

Construct New / Additions Commercial Part 9 Buildings Building Permit Application Form

Date: _____

Prerequisite approvals (select one)

Does your project require a prerequisite development permit prior to building permit application? Learn more about prerequisite approval requirements at: winnipeg.ca/permitprocess

- Yes, my development permit number is _____ (e.g. 12-345678)
- No, I do not require a prerequisite development permit. I understand that my building permit application will be refused if it is determined that I have an outstanding prerequisite approval.

If you have questions about which application you require for your project, call Permits Direct Line at 204-986-5140 or email ppd-zoningapplications@winnipeg.ca.

Location of work

Street number:	Street name:	Unit/suite number:
Tenant name:	Contact person:	Phone number:

Contact information

Applicant	Company name (print):	Contact person:
	Mailing address:	Daytime phone number:
	Email address:	
Contractor	Company name (print):	Contact person:
	Mailing address:	Daytime phone number:
	Email address:	
<input type="checkbox"/> Designer <input type="checkbox"/> Architect	Company name (print):	Contact person:
	Mailing address:	Daytime phone number:
	Email address:	

General Information

Declared construction value (required):	Construction start date:	Previous tenant:
Plans submitted: <input type="checkbox"/> Imperial <input type="checkbox"/> Metric (preferred)	Non-combustible construction required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of storeys:
New gross floor area (all floors, including basement):	Existing gross floor area (if applicable):	
Occupancy group: Table 9.10.2.1	Design occupant load:	Intended use of building:

Required documentation – one copy, fully dimensioned (select all that apply)

Note: All construction drawings must be labeled as “Contract Documents” or “For construction”.
<input type="checkbox"/> Letter of Authorization from building owner/property manager for intended use (substitute the Owner Statement if professionals are involved)
<input type="checkbox"/> Declaration Form for Building Permit Application (required if you have a prerequisite development permit)
<input type="checkbox"/> Declaration Form for Development Permit Exemption (Accessory Structures)
<input type="checkbox"/> Declaration Form for Development Permit Exemption (Pools or Hot Tubs)
<input type="checkbox"/> Architectural drawings (Part 9) <ul style="list-style-type: none"> • Site plan <ul style="list-style-type: none"> ○ street/lane locations ○ location of building and all structures on property ○ location and distance of all existing fire hydrants within 90 m of the building ○ location of access routes/lanes for firefighting ○ location of all fire department connections ○ legal description • Plans, elevations, sections, details • Building code analysis • Door schedule and/or hardware list
<input type="checkbox"/> Structural drawings
<input type="checkbox"/> Mechanical drawings
<input type="checkbox"/> Sprinkler drawings (could also be submitted as a separate mechanical trade permit) - <ul style="list-style-type: none"> • details provided if the building is fully or partially sprinklered (locations indicated)
<input type="checkbox"/> Electrical drawings
<input type="checkbox"/> Specifications – Architectural
<input type="checkbox"/> Specifications – Structural
<input type="checkbox"/> Specifications – Mechanical
<input type="checkbox"/> Specifications – Electrical
<input type="checkbox"/> Specifications – All Disciplines
<input type="checkbox"/> Alternative Solution (if proposed)
<input type="checkbox"/> Required Professional Designer’s Certificate (from each professional)

Submission options

Submit your application package to the Zoning & Permits Branch using one of the following options:
<ul style="list-style-type: none"> • Email ppd-permit@winnipeg.ca (PDF attachment or link to online file transfer) • One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)

Digital submission requirements (select all that apply)

To submit your application via email, provide a separate PDF file, named as indicated, for each of the following groups of documents that are applicable to your application:

- PDF 1** Application Forms (Letter of Authorization/Owner Statement, Declaration Form)
- PDF 2** Architectural Drawings
- PDF 3** Structural Drawings
- PDF 4** Mechanical Drawings
- PDF 5** Sprinkler Drawings
- PDF 6** Electrical Drawings
- PDF 7** Specification – Architectural
- PDF 8** Specification – Structural
- PDF 9** Specification – Mechanical
- PDF 10** Specification – Electrical
- PDF 11** Specification – All Disciplines
- PDF 12** Alternative Solution (if proposed)
- PDF 13** Required Professional Designer's Certificate(s)

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