

## Information Bulletin

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# Display Suites for Multi Residential Buildings

Many multi-tenant residential buildings make use of display suites for a sales office and to showcase their facility. There are inherent risks when inviting visitors onto an active construction site and their general safety is legally incumbent on the owner who is reliant on the consultants and builders to mitigate the inherent hazards through life safety measures detailed in the Manitoba Building Code (MBC) and Manitoba Fire Code (MFC). These relevant Codes, and the guidelines below, identify the minimum acceptable provisions.

In the Manitoba Building Code, display suites are typically considered a Group D, Business and Personal Services Occupancy.

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## Main Floor Display Suites

### Permit Application Requirements

For a dwelling unit used as a display suite in a building under construction, where the unit is located on the first storey (i.e.: the main floor), a Special Event application (Temporary Approval) is required to establish the unit for use as a display suite and to obtain an interim occupancy permit.

### Permit Documentation Requirements

- A completed copy of the special events permit application [winnipeg.ca/ppd/Documents/Permits/Special-Events-Permit-Application.pdf](http://winnipeg.ca/ppd/Documents/Permits/Special-Events-Permit-Application.pdf).
- One copy of the site plan showing all buildings on the property, the parking layout with number of spaces, property dimensions, etc.
- One copy of the key plan showing the location of the tenant space (i.e.: display suite) in relation to the overall building floor plan.
- One copy of the suite floor plan, drawn to scale with dimensions, room uses labelled, emergency and exit lighting shown, travel distance(s) identified, etc.
- Where professionals are involved (e.g. Architect or Engineer), a completed Owner Statement must be submitted, [winnipeg.ca/ppd/Documents/Permits/BuildingDesignSummary/Building-Design-Summary-Section6-OwnerStatement.pdf](http://winnipeg.ca/ppd/Documents/Permits/BuildingDesignSummary/Building-Design-Summary-Section6-OwnerStatement.pdf).
- Other information as determined by the Plan Examination Branch.

Permit applications and supporting documentation must be submitted as PDFs via email to [ppd-permit@winnipeg.ca](mailto:ppd-permit@winnipeg.ca). PDFs must be separated into files as noted in [winnipeg.ca/ppd/permits/DigitalPermitApplications.stm#2](http://winnipeg.ca/ppd/permits/DigitalPermitApplications.stm#2),

### **Design Requirements**

Construction features that are required as part of the display suite:

- a. Emergency lighting and exit signage must be installed in the exit routes. (These may be temporary or permanent)
- b. If the distance from the main entrance to the display suite entry is greater than 6 metres, two means of egress are required.
- c. If there is any overhead work at or near the entrance to the building, solid overhead protection must be provided (Section 8 .2 of the MBC)
- d. Any stairs that are in use for access or egress must be complete with handrails and guardrails.
- e. A Barrier Free path of travel is required. The path from the main entrance to the display suite shall have a smooth, level and even surface.
- f. Access to the remainder of the building shall be restricted by means of temporary hoarding (1-hour fire separation) complete with signage indicating “Construction Access Only” (Article 5.6.1.12 of the MFC).
- g. 120 V smoke alarms within the display suite must be installed and in working condition.
- h. All plumbing fixtures must be installed or drains capped.
- i. Any additional site-specific measures required by the City or identified by the design professionals responsible for the certification of the temporary and final occupancy must be provided.

### **Fire Prevention Requirements:**

- a. No overnight use of the display suite is permitted.
- b. Parking for visitors to the display suite(s) shall not obstruct fire department access to the construction site.
- c. All fire hydrants on site shall be operational, visible and accessible at all times.
- d. The Construction Site Fire Plan shall be amended to include procedures for notifying and evacuating the occupants of the display suite(s). (Article 5.6.1 3 of the MFC)
- e. A minimum size 2A 10BC portable fire extinguisher, clearly visible and accessible must be provided. Maximum travel distance to a fire extinguisher shall not exceed 75 feet.
- f. Visitors attending the construction site to view the display suite shall be escorted at all times while on site.
- g. Any additional measures required by the Manitoba Fire Code (MFC), Div. B, Section 5.6, “Construction Site,” shall be complied with.
- h. CO detection or alarm(s) within the display suite must be installed and in working condition. They shall be provided by either a residential plug in or incorporated with building life safety systems as part of the Construction Fire Safety plan.

## Occupancy Certification Requirements and Inspections

As a part of the Commercial Inspections process and prior to the issuance of a building occupancy permit for the display suite(s) and areas requiring access to the suite(s), the following conditions of the City of Winnipeg Commercial Plan Examination, Inspections and Fire Prevention Branches must be met:

### Documentation:

The following certifications are required:

- a. Submission of a letter of Structural Certification by the engineer of record for the project certifying the areas of the building including the display suite, egress routes and other areas determined by the engineer of record that have an impact on the area.
- b. Submission of a letter of Architectural Certification by the architect of record for the project certifying the areas of the building including the display suite, egress routes and other areas determined by the architect of record that have an impact on the area.

Visit [winnipeg.ca/occupancypermits](http://winnipeg.ca/occupancypermits) and review [Professional Certifications](#) for wording. Certificates for final occupancy shall be used to support scope of work and conditions defined under display suite permit.

### Inspections:

- a. Inspections must be requested through the online form [Winnipeg.ca/commercialinspectionrequest](http://Winnipeg.ca/commercialinspectionrequest)
- b. Professional certifications must be uploaded via [Permits Online](#)
- c. Once inspections are completed and certifications uploaded, occupancy may be requested.

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## Display Suites Located Above or Below the First Storey

The requirements for prescriptive compliance in order to obtain interim occupancy for a display suite located above or below the main floor are outlined in the Occupancy Permit Guide found on our website: <https://www.winnipeg.ca/ppd/Documents/Permits/Commercial/Building-Occupancy-Permits-Guide.pdf>

If proposing a scenario that does not meet these requirements, the onus is on the design professional to demonstrate that the proposal ensures everyone's safety.

For Partial Interim Occupancy requests that do not meet all the life and fire safety criteria of the entire building as identified in the Occupancy Permit Guide, a proposal must be submitted for review and

must include a comprehensive Code assessment to support the partial interim occupancy request. It shall be submitted under seal of the design professional responsible for the proposal.

- The proposal is to be submitted to [ppd-commbldg@winnipeg.ca](mailto:ppd-commbldg@winnipeg.ca) in advance of the partial interim occupancy request. The subject line must state “Partial Interim Proposal, [Address], [Permit Number]”.
- A minimum of ten working days is required for the review of the proposal (time frame may be longer at peak times of the year)
- For buildings where a Life Safety Test is required, this must be incorporated into the proposal (e.g. multiple life safety tests may be required to commission)
- Documents identified in the related Occupancy Permit (OC) application must be submitted to support the partial interim occupancy request.

The design professional responsible for the proposal, (e.g.: Code Consultant or other) is required to provide certification for the proposal as a whole. If the project also has an alternative solution, it would need to be considered.

Interim occupancy certification letters from the design professionals (architectural, structural, mechanical, electrical, sprinkler, Code Consultant) shall include acknowledgement of the proposal.

The design professional responsible for the proposal shall be skilled in the area of work concerned and must identify and coordinate all Code elements, identify any compensatory measures, as well as application to Section 5.6 of the MFC (Fire Prevention review required), to support the proposal for partial interim occupancy.

Interim occupancy letters shall also include points of non-compliance and any additional measures required to support the partial interim occupancy. Interim letters shall be coordinated for a common interim occupancy expiry date.

To summarize, if the building (occupied / non-occupied portions) does not meet the life and fire safety criteria of the entire building (e.g. fully sprinkled, fire alarm, fire separations, exit signs and emergency lights, exits, etc.) an evaluation must take place to identify what is not in place, and what is being proposed and substantiated to support the partial interim occupancy.

A fee for re-examination or meetings may apply. See section 2.1.7, Other Fees, of the [City of Winnipeg Fees and Charges Schedule](#) for re-examination fees.

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## **Temporary Building used as a Display Suite**

For proposed temporary buildings used as display suites please contact Commercial Plan Exam at [PPD-BPX@winnipeg.ca](mailto:PPD-BPX@winnipeg.ca).