



Last amended: June 10, 2019

BUILDING AND SITE DESIGN SUMMARY

“PART 3” COMMERCIAL PROJECTS

**SUBMISSION FOR AN
APPLICATION TO BUILD**

NEW CONSTRUCTION AND ADDITIONS

Project Name: _____

Project Address: _____

For Office Use Only

Folder Number: _____

*If you have any questions, concerns or feedback regarding completion of this document, please email
Martin Grady at mgrady@winnipeg.ca*

**It is recommended that applicants refer to the
“Guide – Building Permit Submissions for Commercial Projects”
for assistance in completing this document**

City of Winnipeg
Planning, Property and Development Department
Unit 31 - 30 Fort Street, Winnipeg, Manitoba
Telephone: 1-204-986-5140

Section I - Application Information

This form **MUST** be **FULLY** completed and attached with the plan submission. **Section I to be filled out by the applicant.**

This form applies to all buildings regulated by Article 1.3.3.2 – Division A of the Manitoba Building Code (i.e. Part 3 buildings)

For Partial Permits, only shaded portions of Section IV need be completed. For explanation of permit types refer to document:
“Guide - Building Permit Submissions for Commercial Projects”

Failure to fully complete submission will delay processing your permit application

A General Information

- 1 Street No. _____ Street Name: _____ Unit No. _____
- 2 Value of Construction: _____ Construction start date: _____
- 3 Gross Floor Areas (all floors, including basement): _____ No. of Storeys: _____

B Plans, Documents and Fees required

1 Number of Plans required

- a) 4 copies of complete construction drawings (with site plan), plus
2 additional copies of architectural drawings (with site plans)
- b) Digital specifications (where specs are not included on drawings); divided into files as follows:
- Architectural & Structural, ie: Divisions 02-14 (Divs. 3-14 in old NMS format)
- Mechanical, ie: Divisions 21-25 (Div. 15)
- Electrical, ie: Divisions 26-28 & 48 (Div. 16)
- Civil (Site & Infrastructure), ie: Divisions 31-35 (Div. 2)
- c) Applications for Full Permit should be complete, construction ready contract document sets and be titled ‘Contract Documents’ or ‘For Construction.’ Full Permit applications where partial permit release is requested should be titled as per above. Please note that ‘Permit Set,’ ‘Tender Set,’ ‘% Review,’ ‘Pricing Set’ or drawings indicated as ‘Not For Construction’ are not acceptable.

2 Documentation required

- a) A current copy of status or Certificate of Title
- b) 2 copies of the appropriately completed Building and Site Design Summary
- c) 1 copy of a site specific, limit states design geotechnical report

3 Fees

- a) Full or Partial Fees as per Fees By-law:
<https://winnipeg.ca/ppd/fees/pdf/Planning-Development-and-Building-Fees-and-Charges.pdf>

C Checklist for type of Plan Submission and Permit request: select the plan submission type

- 1 **Full Plan Submission** (for details see 3.2 of Guide – Building Permit Submissions for Commercial Projects)
A FULL plan submission is a complete set of final architectural, structural, civil, mechanical and electrical drawings and site plans. Plumbing drawings will be required for the plan review by the Water and Waste Department.
NOTE: 1. Partial permits may be issued to allow construction to proceed before a FULL plan review has been completed.
2. Mechanical or electrical systems such as commercial cooking operations and manufacturing processes are permitted to be excluded from the Full Plan Submission, however, separate permits will be required for those mechanical and electrical systems.
- 2 **Shell Only Plan Submission** (for details see 3.3 of Guide – Building Permit Submission for Commercial Projects)
A SHELL ONLY plan submission is a set of plans for a completed building to a shell only stage and with no occupancy. *Note: Separate permits will be required for the development to the final stages of occupancy.*
- 3 **Partial Plan Submission** (for details see 3.4 of Guide – Building Permit Submissions for Commercial Projects)
A PARTIAL plan submission is a set of plans that are either preliminary drawings or missing the final drawings of either the architectural, structural, mechanical or electrical drawings. **NOTE:** Permits will be issued in stages based on the extent of the final drawings submitted for review.
NOTE: Mechanical or electrical systems such as commercial cooking operations and manufacturing processes are permitted to be excluded from the plan submission, however, separate permits will be required for those mechanical and electrical systems
- 4 **Permit Request** (indicate if partial permit is desired)
- a) Request for a Partial Building (foundation) Permit (for details see 3.4.(1) of Guide)
- b) Request for a Partial Building (structural frame) Permit (for details see 3.4.(2) of Guide)

Section I - Application Information cont'd

D Checklist of information submitted

1 Design Summaries

- a) Development Design Summary *(refer to Section III of Submission for an Application to Build)*

Fully completed (mandatory)

- b) Building Design Summary *(refer to Section IV of Submission for an Application to Build)*

- Fully completed for Building (full) Permit *(for details see 3.2.(1) of Guide)*
- Complete for partial Building (foundation) Permit *(for details see 3.4.(1) of Guide)* with fully completed BSDS to follow by _____
- Complete for Building (Shell Only) Permit *(for details see 3.3.(1) of Guide)*

2 Plans – Status of plan submission

Note: For a foundation permit the plans in BOLD must be submitted

1 Site Plans *(refer to Section II of Submission for an application to Build)*

- a) General site plan **Final drawings**
- b) Lot Grade Plan **Final drawings (see note below)**
- c) Sewer and Water Site Servicing Plan **Final drawings (see note below)**

Note: Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans

2 Construction Drawings *(refer to Section 2 of Guide)*

- a) Architectural drawings **Final architectural (sealed and signed)**
Preliminary architectural
Final drawings to follow *(fill in date)* _____
- b) Structural drawings **Final structural (sealed and signed)**
Final foundation & prelim structural drawings
Final drawings to follow *(fill in date)* _____
- c) Mechanical drawings **Final mechanical (sealed and signed)**
Partial mechanical, others to follow
Final drawings to follow *(fill in date)* _____
- d) Electrical drawings **Final electrical (sealed and signed)**
Final drawings to follow *(fill in date)* _____

Signed (applicant): _____

Date: _____

Office Use Only: *Modifications made to this Section must be initialed by the Applicant, and signed and dated below.*

Modified by: _____

Date: _____

Section I - Application Information cont'd

E. People (applicant to complete)

Applicant	
Company Name:	Phone No:
Contact:	Fax No:
Address:	Email:
Contractor	
Company Name:	Phone No:
Contact:	Fax No:
Address:	Email:
Owner	
Company Name:	Phone No:
Contact:	Fax No:
Address:	Email:
Architect (Please ensure name matches drawing seal)	
Company Name:	Phone No:
Architect:	Fax No:
Address:	Email:
MECB Coordinating Registered Professional (CRP)	
Company Name:	Phone No:
Contact:	Fax No:
Address:	Email:
Professional Engineer or Code Consultant	
Company Name:	Phone No:
Contact:	Fax No:
Address:	Email:
Structural Engineer (Please ensure name matches drawing seal)	
Company Name:	Phone No:
Engineer:	Fax No:
Address:	Email:
Mechanical Engineer (Please ensure name matches drawing seal)	
Company Name:	Phone No:
Engineer:	Fax No:
Address:	Email:
Electrical Engineer (Please ensure name matches drawing seal)	
Company Name:	Phone No:
Engineer:	Fax No:
Address:	Email:
Municipal Engineer (Please ensure name matches drawing seal)	
Company Name:	Phone No:
Engineer:	Fax No:
Address:	Email:
Geotechnical Engineer (Please ensure name matches drawing seal)	
Company Name:	Phone No:
Engineer:	Fax No:
Address:	Email:
Other:	
Company Name:	Phone No:
Contact:	Fax No:
Address:	Email:

Section I - Application Information cont'd

E. People Is tenant information known at this time? No , otherwise - please fill in details below

Tenant	
Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
Address:	Email:
Tenant	
Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
Address:	Email:
Tenant	
Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
Address:	Email:
Tenant	
Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
Address:	Email:
Tenant	
Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
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Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
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Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
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Contact Person (Managerial level or higher):	Fax No:
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Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
Address:	Email:
Tenant	
Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
Address:	Email:
Tenant	
Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
Address:	Email:
Tenant	
Company Name:	Phone No:
Contact Person (Managerial level or higher):	Fax No:
Address:	Email:

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