

Drawing submissions

Description titles for drawing submissions

The City of Winnipeg requires the use of 'Issued for Construction' (IFC) or 'Contract Documents' description title in the revision or issue tables of drawings submitted for permit application, with the intent of eliminating the submission of preliminary and incomplete drawings.

The 'Issued for Construction' description title requirement has been discussed with the industry associations. It has been agreed that 'IFC' is a generally recognized term for a post-tender, revised set issued to the General Contractor for construction. As a result, the following has been added to Section 2.5 of the Building Design Summary (BDS):

Applications for full permit should be complete, construction ready contract document sets and be issued as:

- 'Contract Documents' or
- 'For Construction'

Full permit applications where partial permit release is requested should also be titled as per above.

Examples of titles that are NOT acceptable are as follows:

- 'Permit Set'
- 'Tender Set'
- '% Review'
- 'Pricing Set'
- 'Not For Construction'

This applies to interior and exterior alterations. The wording is also provided in the Commercial Alteration Design Summary (CADS).

Changes to a Submitted Application

If changes are made to a submitted application set, e.g.: changes to any Code related items or significant design changes at variance with the Contract Documents, the City shall be furnished with a 'clouded' 'Issued for Construction' set, including any revisions that were required by the Authority Having Jurisdiction (AHJ) during plan review, to replace or supplement the original submission, regardless of whether the permit has already been issued or not. This does not preclude the use of 'IFC' for use on sets that are not revised instead of the title 'Contract Documents' if preferred.

Documents submitted to the AHJ must be labeled as per above or 'Addendum', 'Change Order', 'Change Directive', or 'Site Instruction' all signed and stamped by the associated professional(s).

A 'Proposed Change Notice' that is issued by a registered professional will only be accepted if it is:

- Signed and stamped by the associated professional, or
- Submitted as a set of documents with a numbered Change Order cover page (on the firm's letterhead) which must list all the documents included in the set. The cover page must be signed and stamped by the associated professional.

Subsequent reviews will be subject to additional fees (or permits) as required by the [Planning, Property, and Development Building Fees By-law 66/2016](#) and the Winnipeg Building [By-law 4555/87](#).

As-Built Drawings

The determination of when as-built drawings are required and what type of drawings are required to be submitted by the owner shall fall to the discretion of the Authority Having Jurisdiction as mandated by the Winnipeg Building By-law 4555/87, sentence 5.21, and referred to therein as 'a revised set of drawings.'

Locked Drawings

Plan Examination reviews require the ability to add comments on drawings and final approval requires a 'Review Complete' stamp. It is understood that drawing content and the professional's digital stamps must be protected. The City is not requesting editable PDF files, however, some submitted PDFs are locked to prevent the addition of notes and stamps. When this occurs, reviews cannot be completed.

Acceptable drawings :

- Drawings may be locked to prevent changes to the original content
- Professional seals will remain protected
- The file must be set to allow comments, markups, and stamps

Unacceptable drawings:

- PDFs that do not allow comments or markups

Note: Allowing review comments and stamps does not modify the drawing or affect the professional seal.

Applicants who are uncertain whether a drawing package meets submission requirements are encouraged to [contact the City](#) before submission to avoid delays and resubmission.