

Procedural Change to Structural Shop Drawing Submissions for Occupancy Permits

July 2023

Background

Previously, the Planning, Property & Development Department only required the submittal, review and acceptance of structural shop drawings before the issuance of interim occupancy permits. However, these drawings contain necessary information to verify that pre-manufactured components used in construction meet applicable requirements under the Manitoba Building Code and the Winnipeg Building By-Law.

Code and bylaw requirements

Division C, Article 2.2.4.4 states: “structural drawings of parts or components including guards designed by a person other than the designer of the building shall be dated and shall bear the authorized professional seal and signature of the designer of such parts or components”.

Article 2.2.7.3 requires: “the designer or another suitable qualified person responsible to the designer shall review all shop drawings and other related documents relevant to the design to determine conformance with the design”.

Section 9.3 of the Winnipeg Building By-Law authorizes designated employees to require the submission of such documentation as proof that the design conforms to the requirements of the code.

Procedural change

The Department now requires structural shop drawings be submitted, reviewed and accepted before submitting an occupancy permit request.

Shop drawing submission

A list of the required shop drawings will be identified during the initial plan review process. Submission can be facilitated through the City’s Permits Online system, where real time updates on document review and acceptance is available.

Shop drawings should be submitted for review as soon as they are ready. Shop drawing submissions are often incomplete, which should be identified and communicated early in the process.

Although this procedural change requires applicants to coordinate with design professionals before submission, this change will result in a more streamlined process that decreases the chances of receiving a denied occupancy request.

While shop drawing completion can differ depending on the project, we recommend submitting all drawings no later than 30 working days before the occupancy request to allow adequate time for review.