

## Information Bulletin

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# Sump Pit Permits for Housing

The type of permit required for installing a sump pit in a residential dwelling depends on the installation. Either an interior alterations building permit or an interior flood proofing building permit is required as detailed below.

### Interior Alterations Building Permit

An interior alterations building permit is required for the installation of a full-size sump pit draining from a weeping system (new or existing) with **no** connection to catch basin/floor drain. A full-size sump pit is required if your installation consists of any one or more of the following:

- directing more than one of the existing weeping leads into the new sump pit
- adding an interior perimeter weeping tile
- altering or extending an existing weeping system

Installers should be familiar with the requirements in the Manitoba Building Code and the Winnipeg Building By-law.

### Permit Application Requirements

To apply for this building permit, complete the [Alterations – Single/Two Family Dwelling Permit Application Form](#), select ‘Yes’ for sump pump, and include the following:

- one copy of floor plans identifying the location of the sump pit and perimeter weeping tiles, if applicable
- one copy of section plans
- one copy of owner statement (not required if owner is applicant)
- if installing interior perimeter weeping tile – one copy of engineered structural plans and one copy of the [Professional Designer’s Certificate for Housing](#)

Submit completed application and supporting documentation via email: [ppd-permit@winnipeg.ca](mailto:ppd-permit@winnipeg.ca)

Additional requirements, if applicable:

- If installing a backwater valve and/or completing any additional plumbing work, a plumbing permit is required (licensed plumbing contractor or homeowner applicant).
- If installing a new electrical receptacle and/or completing any additional electrical work, an electrical permit is required (licensed electrical contractor or homeowner applicant).

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Issued by:

Zoning & Permits Branch

Development and Inspections Division

31-30 Fort Street., Winnipeg, MB R3C 4K4

July 20, 2022

[ppd-permit@winnipeg.ca](mailto:ppd-permit@winnipeg.ca)

[winnipeg.ca/ppd/InfoCentre/InformationBulletins](http://winnipeg.ca/ppd/InfoCentre/InformationBulletins)

## Interior Flood Proofing Building Permit

An interior flood proofing building permit is required for the installation of a sump pit, or a combination of sump pit and backwater valve, **with** an overflow from the floor drain/catch basin for existing residential dwellings built prior to 1990 (only applies to single- and two-family dwellings and row housing).

See [Sump Pit Installation Guidelines](#) for details.

A single permit fee is applied to interior flood proofing permits. Up to three permit applications may be required and are included under this single fee:

- Building permit for installation of sump pit (homeowner or contractor applicant). The licenced plumbing contractor and the electrical permit applicant must be identified on this building permit application.
- Plumbing permit for backwater valve, if required (licensed plumbing contractor applicant).
- Electrical permit for sump pump dedicated outlet, if required (licensed electrical contractor or homeowner applicant).

### Permit Application Requirements

To apply for this building permit, complete the [Alterations – Single/Two Family Dwelling Permit Application Form](#), select ‘Yes’ for sump pump, and include the following:

- name of the licensed plumbing contractor and/or licensed electrical contractor/homeowner, if applicable
- ‘flood proofing’ must be written in the ‘description of work’ field
- any additional information regarding a backwater valve and or electrical receptacle, if required
- one copy of owner statement (not required if owner is applicant)

Submit completed application and supporting documentation (if applicable) via email:

[ppd-permit@winnipeg.ca](mailto:ppd-permit@winnipeg.ca)

## Inspections

Once the permit is issued and the work is ready, an inspection must be scheduled by completing the [Housing Inspection Request Form](#) (recommended method) or by calling 204-986-5300 between 8:30 a.m. and 4 p.m., Monday to Friday.

If you have questions about the application process, email [ppd-permit@winnipeg.ca](mailto:ppd-permit@winnipeg.ca).

If you have questions about technical requirements or the inspections process, email [PPD-Senior HousingInspect@winnipeg.ca](mailto:PPD-SeniorHousingInspect@winnipeg.ca).