

## Emergency Residential Shelters Development and/or Building Permit Application Form

Application must be submitted no later than one week prior to the occupancy.

Date: \_\_\_\_\_

### Disclaimer

I hereby understand that by way of submitting this application form, the City will be processing both a development and/or building permit where required for the scope of work requested. I understand that a complete building permit application requires a prerequisite development permit, however due to the nature of this application, the City is offering combined processing.

- I acknowledge the above statement and would like my applications to be processed at the same time, where required.
- I have obtained a prerequisite development permit. My development permit number is \_\_\_\_\_ (e.g. 12-345678).

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](mailto:ppd-zoningapplications@winnipeg.ca).

### General information

<b>Location</b>	Street number:	Street name:		
<b>Applicant information</b>	Name: (print)	Address:		
	Email address:	Daytime phone number:		
<b>Company</b>	Company name: (print)	Contact person:		
	Mailing address:	Daytime phone number:		
	Email address:			
Occupancy start date:	Anticipated end date:	Setup date:	Take down date:	
Requested date of inspection (call 204-986-5190): _____				
A Building Occupancy Permit must be obtained before occupancy can commence. No additional application is required by the applicant. Inspections will be notified automatically upon the issuance of your Emergency Residential Shelter Permit and inspections will be contacted within 3 business days. A record of annual service of life safety systems will be required at time of inspection. The Building Occupancy Permit will be issued via email after successful completion of the inspections.				
Number of people being accommodated:		Provide the area of indoor space being used for the accommodation: _____ sq. ft. _____ m <sup>2</sup>		
<b>Food Services</b>	Food service provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Method of cooking? <input type="checkbox"/> BBQ <input type="checkbox"/> Grill <input type="checkbox"/> Deep Fryer <input type="checkbox"/> Other: _____		
	<b>Note:</b> Contact Manitoba Health to submit an Application for Temporary Food Service Establishment.			

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

<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"/> Status of Title (dated within three months of the application date, along with any City of Winnipeg interests (e.g. caveats))

- Architectural drawings:
  - Site plan
    - location of building
    - location of fire hydrant(s) and fire lane(s)
    - legal description
  - Plans
    - interior layout with location of accommodations, including sleeping area and any temporary partitions or alterations
    - location and distance to exits from most remote locations
    - note allowable travel distances: if building has sprinkler system = 36 m to at least one exit; if building does not have a sprinkler system = 24 m to at least one exit
    - an electrical life safety drawing, including exit signage, emergency lighting, smoke and CO detectors and alarms
    - fire extinguishers
    - washroom facilities
- Fire Safety Plan (including a written fire watch strategy, e.g. staffing and emergency duties)
- Confirmation letter from mechanical contractor or engineer that the space conforms to ASHRAE 62.1 'Ventilation for Acceptable Indoor Air Quality'
- Required Professional Designer's Certificate (may be required from each professional)

### Fees

Refer to the Planning, Development and Building Fees and Charges schedule, Special Events section for fees.

### Submission Options

- Submit your application package to the Zoning & Permits Branch using one of the following options:
- Email [ppd-permit@winnipeg.ca](mailto: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** Status of Title
  - PDF 3** Architectural Drawings
  - PDF 4** Fire Safety Plan
  - PDF 5** Specifications – Architectural
  - PDF 6** Specifications – Mechanical (confirmation letter from mechanical contractor or engineer)
  - PDF 7** Required Professional Designer's Certificate(s)

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.