

Commercial Mechanical Permit Application Form

Date: _____

Location of work

Street number:	Street name:	Unit number:
Location of work within building (room number, floor, etc.):		

Contact information (Provide as much contact information as possible.)

Mechanical Contractor	Company name:	Licence number:
	Applicant name:	
	Email address:	Phone number:
	The following section must be completed by licensed M-Prime mechanical contractors. Provide licensed mechanical sub-contractor information below:	
	Type: <input type="checkbox"/> M1 <input type="checkbox"/> M2	Company name:
	Licence number:	Contractor name:
Tenant	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Check one (if no related building permit): <input type="checkbox"/> Property owner <input type="checkbox"/> Building owner <input type="checkbox"/> Unit owner <input type="checkbox"/> Owner's delegate	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Mechanical Engineer	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	

General information

Related building permit number:	Is there a change in tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No
Declared Construction Value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>	
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Type of mechanical work

<input type="checkbox"/> M1 - HVAC	<input type="checkbox"/> Complete install - rough-in, finishing; one building/space/occupant <input type="checkbox"/> HVAC rough-in only for entire base building <input type="checkbox"/> HVAC extension to base building. Rough-in for tenant fit-up only <input type="checkbox"/> Unconditioned space in F2 or F3 (no heating cooling or air distribution system) <input type="checkbox"/> Repair/alter existing; cannot be described in area		
<input type="checkbox"/> M2 - Fire sprinkler system	<input type="checkbox"/> New install	<input type="checkbox"/> Alter	<input type="checkbox"/> Replace
<input type="checkbox"/> M3 - Defined high hazard	<input type="checkbox"/> Add-on	<input type="checkbox"/> Repair	<input type="checkbox"/> Convert
Number of floors affected (required): _____		Impacted floor area (required): _____ <input type="checkbox"/> sq. ft. <input type="checkbox"/> m ²	

Installation details (check all that apply)

M1	<input type="checkbox"/> General HVAC ductwork <input type="checkbox"/> Make up / combustion air system <input type="checkbox"/> Fire dampers / fire stop flaps <input type="checkbox"/> Smoke dampers <input type="checkbox"/> Fire stopping <input type="checkbox"/> Smoke control system <input type="checkbox"/> Emergency generator ventilation			<input type="checkbox"/> General exhaust <input type="checkbox"/> Washroom exhaust <input type="checkbox"/> Dryer exhaust <input type="checkbox"/> Cooking equipment exhaust Enter quantity: _____ ULC listing number: _____ <input type="checkbox"/> Contaminated air exhaust			<input type="checkbox"/> Dust collection system (wood) <input type="checkbox"/> Dust collection system (other) <input type="checkbox"/> Spray painting and / or coating <input type="checkbox"/> Autobody shop <input type="checkbox"/> Service garage Parking garage <input type="checkbox"/> open <input type="checkbox"/> enclosed <input type="checkbox"/> Intakes / discharge outlets		
M2	Sprinkler System: <input type="checkbox"/> Wet system <input type="checkbox"/> Large drop system <input type="checkbox"/> Rack storage system <input type="checkbox"/> Spray painting and / or coating <input type="checkbox"/> Dry pipe system <input type="checkbox"/> Anti-freeze system <input type="checkbox"/> Residential system <input type="checkbox"/> Backflow preventers with test cocks <input type="checkbox"/> Pre-action system <input type="checkbox"/> Deluge system <input type="checkbox"/> Standpipe system Enter quantity: _____ <input type="checkbox"/> Combined system <input type="checkbox"/> Open system <input type="checkbox"/> Fire pump Note: A separate permit application for back flow only is required. Enter quantity: _____ <input type="checkbox"/> Other (specify below)								
M3	<input type="checkbox"/> Chemical suppression system <input type="checkbox"/> Dust collection system (wood) Enter quantity: _____ ULC listing number: _____ <input type="checkbox"/> Dust collection system (other) <input type="checkbox"/> Spray painting and/or coating							<input type="checkbox"/> Other (specify below) ULC listing number: _____	

Work other than listed / description of work

Required documentation – one copy

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

For M1 applications, the following is required if there is no related building permit or the documentation was not reviewed under the related building permit:

- ☐ Mechanical drawings
- ☐ Owner statement - if drawings are sealed by an engineer (refer to template)
- ☐ Required Professional Designer's Certificate **or** Mechanical Design Summary - if drawings are sealed by an engineer (refer to template)

For M2 applications:

- ☐ Sprinkler drawings
- ☐ Specifications - Mechanical (Sprinkler Calculations)
- ☐ Mechanical Design Summary – if drawings are sealed by an engineer (refer to template)
- ☐ Owner Statement – if drawings are sealed by an engineer (refer to template)
- ☐ Required Professional Designer's Certificate – if drawings are sealed by an engineer (refer to template)

For M3 applications:

- ☐ Specifications – Mechanical

May be required documentation – one copy

For M1 applications:

- ☐ Alternative Solution

For M2 applications:

- ☐ Alternative solution
- ☐ Shop drawings

For M3 applications:

- ☐ Alternative Solution
- ☐ HVAC Plans
- ☐ Sprinkler Drawings
- ☐ Fire Suppression Drawings

Submission options

Submit your application package to the Zoning & Permits Branch using one of the following options:

- Apply online at winnipeg.ca/permitsonline
- Email ppd-permit@winnipeg.ca
- 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 Form (Mechanical Design Summary, Owner Statement)
- ☐ **PDF 2** Mechanical Drawings
- ☐ **PDF 3** Sprinkler Drawings
- ☐ **PDF 4** Specifications – Mechanical
- ☐ **PDF 5** Alternative Solution
- ☐ **PDF 6** Shop Drawings
- ☐ **PDF 7** HVAC Plans
- ☐ **PDF 8** Fire Suppression Drawings
- ☐ **PDF 9** Required Professional Designer's Certificate

This application is subject to the [conditions of contractor licence](#).

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