _____ hr Fire Separation Location grid line(s) _____
- i. Design Occupant Load(s) (3.1.17): _____

MBC Section 3.2 – Building Fire Safety

3.2.2 – Building Size and Construction Relative to Occupancy

- a. Construction article(s) *(select from articles 3.2.2.20 to 3.2.2.88)* _____
- b. Construction: Non-combustible OR Non-combustible or combustible construction, used singly or in combination
- c. Crawl space (see 3.2.2.9) _____
- d. Mezzanine assemblies _____ (hr) fire-resistance rating (FRR)
- e. Roof assembly _____ (hr) FRR
- f. Roof assembly (see 3.1.14.2) _____
- g. Load bearing beams and columns _____ (hr) FRR
- h. Fire block (attic - 3.1.11.5 , crawl space - 3.1.11.6) _____

3.2.3 – Spatial Separation [Note: See Tables 3.2.3.1. A to E and Sentences 3.2.3.7.(1) & (2)]

North Wall

- a. Limiting distance (LD) = _____ metres; Exposing building face (EBF) = _____ sq m (area)
- b. Unprotected openings (allowable) _____ % (specify) > unprotected openings (actual) _____ % (specify)
- c. FRR = _____ (hr) Construction: non-combustible combustible Cladding: non-combustible combustible

South Wall

- a. Limiting distance (LD) = _____ metres; Exposing building face (EBF) = _____ sq m (area)
- b. Unprotected openings (allowable) _____ % (specify) > unprotected openings (actual) _____ % (specify)
- c. FRR = _____ (hr) Construction: non-combustible combustible Cladding: non-combustible combustible

1. ARCHITECTURAL DESIGN SUMMARY cont'd.

East Wall

- a. Limiting distance (LD) = _____ metres; Exposing building face (EBF) = _____ sq m (area)
- b. Unprotected openings (allowable) _____ % (specify) > unprotected openings (actual) _____ % (specify)
- c. FRR = _____ (hr) Construction: non-combustible combustible Cladding: non-combustible combustible

West Wall

- a. Limiting distance (LD) = _____ metres; Exposing building face = _____ sq m (area)
- b. Unprotected openings (allowable) _____ % (specify) > unprotected openings (actual) _____ % (specify)
- c. FRR = _____ (hr) Construction: non-combustible combustible Cladding: non-combustible combustible

Supplementary calculations attached Yes

3.2.8 – Mezzanines and Opening through Floor Assemblies

(Note : Mezzanine(s) – Sentence 3.2.8.2.(1) and see also Sentences 3.2.1.1.(3) to (7)

- | | Yes | N/A |
|-----------------------------------|--------------------------|--------------------------|
| a. Open mezzanine (max. 40%). | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Enclosed mezzanine (max. 10%). | <input type="checkbox"/> | <input type="checkbox"/> |

MBC Section 3.3 – Safety within Floor Areas

- a. Suite separation (3.3.1.1) _____ (hr) FS
- b. Major occupancy separation (Table 3.1.3.1) _____ (hr) FS
- c. Other conditions : _____

MBC Section 3.4 – Exits

- a. Minimum two exits [3.4.2.1.(1)] required. Number of exits provided _____ (specify number)
- b. Mezzanine exits/egress stairs (3.4.2.2) _____
- c. Distance between exits (3.4.2.3) = _____ m > 1/2 Diagonal _____ m Travel distance (3.4.2.5) = _____
- d. Exit (3.4.4.1) _____ (hr) FS
- e. Exit capacity (3.4.3.2) – stair (width) _____ mm Number of persons/exit: _____
- f. Exit capacity (3.4.3.2) – door (width) _____ mm Number of persons/exit: _____

MBC Section 3.6 – Vertical Service Space

- a. Service (furnace) room (3.6.2.1) _____ (hr) FS
- b. Service (other) room(s) (3.6.2.1) _____ (hr) FS

MBC Section 3.7 – Washrooms Fixtures (See 3.7.2.2 and Tables 3.7.2.2 A to C)

- a. Occupant load/sex = _____ /2 = _____ /sex
- b. Female Water closet No. required = _____ No. provided = _____
- c. Lavatory No. required = _____ No. provided = _____
- d. Male Water closet No. required = _____ No. provided = _____
- e. Lavatory No. required = _____ No. provided = _____

MBC Section 3.8 – Barrier- Free Design

- a. Barrier-free path of travel provided throughout the building (3.8.2.1) Yes
- b. Barrier-free washrooms are provided (3.8.2.3) Yes
- c. Public entrance doors equipped with power door operators [3.8.3.3.(5)] Yes N/A

1. ARCHITECTURAL DESIGN SUMMARY cont'd.

Building Code Electrical Life Safety Systems

- a. 3.2.4 – Fire Alarm and Detection Systems: Fire alarm is required Yes No
- b. 3.2.7 – Emergency Lighting: Emergency lighting is required Yes No
- c. 3.4.5 – Exit Signs: Exit signage is required. Yes No

Fire Paramedic Service – Fire Prevention Branch – MBC/MFC

MBC 3.2.5 – Provisions for Fire Fighting

- a. Access routes provided for firefighters vehicles, including turnaround Yes No
- b. Location of hydrants indicated. Yes No
- c. Standpipe system is required (3.2.5.8, Table 3.2.5.8.) Yes No
- d. Sprinkler system fire department connections indicated Yes No
- e. Standpipe system fire department connection indicated. Yes No
- f. Dangerous goods, etc. Yes No
- g. Flammable and Combustible Liquids Yes No
- h. Hazardous Processes and Operation, e.g. spray booths, laboratories. Yes No
- i. Other conditions/features. (specify) _____

1. 2 Environmental Separation (MBC Part 5)

MBC Section 5.3 – Heat Transfer

- a. Placement and types of primary insulation layers in environmental separations (Describe) _____

MBC Section 5.4 – Air Leakage

- a. Air-barrier systems utilized (Describe) _____

MBC Section 5.5 – Vapour Diffusion

- a. Vapour barrier materials used and location (Describe) _____

MBC Section 5.6 – Precipitation

- a. Roofing and flashing systems (Describe) _____

- b. Drainage and disposal systems (Describe) _____

MBC Section 5.7 – Surface Water

- a. Methods used to control surface water (Describe) _____

1. ARCHITECTURAL DESIGN SUMMARY cont'd

MBC Section 5.8 – Moisture in the Ground

- a. Methods used to control moisture in the ground (describe) _____

- b. Penetration of service elements _____

- c. Methods used to accommodate penetrations by windows, doors, electrical services, mechanical services, etc. (describe)

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 - a. obtains written acknowledgement by the City that Manitoba Building Code Division C - 2.2.2.3. and 2.2.7.2., the Winnipeg Electrical By-law Subrule 2-000(1) and the Winnipeg Building By-law 4555/87 subsection 5.1 do not apply to the project, and
 - b. indicates on his or her drawings that he/she does not intend to be involved in construction reviews

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Affix seal with signature and date

2. STRUCTURAL DESIGN SUMMARY **PROJECT:** _____

Structural (MBC Part 4) – For all permits and permit stages, this page MUST be FULLY completed.

MBC Section 4.1 – Structural Loads and Procedures

- a. Design loads indicated on drawings, snow, live, wind, etc. (Note: see Subsection 5.2.2) Yes
- b. Other effects/loads indicated on drawings Yes

MBC Section 4.2 – Foundations

- a. Subsurface investigation (soils) report included Yes No

MBC Section 4.3 – Design Requirements for Structural Materials

Material reference standards indicated: (check **all** applicable references)

- a. Wood: CSA 086, "Engineering Design in Wood"
- b. Masonry: CSA S304.1, "Design of Masonry Structures"
- c. Concrete: CSA A23.3, "Design of Concrete Structures"
- d. Steel: CAN/CSA S16, "Limit States Design of Steel Structure"
- e. CSA S136, "Cold Formed Steel Structural Members"
- f. Others – if applicable

Shop Drawings (Div.C-2.2.7.3.)

Note: Documents listed below will be submitted prior to installation, if applicable

	Yes	N/A
a. Rigid steel frame, including design summary sheet	<input type="checkbox"/>	<input type="checkbox"/>
b. Open web steel joists	<input type="checkbox"/>	<input type="checkbox"/>
c. Structural connections	<input type="checkbox"/>	<input type="checkbox"/>
d. I-Joists, open-web wood joists, etc.	<input type="checkbox"/>	<input type="checkbox"/>
e. Roof trusses, including girder trusses	<input type="checkbox"/>	<input type="checkbox"/>
f. Glulam/Structural Composite Lumber (SCL) beams	<input type="checkbox"/>	<input type="checkbox"/>
g. Hollow-core slabs	<input type="checkbox"/>	<input type="checkbox"/>
h. Pre-cast structural members	<input type="checkbox"/>	<input type="checkbox"/>
i. Stairs, handrails and guards	<input type="checkbox"/>	<input type="checkbox"/>
j. Others – if applicable	<input type="checkbox"/>	<input type="checkbox"/>

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3. Schedule A (This MUST be completed and attached to the submission)

A.1 Mechanical **Note:** Engineer completing this form, indicate all that apply

1. Building(s) Shell Responsibility for:

- a. Roof Drainage and run-off / control flow Yes No
- b. Oil Interceptors Yes No
- c. HVAC: Roof Top Unit(s), furnace, boiler, ventilation assumptions and equipment capacities Yes No
- d. Provincial Inspections Required (gas / boiler) Yes No
- e. Dampers / Fire Separations Yes No
- f. Vapour Barriers – Roof Penetrations Yes No
- g. Code Review –Occupancy considerations Yes No
- h. Sprinklering of building Yes No
- i. Fire Fighters (Siamese) connections – location(s) Yes No
- j. Back-flow prevention Yes No
- k. Commercial Kitchen requirements Yes No
- l. Other _____

2. Mechanical Design Assumptions

- a. Heat Transfer Ceiling _____
- b. (Heat Gain / Loss) Walls _____
- c. Floor _____
- d. Dew Point Acceptable Yes No
- e. Air Barrier Type _____
- f. From site: _____
- g. Ventilation: Use 1 (per ASHRAE 62) _____ Based on _____ occupants
- h. Use 2 (per ASHRAE 62) _____ Based on _____ occupants
- i. Use 3 (per ASHRAE 62) _____ Based on _____ occupants
- j. Additional Uses attached Yes No
- k. Commercial Kitchen Yes No
- l. Interlock Exhaust / MUA Yes No
- m. Fire Alarm System Interface? Yes No
- n. Sprinkler System required? Yes No Fire Suppression included? Yes No
 If yes: Separate pipe size _____ Based on NPFA _____
 Plumbing Fixtures (fill in numbers) w.c.: _____ sinks: _____ other: _____

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3. Schedule A - A.2 ELECTRICAL DESIGN SUMMARY PROJECT: _____

Electrical By-Law (Including Canadian Electrical Code) *This MUST be completed and attached to the submission*

1. General

- a. Wiring methods suitable for non-combustible construction are required Yes No
- b. Electrical specification provided on drawings in spec. book
- c. Sprinklered Yes No
- d. Service: _____V _____A _____Phase _____Wire
- e. Service conductor routing: O/H U/G thru Wall other (describe routing details)

- f. Ground fault protection required Yes No
- g. Single line diagram provided Yes
- h. U/G cable ampacities: diagram: _____ detail: _____ table: _____
- i. Grounding conductor size: (specify) _____
- j. Grounding electrode: Metallic water pipe or Artificial
- k. Grounding detail provided Yes N/A
- l. **IC ratings:**
 - Service entry _____ KA
 - 600V CDP _____ KA
 - 600V panel _____ KA
 - 208V CDP _____ KA
 - 208V panel _____ KA
- m. Dielectric filled transformer clearance $\geq 3m$ or transformer as per 26-242(2) if $< 3m$
- n. Working space requirements 2-308 (1m) and/or 2-310 (1.5m)
- o. Panel locations shown Yes
- p. Exits from electrical rooms as per 2-310 Yes
- q. Sprinkler shielding provided Yes N/A
- r. Flood plain requirement details _____ or N/A
- s. Landfill requirement details _____ or N/A
- t. Wiring and equipment in plenums meet MBC requirements Yes N/A

2. Exit Signage (see MBC Subsection 3.4.5) Check if not applicable

- a. Exit signs provided Yes
- b. Exit sign locations shown Yes
- c. Dedicated exit light cct./emergency lighting cct. Yes
- d. Type of signs provided
 - red EXIT (to match existing)
 - green pictogram
 - photoluminescent green pictogram
 - photoluminescent exit sign checklist attached

3. Emergency Lighting (see MBC Subsection 3.2.7) Check if not applicable

- a. Emergency lighting provided Yes
- b. Emergency lighting locations shown Yes
- c. Emergency power supply DC or Generator
- d. Emergency power duration ½ hr. 1 hr. 2hr
- e. WEB compliance 46-106 and 46-304(4)

4. Fire Alarm System (see MBC Subsection 3.2.4) Check if not applicable

- a. Fire alarm system required Yes No
- b. Fire alarm system : Existing New
- c. Fire alarm system specifications provided Yes
- d. Fire alarm riser diagram relevant to this project provided Yes N/A
- e. Zone schedule provided Yes N/A
- f. Type of fire alarm: 1 stage or 2 stage
and addressable or conventional
- g. Annunciator location(s) shown Yes
- h. Manual pull stations shown Yes
- i. Fire alarm detectors shown Yes N/A
- j. Sprinkler system supervision provided Yes N/A
- k. Standpipe supervision provided Yes N/A
- l. Latching supervisory zones provided Yes N/A
- m. Elevator control/alternate floor homing provided Yes N/A
- n. Air-handling detector(s) provided for shutdown Yes N/A
- o. Central vacuum shutdown required/provided Yes N/A
- p. Cooking exhaust hood extinguisher connection provided Yes N/A
- q. Audible signals shown Yes
- r. Visual signals provided Yes N/A
- s. Separate signal circuit for residential units provided Yes N/A
- t. Central reporting required Yes N/A
- u. Emergency power supply DC or Generator
- v. Lock-on breaker painted red and c/w red lamicaid label Yes

5. CO Alarm/Detection System (see MBC 6.2.4.1 & 6.2.4.2)

Note: The building does not contain a fuel-burning appliance, storage garage or other sources of carbon monoxide (Check)

- a. CO alarms to MBC 6.2.4.1. required/provided Yes N/A
- b. CO alarms or detection systems to MBC 6.2.4.2. required/provided Yes N/A
- c. CO alarm/detector locations req'd in items a. or b. have been coordinated with the mechanical engineer (Check)
- d. CO alarm or detector locations shown on Electrical dwgs. on Mechanical dwgs.

6. Door Hardware/Control *Check if not applicable*

- a. Door holders provided Yes No
- b. Door holder FA release provided Yes N/A
- c. Smoke detection for door holders located per CAN/ULC-S524 Yes N/A
- d. Electromagnetic door locks provided Yes No
- e. Completed electromagnetic locks checklist attached Yes N/A

7. Emergency Generator *Check if not applicable*

- a. Emergency generator location shown Yes
- b. Compliance with CAN/CSA C-282 or CSA Z32
- c. Trouble supervision Local Remote
- d. Emergency lighting c/w TVSS provided in generator room Yes N/A
- e. Emergency lighting c/w TVSS provided in transfer switch room Yes N/A
- f. Dedicated transfer switches for life safety and non-life safety loads Yes N/A
- g. Manual bypass switch provided for Detention or Residential occupancies Yes N/A

- 8. Fire Pump** *Check if not applicable*
- a. Shown on single line diagram Yes
 - b. Required emergency generator provided Yes
 - c. Remote trouble supervision provided Yes
 - d. Fire alarm supervision provided Yes
 - e. Dedicated transfer switch approved for fire pump service Yes
 - f. Overcurrent protection for normal & emergency sources provided as per WEB Yes
- 9. Other Electrical Design Considerations**
- a. High-rise requirements (see MBC Subsection 3.2.6) Yes No
 - b. Hazardous locations (see WEB Sections 18 & 20) Yes No
If yes, locations/classifications specified on drawings (Check)
 - c. Patient care areas (see WEB Section 24) Yes No
If yes, locations/classifications specified on drawings (Check)
or provided by facility administrator (Check)
 - d. Wet and/or corrosive environments (see WEB Section 22) Yes No
If yes, locations specified on drawings (Check)
- 10. Barrier-Free Requirements** *Check if not applicable*
- a. Fire-resistance for elevator conductors required/provided – MBC 3.3.1.7.(1)(a) Yes No
 - b. Assistive listening system required/provided – MBC 3.8.3.7 Yes No
- 11. Residential Units** *Check if not applicable*
- a. Voltage / phase Specify _____
 - b. Smoke alarms – locations / circuiting / interconnection Yes
 - c. Carbon monoxide alarms – locations / circuiting Yes N/A
 - d. Heat detector provided / shown Yes N/A
 - e. Fire alarm audible device(s) provided / shown Yes
 - f. Fire alarm visible devices provided / shown Yes N/A
 - g. GFCI protection provided Yes
 - h. Switches/communication outlets in bathrooms not < 1m from tubs / showers Yes
 - i. Mandatory circuits provided as per WEB Yes
 - j. Electric heat control in each area Yes N/A
- 4.11a Additional Requirements for Dwelling Units**
- a. Panel location shown Yes
 - b. Kitchen receptacles and circuits as per WEB Yes
 - c. Lighting / switched outlets provided / shown in each room Yes
 - d. AFCI protection provided Yes
- 12. Electrical systems installed under separate permit** *Check if not applicable*
- a. _____
 - b. _____
 - c. _____

3. A.2 - ELECTRICAL DESIGN SUMMARY cont'd.

PROJECT: _____

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Affix seal with signature and date

Section V – Manitoba Energy Code for Buildings (MECB) Declaration of Professional Responsibility of the Coordinating Registered Professional (CRP)

PROJECT: _____

Professional Declaration Certificate

This Declaration of professional responsibility is applicable and limited to the scope of work defined in the drawings / specifications associated with the permit application(s) for the project referenced above, and only as it pertains to the Manitoba Energy Code for Buildings (MECB).

Via this submission, I am making the following declaration associated with this project for a(an) (check one):

new building

addition to an existing building

base building only
(new building or addition)

I am making the following declaration:

- I am an architect or engineer entitled to practice as such in the Province of Manitoba and I am aware of the provisions of the MECB regarding the methods of compliance with the MECB.
- As the Coordinating Registered Professional, I am committing to:
 - (a) Ascertain which disciplines relating to the MECB are required on the project, and which registered professionals including professionals of record need to be retained,
 - (b) Coordinate design work and field reviews as it relates to the MECB, and
 - (c) Provide to the City a Final MECB Certificate of Compliance under seal at the completion of construction and prior to final occupancy for this project. In providing this Certificate, I am not responsible for ensuring the compliance of design or construction with respect to the MECB for those aspects which are the responsibility of other professionals under seal, and as such I am entitled to reasonably rely on:
 - pre- and post-construction certificates required by the City of Winnipeg of professionals of record, and/or
 - other statements provided to me which I may choose to require under seal by architects and/or engineers pertaining to the design and construction of this project.My forthcoming Final MECB Certificate of Compliance may be based in whole or in part on this reliance
- My forthcoming Final MECB Certificate of Compliance may be based in whole or in part on this reliance.
- I am aware that the City of Winnipeg will rely upon this declaration and the Final MECB Certificate of Compliance signed and sealed by me, as well as other standard certificates submitted by other professionals of record and will not conduct any plan examination or review or inspect any construction, except by way of possible audit, as they relate to the current edition of the MECB.
- I further understand that the City of Winnipeg recommends that I periodically review my professional liability exposures, including those posed by potential third party claims, and that I carry an appropriate level of insurance, and/or that I ensure that I am protected by appropriate levels of insurance held by professionals on whose certificates and statements I am relying. I understand that this review should include this specific project, including the building's occupancy type, classification, value, size and complexity, the extent of my professional involvement with it, and the City of Winnipeg's reliance on my certificate.
- By affixing my seal, I am representing that I am fully aware of the provisions of the MECB, and will be applying a professional standard of care to ensure coordination and compliance of this project with the applicable provisions of the MECB.
- The Office of the Fire Commissioner (OFC) Compliance Checklist issued by the Province of Manitoba has been completed, and I will make it available to the City of Winnipeg in the event of an audit, together with relevant information and/or supporting statements from other professionals.

PERMITS RELATING TO BASE BUILDING ONLY

For buildings or additions constructed initially as base building only, MECB requirements apply to all of the interior alterations or tenant improvements as determined by final occupancy permits for the entire building or addition. As such, the City of Winnipeg requires a Final MECB Certificate of Compliance from a Coordinating Registered Professional (CRP) for the entire building to ensure that each tenant space complies with the MECB and that the building 'as a whole' complies with the MECB. It is the owner's responsibility to ensure that each tenant and their designers will be made aware of the requirement to apply the MECB as it pertains to their respective interior alterations, and the tenant's responsibility to the CRP.

Affix seal with signature and date

Failure to fully complete submission will delay processing your permit application

Section VI (when submitted as part of the BSDS or CADS application)



Owner Statement – Version 1.5

Planning, Property & Development Department – City of Winnipeg

Address or Legal Description of Project: _____

Authorization Statement (if applicable)

- I (we) hereby give authorization to _____ (applicant's name) to apply for a building permit for the above address.

Owner Statement

- I am aware that the City of Winnipeg will rely upon professional certificate(s), and will not conduct any plan examination of the plans except by way of possible screening for completeness or audit for code compliance, as they relate to the current editions of the Manitoba Energy Code for Buildings (MECB), the Canadian Electrical Code – Part I, as adopted and varied by the Winnipeg Electrical By-law, and the following provisions of the Manitoba Building Code (MBC), Division B:
 - Section 3.7 – Health Requirements
 - Section 3.8 – Barrier-Free Design
 - Part 5 – Environmental Separation
 - Article 6.2.2.1. – General ventilation requirements
 - Part 7 – Plumbing Services
- I understand that the construction resulting from this application needs to comply with:
 - the permit(s) issued in response to this application;
 - the sealed plans submitted as part of the application; and,
 - the Winnipeg Electrical By-law and the Winnipeg Building By-law, which includes the applicable editions of the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Fire Code, and the Manitoba Plumbing Code.I further acknowledge that the Winnipeg Building By-law and Winnipeg Electrical By-law impose on me, as owner of the property, the responsibility to ensure that any elements of construction or occupancy be compliant or be brought into compliance with the above-noted by-laws and codes.
- Unless written acknowledgement has been provided by the City that Subsection 5.1 of the Winnipeg Building By-law does not apply and the professional(s) concerned will not be involved in construction reviews, I agree to notify the designated employee as soon as possible, if and when a design professional or professionals who signed and sealed the plans, drawings and other documents submitted as part of the application will not be carrying out review of certain aspects of the construction and will provide the designated employee, in writing, the name and address of the design professional who will be conducting the review of that aspect of construction as soon as that person is known.
- Subject to any appeal to which I am entitled, I hereby agree to immediately bring into compliance any construction pursuant to this application that is found not to comply with the Winnipeg Electrical By-law, or the Winnipeg Building By-law, which includes the applicable editions of the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Fire Code, and the Manitoba Plumbing Code.
- I understand that the City of Winnipeg does not accept responsibility for any errors and omissions in the sealed plans.
- I further understand that it is my responsibility, as registered owner(s)/agent of the project, to review liability exposures, including those posed by potential third party claims, and ensure that any and all parties involved in the design and construction of the project carry a level of insurance that is appropriate and/or acceptable to me, based on the occupancy type and classification, value, size and complexity of the building and the risks to me associated with the City of Winnipeg's reliance on professional certificates as outlined above.
- I understand that the City of Winnipeg will not be checking for insurance coverage.
- I understand that I must notify the City of Winnipeg in writing of any change in the design professional or professional who signed and sealed the plans, drawing and other documents submitted as part of the application for the permit, as required by Section 5.3 of the Winnipeg Building By-Law 4555/87.

Any personal information being collected is done so under the authority of The City of Winnipeg Charter Act, and is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for the administration of permits and may be made available publicly in accordance with the disclosure provisions of FIPPA. If you have any questions about the collection, use, or disclosure of this information, contact the responsible Access and Privacy Coordinator by email at FIPPA@winnipeg.ca.

ADDITIONAL REQUIREMENTS RE: MANITOBA ENERGY CODE FOR BUILDINGS (MECB)

NOTE: This section only applicable to:

- new buildings
- additions
- initial tenant improvements in a base building that is subject to the MECB requirements.

Effective December 1, 2014, new Part 3 buildings and additions to Part 3 buildings are required to comply with the Manitoba Energy Code for Buildings (MECB). The City of Winnipeg is enforcing the MECB through a certificate of compliance from a Coordinating Registered Professional (CRP). As such, it is a requirement that, prior to submitting a permit application on or after December 1, 2014, the owner shall:

- Retain a coordinating registered professional (architect or engineer) to:
 - take responsibility to both coordinate compliance with the MECB between the design professionals of record in terms of design and field reviews, and
 - provide a Final MECB Certificate of Compliance to the City of Winnipeg prior to a final occupancy permit.

Note: The CRP may be (but is not required to be) a member of the design team.

The CRP will likely need to rely on, and therefore will require, certificates of compliance from each of the members of the design team. These certificates of compliance will include, but might not be limited to, the pre- and post-construction certificates that the City of Winnipeg requires of these professionals.

In the event that the CRP will require other certificates or statements under seal from professionals in order to issue a Final MECB Certificate of Compliance, I will ensure that the contractual obligations of such professionals allows for these to be issued to the CRP.

In the event that the CRP must be replaced,

- I will notify the City in accordance with Article 5.3 of the Winnipeg Building By-law 4555/87, and
- I understand that the City will not issue final occupancy or building permits associated with tenant spaces until a new CRP is engaged and submits the requisite MECB Declaration of Professional Responsibility to the City.

RE: BASE BUILDING PERMIT APPLICATIONS

For buildings or additions constructed initially as base building only, MECB requirements apply to all of the interior alterations or tenant improvements as determined by final occupancy permits for the entire building or addition. The City of Winnipeg requires a Final MECB Certificate of Compliance from a Coordinating Registered Professional (CRP) for the entire building to ensure that each tenant space complies with the MECB and that the building 'as a whole' complies with the MECB.

I therefore take responsibility to ensure that each tenant and their designers will be made aware of the requirement to apply the MECB as it pertains to their respective interior alterations, and their responsibility to the CRP. I will engage the CRP to continue their role from the beginning of the project through to completion of every tenant space (as determined by initial final occupancy permits issued to each of the tenant spaces and common areas).

Registered Owner(s) on the Status of Title or Certificate of Title or Authorized Agent:

_____	_____	_____
Name (please print)	Signature	Date (d/m/y)
_____	_____	_____
Name (please print)	Signature	Date (d/m/y)

Owner's Delegate Contact Information (required): Note: The general practice is for City staff to directly contact the relevant professional (if different from the applicant) for questions or requests associated with his/her involvement with a building permit application. Usually the applicant is notified as well if relevant, or if an issue is not resolved quickly. However, there may be occasion when the City staff may wish to notify the owner about outstanding issues associated with permits. Since each property ownership and project situation could be different, we ask that the owner identify who they wish to assign as their delegate in those situations. For example, this could be the owner (him/herself), an owner representative or agent, a tenant, the applicant, or simply any individual assigned by the owner to be the main point of contact for the City of Winnipeg regarding matters relating to this permit application.

Owner or Delegate contact information (required):**

_____	_____
Name **	Position/Title **
_____	_____
Company Name **	Alternative Phone number
_____	_____
Main Phone number **	Email **