

## Building Permit Application Form Alterations - Single/Two Family Dwelling\*

\*also used for non-commercial row house buildings & fireplace/wood stove installations & 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](http://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](mailto: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

<b>Owner (required)</b>	Name:	Mailing address (if different from above):
	Email address:	Phone number:
<b>Contractor</b>	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
<b>Structural Engineer</b>	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
<b>Mechanical Engineer</b>	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
<b>Architect</b>	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	



<input type="checkbox"/> Site plan (when new or larger windows/doors are proposed in exterior and/or foundation walls, or when altering the exterior) <ul style="list-style-type: none"> <li>• street/lane locations</li> <li>• distance from building to all property lines</li> <li>• legal description</li> </ul> <p><b>Note:</b> 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.</p>
<input type="checkbox"/> Floor plan(s) <ul style="list-style-type: none"> <li>• complete floor layout, including all rooms and sizes of rooms where work is being done</li> <li>• all rooms labelled as per their use</li> <li>• all doors and windows labelled with full dimensions (width and height)</li> <li>• electrical layout and plumbing (if applicable)</li> </ul> <p><b>Note:</b> If scope includes installing a sump pit, dimensioned floor plans must show the location of the sump pit (distance to the nearest footing) and floor drain.</p>
<input type="checkbox"/> Elevations (when new or larger windows/doors are proposed in exterior and/or foundation walls, or when altering the exterior) <ul style="list-style-type: none"> <li>• all exterior door and window sizes (width and height)</li> <li>• dimension total height and length of all exterior walls where alterations are taking place</li> </ul>
<input type="checkbox"/> Structural drawings (when structural work is being done). This includes, but is not limited to: <ul style="list-style-type: none"> <li>• Floors: altering or repairing floor structural members such as joists or beams, and installing or relocating stairs</li> <li>• Walls: creating openings in, relocating, or removing interior/exterior walls that are load bearing</li> <li>• Roof: altering, repairing or replacing roof structural members such as rafters or trusses, installing roof dormers, developing previously unfinished attic spaces, installing skylights</li> <li>• Cross section with construction details (if there are proposed upgrades to wall, floor, roof assemblies, or exterior weeping tile systems)</li> </ul> <p><b>Note:</b> Engineering may be required</p>
<input type="checkbox"/> Engineered structural drawings (when major structural work is being done). This includes, but is not limited to: <ul style="list-style-type: none"> <li>• Basement: removing or altering teleposts or beams, making openings or structural repairs to foundation walls</li> <li>• All foundation types, engineered wood floors or beams (LVL, glulam, steel, etc.), new or larger openings in masonry or concrete foundations</li> <li>• Cross section details if installing an interior perimeter weeping tile system</li> </ul>
<input type="checkbox"/> Professional Designers Certificate for Housing (if plans are sealed by an engineer or architect, or engineer's report is required) – refer to template
<input type="checkbox"/> Dwellings with more than five bedrooms in the entire dwelling unit - Residential Ventilation Record (refer to template) confirming the ventilation system design to be in accordance with CAN/CSA F326-M, <b>or</b> engineered mechanical drawings <p><b>Note:</b> All dwellings must meet heating season ventilation requirements as per the Manitoba Building Code.</p>
<p><b>For solar photovoltaic installations only, the following is also required:</b></p> <input type="checkbox"/> Engineer's Report

**Submission options**

<p>Submit your application package to the Zoning &amp; Permits Branch using one of the following options:</p> <ul style="list-style-type: none"> <li>• Apply online at <a href="http://winnipeg.ca/permitonline">winnipeg.ca/permitonline</a></li> <li>• Email <a href="mailto:ppd-permit@winnipeg.ca">ppd-permit@winnipeg.ca</a> (PDF attachment or link to online file transfer)</li> <li>• One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)</li> </ul>
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**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 Forms (Owner Statement, Declaration Form)
- PDF 2** Site Plan
- PDF 3** Building Plans (floor plans, elevations, structural drawings, cross section)
- PDF 4** Engineer's Report
- PDF 5** Professional Designer's Certificate for Housing
- PDF 6** Residential Ventilation Record
- PDF 7** Engineered mechanical drawings

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