





Occupy Only Building Permits

Planning, Property & Development Department

An Occupy Only building permit is required for commercial occupants/tenants in situations where there is no construction work or increase in occupant load, or only cosmetic changes are planned (painting, new flooring, appliances, counters, etc.), and there is no change of use. The use of the space must also be previously established under permit (i.e. one office moves out, and another office moves in).

How to apply for an Occupy Only building permit:

Complete the [Commercial Alteration Design Summary \(CADS\) application](#) . Details regarding submission requirements can be found within the CADS application and the [Guide to the CADS](#) .

When should I apply for an Occupy Only building permit?

Apply if all of the following conditions can be met:

- No construction work is being carried out.
- No increase in size, or change in dimensions of the occupant/tenant space is planned.
- No change in use as per the Manitoba Building Code and/or Winnipeg Zoning By-Law is planned.
- No increase in the Occupant Load (number of persons utilizing the occupant/tenant space) from the previous use is planned.

Note: A change of business name or business ownership with no change of use and no change of occupant/tenant does not require an Occupy Only building permit. This type of administrative change can be completed by contacting the Occupancy office by email occupancy@winnipeg.ca or by phone at 204-986-5136.