

Building Permit Application Form Detached Garages & Accessory Structures*

*Accessory to a single/two family dwelling or non-commercial row house building only, including: carports, storage sheds, gazebos, workshops, etc. Also used for solar photovoltaic installations.

Date: _____

Development permit requirements (select one)

Does your project require a development permit? Your development permit can be reviewed at the same time (concurrent review) or before (sequential review) your building permit application. Learn more about supporting approval requirements at: winnipeg.ca/permitprocess

Yes, I need a development permit. Select application review type.

- Concurrent – my development permit application number is: _____ (e.g. 12-345678)
- Sequential – my development permit number is: _____ (e.g. 12-345678)
- No, I don't need a development permit. I understand that my building permit application will be refused if it is determined that I need a development permit.

If you have questions about which application you require for your project, call Permits Direct Line at 204-986-5140 or email ppd-zdo@winnipeg.ca.

Location of work

Street number:	Street name:	Unit number:
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Contact information (Provide as much contact information as possible.)

Identify the applicant: Owner Contractor

Owner (required)	Name:	Mailing address: (if different from above)	
	Email address:	Phone number:	
Contractor	Company name:	Contact name:	
	Email address:	Phone number:	
	Mailing address:		
Structural Engineer	Company name:	Contact name:	
	Email address:	Phone number:	
	Mailing address:		

General information

Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>	\$
Dwelling type: <input type="checkbox"/> Single family <input type="checkbox"/> Multi-family	Fire damage: <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of construction: <input type="checkbox"/> Detached Garage <input type="checkbox"/> Carport <input type="checkbox"/> Other structure > 10 m ² (108 sq. ft.) <input type="checkbox"/> Ground solar photovoltaic installation	
Area of proposed structure: <input type="checkbox"/> N/A	<input type="checkbox"/> Imperial <input type="checkbox"/> Metric
Is this a wall or roof mounted solar photovoltaic installation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is there a structure to be demolished or removed from the site? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is construction access crossing City property? <input type="checkbox"/> No <input type="checkbox"/> Yes If crossing City property, other than where a private approach exists, a crossing permit must be obtained. Contact the Public Works Department at 204-986-6006 or pwd-uos-permits@winnipeg.ca to obtain a permit.

Additional detached garage information

A separate electrical permit is required for all detached garages.

Electrical permit by:	<input type="checkbox"/> Homeowner <input type="checkbox"/> Electrical contractor
Includes a secondary suite? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, area of secondary suite finished space:
Is plumbing work being done? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, plumbing permit by: <input type="checkbox"/> Homeowner <input type="checkbox"/> Plumbing contractor
Is a wood burning stove / fireplace being installed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any exterior alterations or additions? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional other accessory structures information

Type of structure: <input type="checkbox"/> Farm building <input type="checkbox"/> Gazebo <input type="checkbox"/> Greenhouse <input type="checkbox"/> Shed <input type="checkbox"/> Workshop <input type="checkbox"/> Other	
Includes a secondary suite? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, area of secondary suite finished space:
Is electrical work being done? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, electrical permit by: <input type="checkbox"/> Homeowner <input type="checkbox"/> Electrical contractor
Note: A separate electrical permit is required for all carport and solar photovoltaic installations.	
Is plumbing work being done? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, plumbing permit by: <input type="checkbox"/> Homeowner <input type="checkbox"/> Plumbing contractor
Is a wood burning stove / fireplace being installed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any exterior alterations or additions? <input type="checkbox"/> Yes <input type="checkbox"/> No

Foundation design

Foundation: <input type="checkbox"/> New <input type="checkbox"/> Existing	Foundation area: <input type="checkbox"/> Less than 50 m ² (538.2 sq. ft.) <input type="checkbox"/> 50 - 70 m ² (538.2 - 753.5 sq. ft.) <input type="checkbox"/> Over 70 m ² (753.5 sq. ft.) – engineer seal required
Foundation designed by professional engineer (drawings attached)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Description of work

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

Refer to the [Residential Permit Resources](#) webpage for document templates.

<input type="checkbox"/> Owner Statement (not required if owner is the applicant) – refer to template Note: For greenfield locations, provide a Letter of Authorization instead of the Owner Statement.
<input type="checkbox"/> Declaration Form for Building Permit Application (refer to template)
<input type="checkbox"/> Declaration Form for Development Permit Exemption – required if your project is exempt from a development permit (refer to template)
<input type="checkbox"/> Site plan <ul style="list-style-type: none"> • street/lane locations • distance from garage or accessory structure to all property lines • location of the garage or accessory structure and all existing buildings and structures • location of overhead electrical lines, if applicable • legal description Note: If scope includes roof mounted solar photovoltaic panels that do not extend past the roof line, the site plan only requires the location and dimension of the solar photovoltaic panels on the roof.
<input type="checkbox"/> Building plans (not required for solar photovoltaic panels) <ul style="list-style-type: none"> • building elevations (grade to roof, etc.) • floor plans for each building level with framing, dimensions and room designations • foundation plan (fully dimensioned) – engineering may be required • cross section with construction details Note: Engineered wood lintels must be submitted under the seal of an engineer.
<input type="checkbox"/> Professional Designer’s Certificate for Housing (if plans are sealed by an engineer or architect, or engineer’s report is required – refer to template)
For any solar photovoltaic installation, the following is also required:
<input type="checkbox"/> Engineer’s Report

Submission options

Submit your application package to the Zoning & Permits Branch using one of the following options:
<ul style="list-style-type: none"> • Apply online at winnipeg.ca/permitsonline • Email 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:
<input type="checkbox"/> PDF 1 Application Forms (Owner Statement, Declaration Form)
<input type="checkbox"/> PDF 2 Site Plan
<input type="checkbox"/> PDF 3 Building Plans (elevations, floor plans, foundation plan, sections)
<input type="checkbox"/> PDF 4 Engineer’s Report
<input type="checkbox"/> PDF 5 Professional Designer’s Certificate for Housing

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.