

## Heritage Permit (Heritage Conservation Districts By-law No. 87/2018) Application Requirements

A Heritage Permit is required for alterations to a property within a Heritage Conservation District pursuant to the provisions of the Heritage Conservation District By-law No. 87/2018.

### Mandatory Requirements - Please ✓ if submitted.

- ❑ **1 copy – Plans of Existing Condition:** including site plan, plans, elevations, sections, details.
- ❑ **1 copy – Plans of Development:** including site plan, plans, elevations, sections, details & specifications (mortar mix, paint coating, roofing, etc.). Plans shall be drawn to scale and be fully dimensioned to accurately convey the nature of the proposed design and how it relates to the Character-Defining Elements of the Heritage Conservation District.
- ❑ **1 set - Colour Images** that illustrate the existing condition(s) of the area with respect to the proposed development application.
- ❑ **Owner authorization letter** if the applicant is applying on behalf of the owner.
- ❑ **Copy of current Land Title**

### Other Requirements (as needed) - Please ✓ if submitted.

- ❑ **Colour renderings:** that illustrate the project in the context of the Heritage Conservation District
- ❑ **For window projects:** completed Window Condition Assessment form, images that illustrate the condition of each window, annotated elevations, dimensions of existing windows, shop drawings of new and/or replacement windows
- ❑ **Other condition reports**
- ❑ **On-site test patches**
- ❑ **Material or product samples**

### Heritage Permit Application Fees

As per current [Planning, Development, and Building Fees and Charges](#)

Application Type	Fee (subject to change)
Principal Building Demolition, New Infill Development, or New Addition.	First application \$830.00 + \$41.50 (GST) = <b>\$871.50</b>  Second and each subsequent application \$496.00 + \$24.80 (GST) = <b>\$520.80</b>
Signs	\$202.00 + \$10.10 (GST) = <b>\$212.10</b>
All other development applications	\$312.00 + \$15.60 (GST) = <b>\$327.60</b>

### Where and how to apply for a Heritage Permit and pay the fee

1. If your project requires a building permit as well as a heritage permit, contact the Zoning & Permits Branch at 204-986-5140 to confirm the amount of copies required to ensure that one copy will be circulated to the heritage plan reviewer.
2. Then submit your building permit application at the Zoning & Permits Branch (Unit 31, 30 Fort Street). Ensure that the requirements for heritage permit review have been submitted. Submit your heritage permit application and arrange fee payment with heritage staff in one of the following ways:
  - a. By email: [ppd-heritage@winnipeg.ca](mailto:ppd-heritage@winnipeg.ca)
  - b. In-person: Unit 15, 30 Fort Street
3. If your project does not require a building permit and only a heritage permit, submit the application form along with the requirements for heritage review to heritage staff in one of the ways noted above.
4. To pay your heritage permit application fee, we can accept payment over the phone with a credit card or a cheque to the City of Winnipeg, sent by mail or dropped off in-person.