



DATE

Name
Company
Address

Year OPCP Folder Number for Address

RE: OPCP Verification Meeting Letter

This letter shall confirm contact with Commercial Plan Examination, on DATE to request consideration of the project at Address under the City of Winnipeg's Optional Professional Certificate Program (OPCP).

Please be advised that the proposed project, as previewed, **is eligible** to proceed to a Verification Meeting.

At the Verification Meeting your application will be discussed, and you will be provided with written confirmation on OPCP building permit application eligibility. If eligible, you may submit an OPCP building permit application, and if ineligible, you may submit a permit application for full review.

Eligible OPCP permit applications for new commercial construction, additions, or renovations to commercial buildings where professional consultants for all scopes of work are involved, do not undergo detailed structural, mechanical, electrical and building plan review by the City of Winnipeg upon submission of the OPCP Certificate under seal. All other mandatory permit reviews (e.g. fire, heritage) will be conducted in detail and your application may be audited by Water and Waste, Public Works and/or Urban Planning and Design to ensure alignment with prerequisite approvals provided under the associated development permit (where applicable). If your building permit application requires review by the Historical Buildings Committee, you must receive Committee approval in advance of submitting your plans for building permit application under the OPCP.

Preparing for the Verification Meeting

- **Prepare your application**

You will need to prepare a complete building permit application submission¹ that will include:

- OPCP certificate executed by Owner²
- OPCP certificates executed by each Professional of Record – architectural, structural, electrical, mechanical, and fire protection, if different than mechanical²
- Certificate of professional liability or errors and omissions insurance from each Professional of Record³ – minimum \$2 million
- Completed Building Design Summary (BDS), or Commercial Alteration Design Summary (CADS), if applicable
- Design Summaries from each professional
- Geotechnical Report – if new construction, or, addition or change of use that impacts structural loads (e.g., changing from building classification Group D to F-2)
- Addition or building change of use that impacts structural loads (e.g. changing from building classification Group D to F-2)
- Sprinkler documents to be included, if completed, including OPCP forms and insurance certificates. Otherwise, sprinkler trade permit (M2) to be applied for within 60 calendar days of building permit issuance for typical review and issuance.
- Code-compliant, complete contract documents including all drawings as described in the BDS, or CADS (if applicable)
- Declaration Form for Building Permit Application

- **Schedule a Verification Meeting**

Email ppd-bpx@winnipeg.ca to schedule a verification meeting. This meeting will review the architectural, structural, mechanical and electrical elements of your building permit application submission to ensure key mandatory requirements are met. Please schedule two weeks in advance of desired meeting date.

¹ For complete permit application submission requirements refer to the Building Design Summary or the Commercial Alteration Design Summary applications: [Commercial Permit Resources](#)

² Refer to the OPCP Certificates: [Optional Professional Certificate Program](#)

³ The requirement is for a certificate of insurance for professional liability for a minimum limit of \$2,000,000 per claim with \$2,000,000 in the aggregate for indemnity and defense obligations with recommended deductibles of no more than \$50,000. Deductible must be disclosed on the evidence of insurance. The insurance is to be maintained during the Project duration and for a minimum of two years beyond the project completion date. A longer period beyond the project completion date may be required depending on project scope.

- One set of all submission requirements denoted above must be completed and PDFs emailed to Commercial Plan Examination at ppd-bpx@winnipeg.ca two business days prior to the verification meeting.
 - Applicant must be prepared to address questions regarding Fire Department access.
 - Mandatory meeting attendees include: permit applicant and A / S / M / E professionals of record for all scopes of work involved (others welcome).
 - High level review will take place during the meeting.
 - Permission to proceed with an application will be granted or denied at the meeting, followed by written confirmation.
 - A pre-application meeting fee will be assessed as per the current Planning, Development, and Building Fees and Charges schedule, and must be paid prior to the meeting. This fee can be paid by phone at 204-986-5140.
- **Verification Meeting Results**

You will be provided with written confirmation on OPCP building permit application eligibility. If eligible, you may submit an OPCP building permit application, and if ineligible, you may submit a building permit application for full review. Note that if issues are identified during the meeting, they will be summarized and must be resolved prior to OPCP building permit application submission, if eligible to proceed.
 - **City Commitment to Application Review**

As part of the OPCP program, all mandatory permit application review areas commit to reviewing OPCP applications within a target of five business days, following a high-level review at the eligibility meeting⁴. Should the application be placed on hold due to the requirement for additional information a written (email) response will be sent to the applicant with a copy to the owner and the appropriate design professional.

We look forward to supporting you through this permit application and submission process.

Sincerely,

Richard Derksen
Commercial Plan Examination Administrator

⁴ Please note that some permit application submissions may be subject to internal audit after permit issuance.