



VERSION 1.0
November 2015

COMMERCIAL ALTERATION DESIGN SUMMARY (CADS)

FOR APPLICATION FOR A COMMERCIAL
BUILDING PERMIT
FOR
INTERIOR AND/OR EXTERIOR ALTERATIONS
Including
Occupancy Permit Applications

Tenant Name: _____ or Landlord Work

Project Address: _____ Unit No.: _____

For assistance in completing this document it is recommended that applicants refer to the
"GUIDE to the Commercial Alteration Design Summary"
Find it here: <http://www.winnipeg.ca/ppd/permits/pdf/CADS/CADS-Guide.pdf>
(Commercial Projects, not including:
Single Family Dwellings, Duplexes or Row Housing)

(Office Use Only)

Folder Number: _____



City of Winnipeg
Planning, Property and Development Department
Unit 31 - 30 Fort Street, Winnipeg, Manitoba
Telephone: 1-204-986-5140 or e-mail: ppd-permit@winnipeg.ca

BEFORE STARTING

- ❑ Have I reviewed the “GUIDE to the Commercial Alteration Design Summary”?
- ❑ Do I require a Registered Architect or Professional Engineer which is skilled in the area of work concerned (refer to Section 4 of the guide)
- ❑ If I do not require a Registered Architect and/or Professional Engineer, have I retained someone who is able to provide drawings indicating the scope of my project in a clear and professional manner (refer to section 1.4 of the guide)

UNDERSTANDING THIS DOCUMENT

This document is arranged into four (4) sections, as follows:

- a) Section “I” deals with the overall building, tenant and contact information that is required for all permit applications,
- b) Section “II” deals with the actual nature of the work being carried out, to determine its complexity and whether or not a Registered Architect and/or Professional Engineers are required to be involved in the project,
- c) Section “III” outlines the specific documents that are required for all permit applications,
- d) Section “IV” deals with the contact information and additional documents required when a Registered Architect and/or Professional Engineers are involved with the project.

RESPONSIBILITY TO FILL OUT EACH SECTION

- a) Section I must be filled out by the applicant**,
- b) Section II must be filled out by the applicant**,
- c) Section III must be completed by the applicant** and verified for quality and completeness of submission by the Permit Technician,
- d) Section IV must be filled out and coordinated for completeness of submission by the applicant**.

**The applicant is understood to be either the owner, or a representative acting on behalf of the owner, proposing to undertake permitted work or occupancy on the subject premises. The applicant can be the tenant, contractor, design professional, property manager, owner or similar authorized person.

SECTION I - Building / Tenant Information
(This Section must be filled out by the Applicant)

A. Building Information

Address

Street No.: _____ Street Name: _____ Unit No.: _____

Building Type

- Single Storey, Single Tenant Building
- Single Storey, Multi-Tenant Building (Strip Mall, CRU's, etc.)
- Multi-Storey, Single Tenant Building
- Multi-Storey, Multi-Tenant Bldg. (Identify floor) _____ (Office Tower, Large Shopping Centre, etc.)
- Other: _____

Construction Location (Indicate all that apply) N/A

- Interior of Tenant Space Interior (Public/Common Areas)
- Exterior of Building Exterior Lot (Parking Areas, Lot Lighting)

Tenant Area

Tenant Floor Area: _____ ft²/m² Building Floor Area: _____ ft²/m²

B. Tenant Use Information

Describe previous use of the space and how the new tenant will use the space (eg. Previous Tenant - Doctor's Office to a New Tenant - Jewelry Store)

Previous/Current Tenant Use: _____

New Tenant Use: _____

Major Occupancy Classification of New Tenant Use (see note below): _____

Note: A change of use from one major **building or occupancy classification** to another, under the Winnipeg Building By-law or which significantly affects the life safety integrity of the building (see Section II - B) may require the involvement of a Registered Architect and/or Professional Engineers. See Table at the end of the "GUIDE to the Commercial Alteration Design Summary" for a listing of Major Occupancy Building Classifications.

C. Adjacent Tenants N/A

List all Adjacent Tenants (fire separation requirements vary depending on tenant uses).

1. _____
2. _____

<p>(Office Use Only)</p> <p style="text-align: center;">Change of Major Occupancy or Division under the Manitoba Building Code:</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">Change of Use under the Winnipeg Zoning By-law:</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____ Permit Technician _____ Date</p>	
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D. Contact Information

Note: Not all fields may be applicable. Provide as much contact information as possible to ensure deficiencies or omissions are addressed to the appropriate contacts, and will not delay permit issuance.

Note: Contact information for Registered Architects and Professional Engineers must be provided in Section IV, if applicable.

Property Owner/Building Owner/Authorized Property Manager (circle one)

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP**Applicant** Same as Above

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP**Interior Designer** Same as Applicant N/A

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP**Contractor** Same as Applicant N/A

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP**Tenant** Same as Applicant N/A

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP**Additional Tenant** N/A

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP

SECTION II - Description of Work
(Please indicate who has filled in this section)

- Registered Architect
- Professional Engineer
- Other (please describe): _____
- Tenant
- Owner
- Interior Designer
- Property Manager
- Contractor
- Tradesperson

A. Describe Nature of Work (include scope of work for all disciplines. If a separate, detailed, written scope of work is attached to the application, you may indicate that here. Drawing details cannot be used in place of a written scope of work.)

Occupy Only, [no work proposed or limited to non-functional (cosmetic) upgrades] (**Proceed to SECTION II, Part C**)

Architectural (Walls, Doors, Windows, Occupant Increase, etc.) N/A – no architectural work proposed

Structural (Foundations, Lintels, RTU's, etc.) N/A – no structural work proposed

Mechanical N/A – no mechanical work proposed

- a) Alteration of the buildings heating, ventilating, air-conditioning ductwork Yes No
- b) Installation/replacement of mechanical units (RTU's, MUA's, UH's, etc.) Yes No
- c) Alteration of the buildings sprinkler system Yes No
- d) Alteration of the buildings standpipe system Yes No

Please describe additional mechanical work here:

Electrical N/A – no electrical work proposed

- a) Indicate tenant electrical supply or panel rating (200 amp, 400 amp, etc.) _____ amp
- b) Installation/relocation of electrical service panels Yes No
- c) Installation/relocation of plugs, lights, switches Yes No
- d) Modifications/additions to the building's fire alarm system Yes No
- e) Modifications/additions to the building's emergency lighting Yes No
- f) Electrical work involving patient care areas Yes No
- g) Work involving electrically hazardous, wet or corrosive locations Yes No
- h) Installation/relocation of generators Yes No
- i) Modifications/additions to the building's exit signage Yes No
 - If Yes, please confirm type of exit sign(s) to be installed:
 - Red EXIT sign to match existing
 - Green "Running Man" Pictogram
 - Photoluminescent Green "Running Man" Pictogram

Please describe additional electrical work here:



B. Identify Complex Work (If any item is marked as Yes, a Registered Architect or Professional Engineer(s) will need to be involved in the project)**

- a) Significant alterations/additions to fire safety systems (fire alarm, sprinklers, standpipes, etc.) Yes No
- b) Change in major occupancy classification of a Part 3 building. Yes No
- c) An increase or change in occupant load in assembly occupancies with an occupant load greater than 100 persons. Yes No
- d) Significant alterations that include changes to exits, lobbies (being used as exits) and public corridors in Part 3 buildings. Yes No
- e) Significant work relating to fire separations in a Part 3 building. Yes No
- f) Alteration of a floor space through the addition of a mezzanine, in-fill or other similar element in a Part 3 building. Yes No
- g) Significant alterations to the environmental separation systems, including the building envelope in a Part 3 building. Yes No
- h) Any changes to the structural systems of the building. Yes No
- i) Significant alterations to the heating, ventilation and air-conditioning systems resulting from a change of use and/or change of major occupancy of the building or tenant space. Yes No
- j) Installation of complex/specifically hazardous HVAC equipment (dust collection, fume hoods, etc.) Yes No
- k) Any changes of the service, distribution, high voltage systems and/or transformers in buildings where the electrical service requirements exceed 750 kVA. Yes No
- l) Installation and/or alteration of photoluminescent (glow in the dark, non-powered) exit signs Yes No

**The plans, drawings and related documents submitted with the application to make the alteration must be prepared, signed and sealed by a Registered Architect and/or Professional Engineer(s), as determined by the authority having jurisdiction that relate to the type of work concerned.

C. Provide Cost of Construction (see note below) \$ _____

Please Note: Declared value of construction includes total project cost similar to what will be considered as the capital assets improvements at the end of the project – to include design fees, project management fees, building construction, all sub-trades – including electrical, mechanical, plumbing, building equipment such as HVAC, fire alarms, elevators, roofing, exterior finishing, windows, painting, interior finishing, carpet/flooring, millwork and fixed cabinetry. Specialty equipment core to the occupant’s operations are typically not included in the valuation. However, items such as spray booths should be included.

D. Sign Authorized Declaration (provide signature to acknowledge accuracy of information and understanding of rules of occupancy provided below)

Responsibilities of Owner/Tenant regarding occupancy after a permit has been issued

- a) Before occupying the premises, an Occupancy Permit needs to be approved.
- b) Generally, the installation of affixed furniture such as cupboards and shelving is considered a part of the construction process. **However**, moving of loose furniture, stock or goods, inventory, accessory equipment, or personal belongings into the premises is considered occupancy and requires an approved occupancy permit, for further details see the guide available at: http://winnipeg.ca/ppd/permits/pdf/occ_guide.pdf
- c) An Occupancy permit form was supplied at time the permit was issued and is also available at: <http://winnipeg.ca/ppd/permits/pdf/OccupancyPermitNotificationForm.pdf>

I declare the information provided in SECTION I & II to be a true representation of the work to be carried out under this permit application.

Signature

Date

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. 455/87**. 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: bymail 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.

SECTION III - Documents to be Submitted

(Applicant to review and complete checklist to ensure a complete application)

A. Plans & Documents Being Submitted with this Application

(Please refer to the "GUIDE to the Commercial Alteration Design Summary" for examples of required plans.)

(Office Use Only)
Document Verification

- a) Three (3) copies of the property site plan. The plan shall show all buildings on the property, parking layout with number of spaces, property dimensions, etc. Yes N/A OK INC
- b) Three (3) copies of the building "key" plan. The Key plan shall show the location of the tenant space in relation to the overall building floor plan. Yes N/A OK INC

Please Note: In the case of a "Strip Mall" or similar, the site plan and the key plan may be the same plan. That is, the site plan can also serve as the key plan.

- c) Three (3) copies of tenant floor plan. The plan shall be drawn to scale with dimensions, have room names, walls (proposed/existing/demolished), etc. An additional (1) copy of tenant floor plan is needed if Manitoba Health is required to approve the application (restaurants, kitchens, etc.). Yes N/A OK INC
- d) Two (2) copies of the Cover Page & Sections I to III of this document (CADS). Yes N/A OK INC
- e) Two (2) copies of Section IV of this document (CADS), if Professionals are involved. (Including required *BDS* pages & *Owner Statement*) Yes N/A OK INC
- f) Two (2) copies of all Special Documentation required to be submitted based on your scope of work. (See GUIDE for details) Yes N/A OK INC
- g) Letter of authorization from building owner/property manager for intended use. (Substitute the *Owner Statement* if Professionals are involved, Section IV - B) Yes N/A OK INC
- h) Status of Title for property (with all City of Winnipeg Caveats) if exterior alterations are proposed. (Must be dated within six (6) months of application) Yes N/A OK INC

B. Construction Drawings Required (When alterations made to a commercial building require a building permit, drawings specific to those alterations must be provided for all disciplines as part of the building permit.)

- a) Architectural Drawings (complete set of "Issued for Construction" drawings) Yes N/A OK INC
- b) Structural Drawings (complete set of "Issued for Construction" drawings) Yes N/A OK INC
- c) Mechanical Drawings (complete set of "Issued for Construction" drawings) Yes N/A OK INC
- d) Electrical Drawings (complete set of "Issued for Construction" drawings) Yes N/A OK INC
- e) Plumbing Drawings (See Page 6 of the GUIDE for Water & Waste drawings) Yes N/A OK INC



If professionals are not involved or required, this is the end of the permit application.



(Office Use Only)	<u>Application Acceptance</u>
Construction requires a Registered Architect and/or Professional Engineer:	
<input type="checkbox"/> Required, not Retained <input type="checkbox"/> Required & Retained <input type="checkbox"/> Not Required	
Application is Complete and Accepted as Submitted:	
<input type="checkbox"/> Yes <input type="checkbox"/> Incomplete (Additional Documents Required)	
Permit Technician _____	Date _____



SECTION IV - Building Design Summary

(This section is required to be filled out and submitted where a Registered Architect and/or Professional Engineer(s) are required or involved with the project.)

A. Professional Contact Information

Registered Architect N/A

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP

Professional Structural Engineer N/A

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP

Professional Mechanical Engineer N/A

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP

Professional Electrical Engineer N/A

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP

MECB Coordinating Registered Professional (CRP) N/A

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP

Additional Professional Architect Engineer (Struc/Mech/Elec) Code Consultant

Company Name: _____ Contact: _____

Email: _____ Phone No: _____ Fax. No: _____

Address: _____
Number Street Name City/Town Prov/State Postal Code/ZIP



B. Professional Involvement & Document Submissions (Applications will not be considered complete unless the appropriate professional documentation is submitted as detailed below)**Registered Architect** N/A

- a) The Registered Architect is required to submit **Section IV – 1. Architectural Design Summary** of the BDS document found here: http://winnipeg.ca/ppd/permits/pdf/BDS/2014/BDS_Section4-Architectural.pdf
- b) The document is expected to be completed to the extent applicable to the scope of design work on the project and include all pages with the final page bearing the signed and dated seal of the Registered Architect on record with the project.

(Office Use Only) <input type="checkbox"/> Not Required <input type="checkbox"/> Submitted

Professional Structural Engineer N/A

- a) The Professional Structural Engineer is required to submit **Section IV – 2. Structural Design Summary** of the BDS document found here: http://winnipeg.ca/ppd/permits/pdf/BDS/2014/BDS_Section4-Structural.pdf
- b) The document is expected to be completed to the extent applicable to the scope of design work on the project and include all pages with the final page bearing the signed and dated seal of the Professional Structural Engineer on record with the project.

(Office Use Only) <input type="checkbox"/> Not Required <input type="checkbox"/> Submitted

Professional Mechanical Engineer N/A

- a) The Professional Mechanical Engineer is required to submit **Section IV – 3. Mechanical Design Summary** of the BDS document found here: http://winnipeg.ca/ppd/permits/pdf/BDS/2014/BDS_Section4-Mechanical.pdf
- b) The document is expected to be completed to the extent applicable to the scope of design work on the project and include all pages with the applicable pages bearing the signed and dated seal of the Professional Mechanical Engineer on record with the project.

(Office Use Only) <input type="checkbox"/> Not Required <input type="checkbox"/> Submitted

Professional Electrical Engineer N/A

- a) The Professional Electrical Engineer is required to submit **Section IV – 4. Electrical Design Summary** of the BDS document found here: http://winnipeg.ca/ppd/permits/pdf/BDS/2014/BDS_Section4-Electrical.pdf
- b) The document is expected to be completed to the extent applicable to the scope of design work on the project and include all pages with the final page bearing the signed and dated seal of the Professional Electrical Engineer on record with the project.

(Office Use Only) <input type="checkbox"/> Not Required <input type="checkbox"/> Submitted

MECB Coordinating Registered Professional (CRP) N/A

- a) The Coordinating Registered Professional is required to submit **Section V – Manitoba Energy Code for Buildings (MECB)** of the BDS document found here: http://winnipeg.ca/ppd/permits/pdf/BDS/2014/BDS_Section5-MECB-Declaration.pdf
- b) The document is expected to bear the signed and dated seal of the CRP on record with the project.

(Office Use Only) <input type="checkbox"/> Not Required <input type="checkbox"/> Submitted

Owner Statement

- a) The Property Owner, or authorized agent, is required to submit **Section VI – Owner Statement** of the BDS document found here: http://winnipeg.ca/ppd/permits/pdf/BDS/2014/BDS_Section6-OwnerStatement.pdf

(Office Use Only) <input type="checkbox"/> Requested <input type="checkbox"/> Submitted
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