



VERSION 2.0

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THE  
**GUIDE**  
TO THE  
***COMMERCIAL ALTERATION DESIGN SUMMARY  
(CADS)***

This Guide is intended to assist applicants in understanding the application requirements for Commercial - Interior Alteration, Exterior Alteration and Occupy Only Building Permits



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# 1 - General Information

## 1.1 General

All permits related to building construction are issued by the Planning, Property and Development Department (PP&D). An application for a building permit can be made at the Application Centre located in the Zoning and Permits Branch, Unit 31 – 30 Fort Street.

This guide is intended to outline the permit process and plan submission for an application to build as it relates to the building code and the Plan Examination Branch. The guide also discusses topics such as meetings, alternative solutions (i.e. code equivalents) and outlines relevant codes and bylaws.

## 1.2 Building Permit and Approvals

A permit is required whenever work regulated by the Winnipeg Building Bylaw or the Manitoba Building Code is to be undertaken. (*Winnipeg Building Bylaw 4555/87 - Article 14.1.1*)

An application to build will result in the issuance of a building permit when two (2) conditions are satisfied:

1. A satisfactory review for Code compliance, and
2. The approval of all other City departments or branches that have bylaws or regulations that applies to the work undertaken by the building permit. (*Winnipeg Building Bylaw 4555/87 – Subsection 8.6*)

The review for Code compliance is the responsibility of the Plan Examination Branch.

## 1.3 Code Compliance is Mandatory

Plan approval and the issuance of a building permit by the plan examination branch should not be construed to mean that the plans and the documents submitted and accepted for permit are in full compliance with the applicable codes. Code compliance remains the responsibility of the owner and his/her designers. (*Winnipeg Building Bylaw 4555/87 – Subsection 5.8 and Subsection 8.5*)

Compliance with the code is mandatory and a waiver of a code requirement is not permitted. However, alternatives that meet the intent or level of performance required by the code (*See MBC – Division C – 2.3 Alternative Solutions*) may be permitted provided sufficient evidence is submitted to demonstrate the intent or level of performance required by the Code has been achieved.

## 1.4 Plan Submission

Sufficient information shall be provided to show that the proposed work will conform to the Code and whether or not it may affect adjacent property. Plans shall be drawn to scale and shall indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that, when completed; the work and proposed occupancy will conform to the Code (*MBC – Div. C – Article 2.2.2.1*)

**In order for the City to issue a permit in a timely manner, it is important that proper information and documents be submitted at the time of the application. If information is missing or code deficiencies are noted, these issues should be addressed as quickly as possible so that the issuance of the permit is not unduly delayed.**

An application for a permit does not mean that you are entitled to a permit or that a permit will be issued. Only through demonstrated compliance with the building code and to all other by-laws and applicable regulations will a permit be issued.

## 1.5 Meetings

The Plan Examination Branch is prepared to meet with designers and contractors to discuss code issues that may be either project specific or non-project specific and at both the pre-application stage and the permit stage. Meetings can involve other City departments, branches, etc. depending on issues.

## 2 - Items to Consider

Prior to undertaking a renovation as an existing tenant or moving into a new tenant space as a new tenant, which may include interior / exterior alterations, you should consider the following (unless noted, City of Winnipeg By-laws can be found at: <http://www.winnipeg.ca/ppd/brochures.stm#bylaws>):

### 2.1 Occupy Only or Alteration?

“Occupy Only” – only cosmetic work (painting, new flooring, common appliances, counters, with minor electrical and/or plumbing work involved, change of ownership with no change of use)

“Interior/Exterior Alterations” - Construction work that may involve structural, alteration of life safety systems (fire alarm, etc.) or walls affecting tenant separations. This type of work generally requires a Registered Architect and/or Professional Engineer, see Section 3 for further details.

### 2.2 What requires a permit?:

<http://winnipeg.ca/ppd/permits/FAQ.stm>

Building By-law on the Internet:

<http://www.winnipeg.ca/CLKDMIS/DocExt/ViewDoc.asp?DocumentTypeId=1&DocId=1265>

### 2.3 Is a Change of Code Classification Happening?:

A change in the major occupancy building classification, under the Winnipeg Building By-law, occurs when a new tenant is substantially different from the previous tenant in its use. Any change from a Group/Division (F1 to F2) is considered a major occupancy change. For example, the tenant space being considered is currently a jewelry store and it is being proposed to change it to a restaurant. This would be considered a change in the building’s major occupancy classification of the tenant space from a Group E – Retail space to a Group A – Assembly space. See the **Major Occupancy Building Classifications** table in the Appendix of this document.

You can check for more information on current/previous major occupancy classifications, based on the buildings address, here:

<https://ppdportal.winnipeg.ca/Permits/OccupancyPermitSearch/Start.jsp>

You can also inquire about a fee-based request for information on the current building occupancy classifications by:

Calling: 204-986-5136 or

E-mailing: [occupancy@winnipeg.ca](mailto:occupancy@winnipeg.ca)

### 2.4 Zoning Considerations (Zoning By-laws 200/2006 and 100/2004)

Prior to the preparation of drawings and the hiring of personnel, consider the City of Winnipeg Zoning requirements for the work being undertaken. In this regard:

- To determine if this is a change of use under the City of Winnipeg Zoning By-law(s) and whether the use is permitted under the City of Winnipeg Zoning By-law(s), you should always confirm that the use is permitted prior to embarking on the development of plans and hiring of contractors and professionals. As a reference see the **Zoning Principal Uses** in the Appendix at the end of this document.
- Will the time frame for completion of the alteration be compromised due to the requirement for a variance or other such Zoning requirement(s)? In certain situations this delay may be months, due to the approval processes and public meetings that are necessary.
- Building alterations may affect parking requirements and/or loading bay (space) requirements.
- Do the exterior alterations affect the City infrastructure within the right-of-way (i.e. encroachments onto any approaches, sidewalks, etc.)?
- Are exterior grades being revised in any way to accommodate building alterations (i.e. raising sidewalks for barrier free access)?

## 2.5 Water and Waste

It is strongly advised that on large alteration projects, projects undergoing a change of use or projects dealing with oil interceptors (repair garages, oil change businesses), the applicant contact the Water and Waste Department to discuss their requirements (204-986-3322). For additional information on building permits, visit: <http://winnipeg.ca/waterandwaste/dept/comBuildPermitRqmt.stm>

## 2.6 Public Works

The Public Works Department may become involved when alterations of a building affect the adjacent public property (i.e. sidewalk, back lane). These may include, but are not limited to:

- barrier-free entrances
- projections such as canopies or balconies
- outdoor patios
- addition/removal of loading doors

Check here for more info: <http://winnipeg.ca/publicworks/permitsApprovals/permits/default.stm>

Contact the Public Works Department at 204-986-4113 if you have questions or concerns.

## 2.7 Heritage Buildings

The Planning, Property & Development Department may become involved when a project includes alterations of a heritage building.

Check here for more info: <http://winnipeg.ca/ppd/Heritage/HeritageReviewPermits.stm>

## 3 - When are an Architect and/or Engineer required?

Alterations that significantly affect the following items will require an Architect and/or Professional Engineer(s)\*

- Alterations / additions to fire safety systems (fire alarm, sprinklers, standpipes, etc.)
- Alterations that include changes to exits, lobbies and public corridors
- New, removal, and/or alterations to vertical or horizontal fire separations
- Any changes to the structural systems within the structure
- Alterations to the environmental separation systems, including the building envelope
- Alterations to the heating, ventilation and air-conditioning systems
- Installation of complex or specifically hazardous HVAC equipment (dust collection, fume hoods, etc.)
- Alteration of a floor space through the addition of a mezzanine, in-fill or other similar element
- Any changes of the Service distribution, high voltage systems, transformers, buildings where the electrical service requirements exceed 750 KV or power factor correction of electrical installations, other than individual motor applications

\*Part 9 buildings are typically exempt from most of the requirements for Registered Architects and/or Professional Engineers, however, as per the Winnipeg Building Bylaw and The Manitoba Building Code, the Authority Having Jurisdiction may require that a Registered Architect or Professional Engineer be retained to provide drawings, documents and/or certifications on any project based on the complexity of work proposed or the requirement of special technical knowledge.

### External web site resources

- For more information on the services of a Registered Architect visit the web site:  
[http://www.mbarchitects.org/selecting\\_an\\_architect.php](http://www.mbarchitects.org/selecting_an_architect.php)
- For more information on the services of an Engineer visit the web site:  
<http://www.apegm.mb.ca/>
- For more information on Consulting Engineers visit the web site:  
<http://acec-mb.ca/>
- For more information on Mechanical Contractors visit the web site:  
<https://www.mca-mb.com/>
- For more information on Electrical Contractors visit the web site:  
<https://www.eamanitoba.ca/>
- Interior designers:  
<http://www.pidim.ca/>
- Guide to BSDS:  
<http://winnipeg.ca/ppd/Documents/Permits/BuildingDesignSummary/Building-Design-Summary-Guide.pdf>

## 4 - When might a Pre-meeting with the City of Winnipeg be required?

### 4.1 Building Design Pre-meeting

When a Professional Designer:

- would like to confirm the interpretation and/or application of a building code requirement
- has an alternative solution proposal

Contact the Permits Office to arrange a Building Design pre-meeting by:

- Calling 204-986-7871 or
- Emailing Richard Derksen at [RDerksen@winnipeg.ca](mailto:RDerksen@winnipeg.ca)

## 4.2 Zoning Pre-meeting

When an Applicant would like to:

- determine Zoning requirements early in the process
- have the option to apply for a draft application
- ask questions geared towards Zoning and Development parameters

Contact the Permits Office to arrange a Zoning Pre-meeting by:

- Calling 204-986-5140 or
- Emailing [ppd-permit@winnipeg.ca](mailto:ppd-permit@winnipeg.ca)

**\*\*Fees apply to pre-meetings\*\***



## 5 - Before Applying for Your Permit

- **Note:** An application will not proceed to Plan Review if information is missing or incomplete

### 5.1 Pre-Application Check List

Is it necessary to call the Zoning Branch of the City of Winnipeg to discuss what the site was previously used for and what it will be used for after the renovations? Is the new use permitted? Is a variance required?	___ Yes ___ No
Is it necessary to meet with the City of Winnipeg Plan Examination Branch to discuss the complexity of my proposal and to see if professionals are required?	___ Yes ___ No
Can I complete the application myself? Can I prepare the necessary site plans, key plans and construction drawings? (See examples at end of this document)	___ Yes ___ No
Is the "Major Occupancy Building Classification" indicated?	___ Yes ___ No
Is there a letter of Authorization from the Owner?	___ Yes ___ No
Are all of the plans drawn to scale and fully dimensioned?	___ Yes ___ No
Is the property identified by using the address and if applicable the tenant name?	___ Yes ___ No

### 5.2 Will I be utilizing any of the following professionals or skilled personnel, based on the complexity of the project?

A Registered architect to prepare the site plan, key plan and all relevant architectural drawings (floor plans, etc.)	___ Yes ___ No
A Professional engineer to prepare structural drawings relating to structural changes being made (removing structural walls, columns, etc.)	___ Yes ___ No
A Mechanical engineer to prepare drawings and assume responsibility for changes being made to the HVAC systems, sprinkler systems, etc.	___ Yes ___ No
An Electrical engineer to prepare drawings and assume responsibility for changes to the life safety systems (fire alarm, etc.) as well as the overall changes to the electrical service load requirements for the new tenant space as well as the overall building.	___ Yes ___ No
An electrical contractor?	___ Yes ___ No
A plumbing contractor?	___ Yes ___ No

### 5.3 What information will I need to provide when applying for a building permit?

A detailed site plan	___ Yes ___ No
A detailed key plan	___ Yes ___ No
Are the adjacent tenants shown on the plans? (A Building Key Plan)	___ Yes ___ No
Are there architectural drawings? (Tenant Floor Plans)	___ Yes ___ No
Is there any special circumstance about the location, along a waterway, or by the airport, or a heritage building, or in the Downtown?	___ Yes ___ No
Does the work require Public Works and/or Water Works Civil Engineering drawings?	___ Yes ___ No

### 5.4 Construction drawings

Architectural drawings (floor plans, etc.)	___ Yes ___ No
Structural drawings, if applicable, under engineers seal	___ Yes ___ No
Electrical drawings, if applicable	___ Yes ___ No
Mechanical drawings, if applicable	___ Yes ___ No
Are the drawings sealed, signed, and dated by the Registered Architect or Professional Engineer(s)?	___ Yes ___ No
Do you need drawings for the Fire Department?	___ Yes ___ No
Do you have enough copies of the Construction plans/drawings?	___ Yes ___ No

# 6 - Commercial Alteration Design Summary (CADS)

## 6.1 Introduction

The Commercial Alteration Design Summary (CADS) is the application document for interior alterations, exterior alterations, and occupy only commercial building permits in the City of Winnipeg.

The CADS form is a mandatory document that must accompany all commercial alteration or occupancy applications. This section of the Commercial permit guide will provide step by step guidance with filling out the CADS to help ensure that permit applications are complete and ready for submission. This guide is intended to be read in conjunction with the CADS application document.

**\*\*NOTE:** For the purposes of the CADS section of this guide, the word *Professionals* is meant to indicate Registered Architects and/or Professional Engineers and the *Authority Having Jurisdiction* is the City of Winnipeg.

## Cover Page

The Cover Page provides information “at a glance” that is used to check the address in the database and to identify the type of business that the permit application relates to. There is also a checkbox on the Cover Page to indicate if the work proposed is landlord work only so there would be no business or tenant name associated with the application.

## 6.2 SECTION I – Building / Tenant Information

### A. Building Information

#### Address

Provide an accurate address, including unit numbers where applicable, to help avoid delays in processing and issuing the permit. All building permits are associated directly with the address of the building and/or tenant space. When applications start to get reviewed for completeness and accuracy, some of the first work is verifying previous uses of the space and past construction work. None of this can happen or be affective without an accurate address. If there is a need to verify the address, input the address here <http://cms00asa1.winnipeg.ca/> to ensure that the address exists an active address. This site also contains some basic Zoning and City service information about the address. In cases where the address does not exist at the link above, an additional step of verifying or creating the address will need to happen before the permit can be accepted. Contact the Addressing Technician by emailing [propertyaddressing@winnipeg.ca](mailto:propertyaddressing@winnipeg.ca) for all addressing inquiries.

#### Building Type

Select a building type to determine what types of drawings and other information will be required for the building. For example: a Key Plan would be required whenever a Multi-Tenant building type is selected. Requirements for floor plans for upper or lower floors or information on fire separations can start to become apparent by identifying the type of building that the permit is related to.

#### Construction Location

Select the appropriate areas of the building where the construction is being proposed to take place for this permit application. What is selected here is an early indicator of what department(s) may need to review the permit.

#### Tenant Area

The area of the tenant space is used to determine several key review factors from building code classification to emergency lighting/ exit signage requirements. Provide the area of the tenant space being affected by the work. The building area is required to be provided whenever a change of major code building occupancy or classification is taking place. The building area is the total area of the

“footprint” of the building. The entirety of all the exterior dimensions of the building would be used to calculate the total building “footprint” area.

## **B. Tenant Use Information**

This section is where the applicant provides the type of business the permit is relating to. Many plan review decisions can come from the information gathered here. For example:

1. If the permit is to open a tax office in a tenant space that was previously permitted by the city to be an insurance office, then there would not be a zoning change of use or a code change of major occupancy so the impacts on the building would be minimal and the plan review and application paperwork could be minimal.

2. If there is a proposal to open a restaurant in a tenant space that was previously a shoe store, then there would be a Zoning change of use and a code change of major occupancy. In addition, this could cause the entire building to be reclassified in the eyes of the building code, which would require the services of *Professionals*. If the building in this case would permit a restaurant use, there would still be a requirement for an architect to design and certify the restaurant space.

### **Previous Tenant Use:**

Whenever possible, the City would like to know what type of business occupied the tenant space before the proposed business. The intention of this line is to provide either the name of the business that previously operated out of this space or use the Zoning Principal Use Table at the end of this document to select and indicate the previous Zoning use of the space insofar as it can be determined by the applicant. Depending on the age of the building and how accurate the records are of the space, there may not be a record on file directly relating to the most previous tenant at a particular address. Zoning uses this information to evaluate if there is a zoning change of use at the address. Plan examination will use this information to determine if there is a significant enough building code change of occupancy to warrant upgrades or requests for further information such as Mechanical Assessments, Building Code Analyses, etc.

### **New Tenant Use:**

Similar to the previous line, Zoning and Plan Examination will use the info provided here for their preliminary assessments of the work proposed. The information provided here should give enough detail to determine what type of business is going to be established. If the proposed tenant has a business name like “ABC Restaurant” then that is sufficient to know that a restaurant is being established. A business name like “Miscellaneous Mike’s” does not provide enough obvious info as to what type of business “Miscellaneous Mike’s” is and would require that a Zoning Principal Use is selected from the Zoning Principal Uses list at the end of this guide and written down here (for Example: “Amusement enterprise, indoor” as referenced from the “Culture and Entertainment” section of the Zoning Principal Uses).

### **Major Occupancy Classification of New Tenant Use:**

Under the Winnipeg Building By-Law 4555/87, Section 14.2.2, all building permits must identify the Major Occupancy for the proposed work/tenant. Included at the end of this guide are two Major Occupancy Classification Tables to help you in selecting the Major Occupancy Classification for the proposed use. The Major Occupancy is a label direct from the Manitoba Building Code which classifies buildings with letter A to F depending on factors such as use and fire risk.

A type buildings are group assembly in nature (restaurants, arenas, schools).

B type buildings are care and confinement in nature (hospitals, infant daycares, prisons).

C type buildings are residential (apartments, condominiums, hotels).

D type buildings are personal service in nature (offices, hair salons, take-out food).

E type buildings are retail (clothing store, pet store, department store).

F type buildings are primarily storage and warehouse use (manufacturing facility, storage/distribution warehouse, high hazard production/storage, etc.).

Determine which Major Occupancy Classification letter the use belongs to and write the letter under this part of the CADS.

### **C. Adjacent Tenants**

Part of the building code deals with what type of fire separation is required between neighbouring tenants in a building. A restaurant next to a store for example requires a 2 hour fire separation between the two tenants, while a dentist next to a tax office may not require a rated fire separation. It may become important in the course of a permit plan examination to know what tenants are beside each other in a building configured to have multiple tenants such as a strip mall, a shopping mall, or an industrial warehouse park type of setup. Indicate in this area the tenant's that are directly bordering the tenant space that is the subject of the permit application. If this application deals with a single tenancy building, then check the N/A box and move on.

### **D. Contact Information**

This page should be fairly simple to complete. Provide ample information to ensure that the City can contact anybody that might be able to provide guidance or feedback on the project. Pay special attention that correct contact information is being input under the correct type of person. Plan Examination, Zoning and other departments may make contact with various people on this page depending on what type of information is needed. Ensure that the Applicant listed is indeed the best contact person to field all possible inquiries from the City with regards to the project. Another consideration is that if people's roles change throughout the course of the project; promptly notify the City of these changes to ensure that the correct people are being contacted and that these are the people that are actively engaged with these projects. Some permits may require an extended period to process and it is important that permit communication is not lost or delayed due to staffing changes or outdated contact information.

Note: Email is the primary and preferred method of contact. Always verify that provided email addresses are legible, correct and currently active. **The City takes no responsibility for permit processing delays caused by incorrect or incomplete contact information.**

## **6.3 SECTION II – Description of Work**

The description of work section is there to communicate in words what the proposed work is. The detail provided here is the starting point for all of the Plan Examination processes. In conjunction with the drawings, the description of work can theoretically provide all of the information that a Plan Examiner requires to complete their review of the permit. As soon as a Plan Examiner needs to initiate contact on a permit due to an unclear or incorrect description of work or drawings, days or weeks can be added to the review of a permit due to the time loss of back and forth correspondence on the issue.

At the beginning of this section, there is an opportunity to indicate who has completed this application form. There are instances where the person applying for the permit or delivering the permit as a drop off is not the person who filled out the form and there may be a need to make separate contact with the person who filled out the form to request clarification on particular form items.

### **A. Describe Nature of Work**

In these areas, describe in general detail what type of alterations are taking place in the form of short sentences or in point form (if point form will provide clear enough information to determine the scope of work being undertaken). Keep in mind that the work detailed in this section and the scope of work shown on the drawings must be consistent and clearly support the same scope of work. See SECTION III-B of this guide for information on when drawings are required based on the scope of work.

### **Occupy Only**

The first item to identify is if the intent of this permit is Occupy Only or not. An Occupy Only building permit is for situations where there are no functional building alterations proposed and the use of the space is already previously established under permit. The reasons for needing an Occupy Only building permit include:

1. Change of ownership and staff of a tenant space with no Change of Use or business name.  
For example:
  - a) ABC Restaurant staying as ABC Restaurant with new owner/operators)
2. Change of ownership, staff and name of a tenant space with no Change of Use.  
For example:
  - a) ABC Restaurant becoming DEF Restaurant with new owner/operators. (DEF restaurant can serve different types of food than ABC restaurant.)
  - b) ABC Tax Office becoming DEF Law Office with new owner/operators.

**Note:** A change of business name or building/property owner with no Change of Use and no change of tenant does not require an Occupy Only building permit. For this type of change, contact the Occupancy department directly by:

Calling: 204-986-5136 or

E-mailing: [occupancy@winnipeg.ca](mailto:occupancy@winnipeg.ca)

### **Architectural**

The first thing to clarify here is what is meant by the word Architectural. When an Architectural scope of work is requested, that does not mean to show work that requires the services of an architect. The term Architectural is the most correct term to encompass any changes to specific systems in a building deemed as Architectural such as: walls, windows, doors, exterior cladding, roofing, bathroom configurations, occupant load increases, etc. If the City determines that something is required to come from an architect, it will be specifically requested that the services of *Professional* are retained. See SECTION III-B of this guide for information on when Architectural drawings are required based on the scope of work.

### **Structural**

Work listed under the Structural heading is work that requires the services of a Professional Structural Engineer. All work on commercial buildings involving the Structural systems in a building (beams, columns, trusses, joists, lintels, stairs, stair openings, foundations, ramps, etc.) require the design services of a Professional Structural Engineer. There is also work that may not be directly on the Structural systems, but affect the Structural systems and require input from a Professional Structural Engineer, such as:

- new or replacement equipment being suspended from or installed on top of the roof,
- canopies or equipment being suspended from exterior or interior walls,
- new or altered openings in exterior walls, interior load bearing walls, foundations or roofs,
- large and/or heavy equipment being installed on interior floors,
- any condition created through occupancy, alteration or use of a building that would not commonly be considered as the intended use or loading design of the buildings Structural systems and/or components.

See SECTION III-B of this guide for information on when Structural drawings are required based on the scope of work.

### **Mechanical**

Mechanical is a term for building systems that encompass HVAC (Heating, Ventilating & Air Conditioning), plumbing and fire suppression (sprinkler systems). This work can affect many components including: ductwork, roof top units, make up air units, exhaust fans, toilets, sinks, floor drains, unit heaters, ceiling diffusers, sprinkler heads, sprinkler systems, standpipes, etc. Mechanical work is typically limited to a few main types of work, so a checklist has been provided here for the more common types of Mechanical work that is done more often. There is additional space provided to list any Mechanical work that may not be included in the checklist. A separate Mechanical scope of work can be attached to the application in addition to or as an alternative to filling out this Section. A Mechanical scope of work of "See plans", "Shown on plans" or similar will **not** be accepted as a valid



written scope of work. See SECTION III-B of this guide for information on when Mechanical drawings on required based on the scope of work.

## **Electrical**

Electrical work includes work involving: lights, plugs, switches, exit signs, emergency lighting, fire alarm systems, baseboard heating, electric-powered building systems (water heaters, furnaces, fan motors), etc.) Basically, any part of the building that is altered that is powered by hard-wired electricity must be declared as part of the Electrical scope of work. The Electrical scope of work section has been supplied with a check list to capture most of the common types of Electrical work that takes place. Use the additional space to supply more detail on this or any other Electrical work that is taking place as part of the building alteration. A separate Electrical scope of work can be attached to the application in addition to or as an alternative to filling out this Section. An Electrical scope of work of “See plans”, “Shown on plans” or similar will **not** be accepted as a valid written scope of work. See SECTION III-B of this guide for information on when Electrical drawings are required based on the scope of work.

## **B. Identify Complex Work**

One of the most common building permit questions is whether or not a scope of work requires the services of a *Professional*. When dealing with building alterations, judgment is used to calculate the severity of work in relation to its effect on the life safety systems in the building and to then determine the need for design and certification of the work by a *Professional*. This decision is not made lightly and in addition, there are instances where the scope of work itself directly determines the requirement to have a *Professional* involved with the project. For Example:

Any work on the structural systems in a building requires that a professional structural engineer be involved with the project.

Any work on photoluminescent (glow in the dark) exit signs in a building requires the services of a professional electrical engineer.

Raising the established occupant load in a building from 50 to 200 (for an example of a large occupant load increase) will require the services of a Registered Architect.

New installations of commercial cooking ventilation and fire suppression systems require the services of a professional mechanical engineer.

Here is some more detail/explanation on what the City is looking to find out from this 12 item checklist:

### **a) Significant alterations/additions to fire safety systems (fire alarm, sprinklers, standpipes, etc.)**

A fire alarm and a sprinkler system are significant building code requirements for specific building types and uses. Alteration of these systems can have a significant impact on how the building performs in an emergency situation. The alteration of these systems must be held to a very high standard from the design of the system through to the site certification of the system performance. Minor alterations of an existing fire alarm or sprinkler system may not require a *Professional*, but it is up to the *Authority Having Jurisdiction* to determine which projects require *Professionals* based on the scopes of work provided.

### **b) Change in major occupancy classification of a Part 3 building.**

The biggest alteration made to a building is to change the buildings major occupancy classification. All buildings are designed and constructed in compliance to the building code according to a construction article which is directly related to the major occupancy classification of the building. To change the buildings major occupancy classification years after it was built could mean that the building must undergo major life safety upgrades which would need to be designed and certified by a *Professional*. Buildings that were designed and built under Part 9 of the code are smaller buildings with less hazardous uses and lower occupant loads and do not typically require the services of *Professionals* (with the exception of professional structural engineers for altered structural systems) when major alterations are proposed.

Specific major occupancy changes or reclassification of Part 3 buildings may not require the services of *Professionals* if the construction and life safety requirements of the proposed major occupancy are lower than the current major occupancy classification of the building and the application paperwork is clear, detailed and shows code compliant design.

**c) An increase or change in occupant load in assembly occupancies with an occupant load greater than 100 persons.**

There are several building elements that are designed or required based on the amount of people proposed to be occupying the building. The amount and size of exits, the amount of washrooms, the requirement for a fire alarm system, the major occupancy classification, and even the size of the building are all determined by the proposed occupant load. Significant occupant load increases to a Part 3 building will require that a *Professional* review the building to determine if all of the buildings systems can accommodate the increase. Minor occupant load increases (going from 107 people to 112 people in an established restaurant for example) may not require a *Professional* based on review of the scope of work by the *Authority Having Jurisdiction* on a case by case basis.

**d) Significant alterations that include changes to exits, lobbies (being used as exits) and public corridors in Part 3 buildings.**

This item is intended to deal with alterations affecting building exits and egress paths. The ability to safely leave a building in an emergency situation is the main focus of the building code; systems that work together to facilitate exit are very important to design well and within the requirements of the code. Buildings that utilize a public corridor system as part of the egress path are especially complex because you are dealing with multiple tenants converging into one path to the building exits. There is minor work on exit systems that can be undertaken without the need to hire a *Professional*, as determined by the *Authority Having Jurisdiction*, but the majority of work that ends up affecting a public corridor system or exits in large, complex or high occupant load buildings would need to be designed and certified by a *Professional*.

**e) Significant work relating to fire separations in a Part 3 building.**

A fire separation is a key component of most buildings. There can be many needs for fire separations for just as many reasons. An exit must be fire separated from the rest of the floor area. A building with multiple tenants would have fire separations between all of the tenants in most cases. A building might be fire separated from another building on the same property or on a different property. Different floors or storeys of a building are fire separated from each other. Specifically hazardous rooms like service rooms, janitor's rooms and public storage rooms may be fire separated from the rest of the building and/or adjacent floor areas in the building. It is important that all areas/rooms requiring fire separations are identified, designed, and certified to be constructed to the required level by a *Professional*. Once again, minor alterations to fire separations that clearly indicate an understanding of the location and construction of a required fire separation may be undertaken without the need of a *Professional* as judged by the *Authority Having Jurisdiction*.

**f) Alteration of a floor space through the addition of a mezzanine, in-fill or other similar element in a Part 3 building.**

This work will require the services of a *Professional*. Mezzanines and alterations to openings in floors can have significant impacts on the building. A slight increase in the size of a mezzanine can force a one storey building to be reclassified as a two storey building which can activate a large quantity of code requirements including the need to sprinkler the building or improve fire separations throughout the building. The exiting requirements from a mezzanine level or interconnected floor area are also quite complicated and require specific knowledge of the building code to evaluate and certify. When dealing with changes to mezzanines and interconnections between different floor levels, there may also be structural considerations which would specifically require the services of a professional structural engineer.

**g) Significant alterations to the environmental separation systems, including the building envelope in a Part 3 building.**

The exterior shell of a building performs many functions from support for the roof to providing a fire separation from neighboring buildings or properties to being part of a system that maintains the energy efficiency of the building. The exterior walls of a building are designed taking into account many factors of life safety including exit door locations, fire rating, construction type, cladding (siding) type, all designed based on the type and size of building and the proximity to adjacent structures or property lines.

Work similar to re-cladding an entire Part 3 building with a different type of siding would require the services of a *Professional*. A *Professional* may not be required if the work proposed is limited to the addition of one or two exterior doors or windows, but there would need to be sufficient information provided to show that all of the criteria for altering an exterior wall are addressed including providing elevation drawings for all affected exterior walls that show the entire exterior wall of the building that is being affected by the alterations as well as a spatial separation analysis for the affected exterior wall. A spatial separation analysis is a specific code analysis dealing with the requirements of wall construction and amount of permitted wall openings based on specific criteria such as; distance to property lines, distance to adjacent buildings, occupancy type of altered building and size of exterior wall face. The development of a complete spatial separation analysis requires advanced building code knowledge and is normally prepared by a *Professional* or other qualified code consultant.

The exterior walls may also incorporate complex or highly specific systems for maintaining the building's environmental separation integrity by dealing with exterior factors such as heavy rains, winds and extreme temperature differentials.

**h) Any changes to the structural systems of the building.**

Any changes to the structural systems in a building require the services of a professional structural engineer.

Examples of structural work in a commercial building are:

- New roof openings that affect the roof joists
- New openings in load bearing walls that affect the load bearing members of the wall
- Foundation alterations
- Alterations to structural building components (beams, columns, lintels, pilasters, bracing, etc.)
- Placing new equipment or moving existing equipment on, or suspended from, a roof
- Replacing existing equipment with larger and/or heavier equipment on, or suspended from, a roof
- Any alteration to a building that would commonly be understood to have an effect on the structural systems of a building.

**i) Significant alterations to the heating, ventilation and air-conditioning systems resulting from a change of use and/or change of major occupancy of the building or tenant space.**

There are several instances where the City of Winnipeg will require that mechanical work be designed and certified by a professional mechanical engineer. Here are some examples:

-The first tenant fit-up in a newly constructed building. When a new multi-tenant building is constructed, the tenant spaces are often created and there are usually Roof Top Units (RTU's) placed on the roof above each tenant space and that is as far as the mechanical design goes for the new construction portion of the building. Once tenants start to move into the newly constructed building, each system of ductwork distribution is designed and installed based on the needs of the specific tenant that will be operating out of that tenant space. This first layout of the ductwork and mechanical system is required to be designed and certified by a professional mechanical engineer.

-Converting a tenant space to a medical clinic. If a tenant space is becoming a Class C health care facility (doctor's office, dental office, etc.), then the mechanical system must be designed by a professional mechanical engineer and comply with the requirements of CAN/CSA Z317.2-01(R2008). See the City of Winnipeg bulletin about this here:

<http://www.winnipeg.ca/ppd/Documents/InfoCentre/InformationBulletins/2017/2017-007-M.pdf> .



-Installation of commercial kitchen equipment and associated mechanical systems. The ventilation control and fire protection (chemical suppression) systems related to commercial cooking operations and appliances must be designed by a professional mechanical engineer in compliance with the requirements of NFPA 96. More information can be found here:  
[http://winnipeg.ca/ppd/pdf\\_files/cookequp.pdf](http://winnipeg.ca/ppd/pdf_files/cookequp.pdf) .

**j) Installation of complex/specifically hazardous HVAC equipment (dust collection, fume hoods, etc.)**

A professional mechanical engineer is required to design and certify mechanical systems that deal with dangerous environments or materials. Some examples are dust collection systems in large wood shops, methane extraction systems for buildings built on old landfill sites and chemical fume hood systems typically used in hospitals, schools and labs. Other, similar systems would also require the services of a professional mechanical engineer.

**k) Any changes of the service distribution, high voltage systems and/or transformers in buildings where the electrical service requirements exceed 750 kVA.**

Once the service requirements of a building exceed 750 kVA, a professional electrical engineer is required to design and certify all alterations and installations affecting the buildings service distribution, high voltage systems and/or transformers. A licensed electrical tradesman or a professional electrical engineer will need to be consulted to determine whether or not the service requirements of a particular building exceed 750 kVA. Many different building types could have higher than 750 kVA service requirements based on size of building, specific tenant electrical needs, configuration of on-site electrical service distribution, etc.

**l) Installation and/or alteration of photoluminescent exit signs.**

Any work affecting photoluminescent (glow in the dark) exit signs require the services of a professional electrical engineer. A photoluminescent (glow in the dark) exit sign functions in a very specific way that relies on a coordinated design of lighting and emergency systems for proper, code compliant operation in emergency situations. The design and certification of electrical life safety systems that include photoluminescent exit signs must be done by a professional electrical engineer.

**C. Provide Cost of Construction**

This part of the application is asking for the total cost of construction for the project. The City of Winnipeg uses several terms across a few documents when discussing permit costs: Declared Value of Construction, Cost of Construction, Construction Costs, Declared Construction Value and Declared Value. All of the terms are essentially trying to capture the same information; what is the total cost to get from an idea to an occupied space? Here are a few scenarios to give an example of what should be provided as a value for Cost of Construction:

1. The permit is for starting a new business in a tenant space and the only thing that is happening is that the building owner (landlord) is handing over the keys to the tenant space so the new business operator can move in staff and products or service goods and open its doors. This is considered an Occupy Only and would have \$0 as the Cost of Construction.

2. The permit is for starting a new business in a tenant space and the landlord has provided the keys or access to the space and before the new business opens its doors, the new business operator will be painting the walls and changing some carpet before moving in and starting the business. This would be considered an Occupy Only permit and the Cost of Construction would be the cost of all monies associated with having the painting and carpeting jobs completed.

3. The permit is for starting a new business in a tenant space and the new business operator wants to put up some permanent office walls, maybe another washroom or something similar to this intent. This would be considered an Interior Alteration permit and the Cost of Construction would be all monies paid out to transform the tenant space from what was originally rented into what it will look like when the new business opens for business.

The Cost of Construction note in the CADS clearly explains the expectations on what must be included in the Cost of Construction amount. The only costs that are not included in the Cost of Construction would be the stock or goods required for running the business; any non-permanent fixtures, furniture or belongings that would typically move with a tenant if the tenant moved the business and any staffing costs associated with the running of the day to day business.

Cost of Construction is requested for several reasons, mostly to maintain accurate statistics on development in the City of Winnipeg, but also to help determine the permit fees in some cases. The City keeps statistics on development and also submits construction values to Statistics Canada as a legal requirement from the Federal Government. It is therefore a federal offense to submit a false or misleading Cost of Construction.

#### **D. Sign Authorized Declaration**

Provide a signature in this area to confirm understanding of the rules of occupancy and agreement that the application information portion of the form is filled out completely and accurately.

It is intended that whoever has filled out the form will be the one signing the form as they are aware of the completeness and accuracy of the provided information.

It is also very important to understand the rules of occupancy in order to avoid prematurely occupying a space and becoming liable for the penalty fees associated with occupying a space without first obtaining the required permits.

### **6.4 SECTION III – Documents to be Submitted**

This page is intended to be a checklist to help ensure that the application is complete and ready to be accepted as a permit application submission to the City of Winnipeg. Review and complete this checklist to avoid application and review delays due to an incomplete permit application submission.

#### **A. Plans & Documents Being Submitted with this Application**

##### **a) Site Plan**

A Site Plan is required when a Zoning plan review is required for the permit and/or when the scope of work for the permit includes exterior alterations. A Zoning review is required when there is a change of use being proposed by the permit. A change of use includes things like proposing a store where there was previously a use that wasn't a store, increasing occupant loads on an existing use and/or alterations to the size of the tenant space. Use the Zoning Principal Use list at the end of this guide to find out if the proposed work would be considered a change of use. As a general rule, if the proposed use and the current use cannot accurately be described by the exact same Zoning Principal Use, then a change of use is being proposed and the permit application will require a fully detailed Site Plan to be included with the paperwork submission. Reference the Appendix at the end of this guide for examples of Site Plans. **An incomplete or inaccurate Site Plan will result in an application that cannot be accepted or processed.**

##### **b) Key Plan**

A Key Plan is required where there are alterations or occupancies proposed for multi-tenant buildings. The intent of a Key Plan is to show where the tenant space is in the building and show what types of businesses are beside it. The proposed business type and the types of businesses of direct neighbor(s) can have an impact on the construction requirements of the walls that separate the individual businesses. Accurate Key Plans also help the inspectors locate the tenant spaces when the proposed alterations or occupancies are located in large, complex buildings with many different tenants. If the Site Plan is labeled to show all of the details typically seen in a Key Plan, then the Site Plan can also be the Key Plan. Reference the Appendix at the end of this guide for examples of Key Plans. **An incomplete or inaccurate Key Plan will result in an application that cannot be accepted or processed.**

### c) Floor Plan

A floor plan is required for every building permit application. The Floor Plan shows all of the construction details and layout of the tenant space. A complete Floor Plan will show all walls within the tenant space, will have all rooms and open areas of the tenant space labeled as to their use, will show washrooms with all of the washroom fixtures (toilets, urinals, sinks) shown, will indicate the size and location of all doors and windows, will be fully dimensioned, will be drawn to scale and also indicate clearly what construction/alteration work is taking place in the tenant space. Reference the Appendix at the end of this guide for examples of Floor Plans. **An incomplete or inaccurate Floor Plan will result in an application that cannot be accepted or processed.**

### d) Cover Page & Sections I to III of the CADS

Every building permit application is required to have the Cover Page and Sections I to III of the CADS completed and submitted as a mandatory minimum requirement of the permit application submission. **An incomplete or inaccurate CADS submission will result in an application that cannot be accepted or processed.**

### e) Section IV of the CADS

If there are *Professionals* involved with the project, a completed Section IV of the CADS must be submitted in addition to the Cover Page and Sections I to III of the CADS. **An incomplete or inaccurate CADS submission will result in an application that cannot be accepted or processed.**

### f) Special Documentation

Based on the scope of work for a permit and/or the proposed use of a tenant space, Special Documentation may become a requirement. The following is a list of the most commonly required Special Documentation:

#### Letter of Intent

A Letter of Intent (LOI) is a letter written by the tenant proposing to occupy a tenant space that describes the day to day function and services of the business. The LOI focuses on what type of business it is, what services the business is providing, how many people are expected to be occupying the space and various other details to help evaluate the use of the space. The LOI usually becomes necessary when the use of the space requires a detailed explanation in order to be properly evaluated. For example, if a small gym or fitness studio is opening in a strip mall that was not constructed to support a typical large gym use, then a LOI would be required stating the amount and size of fitness classes or people accommodated by the gym and the City could evaluate the proposal based on a personal service use rather than a gym use.

It is often difficult to pre-determine when a LOI will be required for the permit. Typically, if the permit is for opening an education facility, a fitness facility or a place of worship in smaller, strip mall type tenant spaces, a LOI will be required. Otherwise, a LOI may be requested at the time of permit application, in which case the LOI is normally written up either while sitting with the Permit Technician or in the waiting area of the Zoning & Permits office to be handed in with the permit application when complete.

#### ASHRAE Compliance Analysis/Calculation/Statement

When there is a Zoning or Building Code change of use proposed, the mechanical system of a tenant space must be evaluated to see if it can meet the mechanical (HVAC) ventilation requirements of the proposed use. The ASHRAE Standard 62.1 – 2010 is a mechanical (HVAC) system design standard of ventilation for acceptable indoor air quality. The purpose of the standard is to specify minimum ventilation (and exhaust) rates to provide indoor air quality that is acceptable to human occupants and minimizes adverse health effects. If the permit is proposing a change of use type as per the ASHRAE Standard 62.1 – 2010, then provide a written statement along with a numerical analysis/calculation to show that the existing or proposed mechanical systems can support the ventilation requirement of the new use. If the ASHRAE requirements cannot be determined and the permit is not proposing any mechanical alterations, be prepared for a request from Plan Examination for additional mechanical information to be provided from a licensed

mechanical contractor showing that the existing mechanical (HVAC) system has been evaluated to meet the ventilation requirements for the proposed use. If the mechanical (HVAC) alterations are being designed and certified by a professional mechanical engineer, then an ASHRAE evaluation may be included on the mechanical drawings and a separate ventilation compliance statement would not be required as part of the permit submission.

### **Shared Tenancy Letter**

There are situations where multiple different businesses may want to occupy and operate out of the same tenant space. An example of this is when a used car lot is operated by several different independent auto dealers and they all share the same on-site building for offices, washrooms and other building facilities.

In a shared tenancy there is normally some type of direct relationship between the different business operators, either by being the same/similar type of business or because family members want to operate different types of businesses out of the same tenant space. If the building permit is proposing the operation of multiple businesses out of one tenant space, then the City will require a Shared Tenancy Letter with the building permit application. The letter must state that all parties agree to occupy the tenant space as a Shared Tenancy with shared floor area, washrooms, egress and exiting. The letter must include the names of all separate businesses and be signed by all business owners in the tenant space. It may be important to note that in a shared tenancy situation only one occupancy permit is issued for the tenant space that has the names of all of the business operating out of the tenant space. Whenever one of the businesses leaves, changes names or is replaced, etc., another occupancy permit must be applied for.

The Letter of Authorization (see item “**g** Letter of Authorization” below) for shared tenancy permits must include and recognize that authorization is being granted for all of the tenants sharing the single tenant space. The business names of all of the tenants in the shared space must be included in the Letter of Authorization.

### **Electrical Patient Care Areas Declaration**

When there is medical treatment, diagnosis, therapy, monitoring or care of people taking place in a tenant space, the Electrical Patient Care Areas Declaration must be filled out and submitted as part of the building permit submission. The types of tenants that must submit this information are: physicians’ offices, dental clinics, physiotherapists’ offices, massage therapists’ offices, optometrists’ offices, chiropractic offices, acupuncture offices, hospital facilities and any other similar tenant use.

The form can be found here: <http://www.winnipeg.ca/ppd/Documents/InfoCentre/Electrical/Patient-Care-Areas-Declaration.pdf> . The guide for assistance in completing the form can be found here: <http://winnipeg.ca/ppd/Documents/InfoCentre/Electrical/Patient-Care-Areas-Guide.pdf> .

### **Manitoba Early Learning and Child Care Design Summary for Permit Application**

A building permit that proposes work to facilities that care for children 12 years of age or younger, must submit the “Manitoba Early Learning and Child Care Design Summary for Permit Application” as part of the building permit application. This normally applies to establishing daycare uses, but also applies when occupant loads are adjusted within existing daycare uses. The “Design Summary” is only available from the Child Care Coordinator assigned to the subject child care facility through the Province of Manitoba Child Care Program. For more information on this form and the provincial Child Care Program call 204-945-0776, check online at [www.manitoba.ca/childcare](http://www.manitoba.ca/childcare) or contact the assigned Child Care Coordinator for the subject facility.

### **Electromagnetic Lock Checklist**

Every time a building permit scope of work includes installing or modifying electromagnetic locks, the Electromagnetic Lock Checklist must be submitted as part of the building permit application.

The checklist can be found here: [http://www.winnipeg.ca/ppd/pdf\\_files/ElectromagChecklist.pdf](http://www.winnipeg.ca/ppd/pdf_files/ElectromagChecklist.pdf) .

### Photoluminescent Exit Signs Checklist

Any time that a building permit scope of work includes installing or modifying photoluminescent (glow in the dark) exit signs, the Photoluminescent Exit Signs Checklist must be submitted as part of the building permit application. The checklist can be found here:

<http://winnipeg.ca/ppd/Documents/InfoCentre/Electrical/Photoluminescent-Exit-Signs-Checklist.pdf> .

All work relating to photoluminescent exit signs must be designed and certified by a professional electrical engineer.

### g) Letter of Authorization

A Letter of Authorization (LOA) is from the owner of the building and gives permission to the permit applicant to apply for permits relating to work and/or occupancy of the building or tenant space within the building. The LOA is typically written under the letterhead of the company/person that owns the building or the property management company that acts on behalf of the owner. The LOA can be a plain letter with no letterhead or can be text in an email as long as the wording states that the work or occupancy being undertaken by the tenant is authorized by the owner and there is a signature of the owner or authorized agent on the letter.

For shared tenancy permits (see item “**f) Special Documentation – Shared Tenancy Letter**” above) ensure that the LOA includes the names of all businesses operating within the shared tenant space.

**For permits where there are *Professionals*, the Owner Statement is required and replaces the LOA. The Owner Statement can also be submitted in place of the LOA at any time.**

### h) Status of Title

A Status of Title (SOT) is a document that shows who owns a property.

The SOT documents are maintained and issued from the Province of Manitoba through the Land Titles Office.

Along with a CADS application, a SOT is required whenever exterior alterations are proposed on a building.

A SOT can be obtained from the Province of Manitoba Land Titles Office at 276 Portage Avenue. The Land Titles Office can also be contacted by phone at (204) 945-2042.

A SOT can also be ordered online by following the required registration steps outlined in the following provincial checklist: [http://www.tprmb.ca/tpr/forms/tolchecklist\\_en.pdf](http://www.tprmb.ca/tpr/forms/tolchecklist_en.pdf) .

A SOT may also have City of Winnipeg caveats on it. When ordering the SOT, be sure to also request all City of Winnipeg caveats that are listed on the SOT.

The fee for every SOT is \$23\* and the SOT will be provided on the same in-person visit to the Land Titles Office. Each City of Winnipeg caveat costs \$17\* and takes one business day to get from the Land Titles Office. Each City of Winnipeg caveat can be requested to be rushed to be provided on the same in-person visit at an increased total cost of \$39\* per caveat.

**If exterior alterations are being proposed, a building permit application cannot be entered or accepted without a SOT dated within the last 6 months.**

(\*Costs based on January 3, 2016 fees.)

## **B. Construction Drawings Required**

### a) Architectural Drawings

A few of the architectural drawings (Site Plan, Key Plan, and Floor Plan) have already been covered previously in this guide (SECTION III-A), but there are other types of architectural drawings that may be required based on the scope of work for the permit.

Elevation drawings (exterior side views of the building) are required whenever exterior alterations are proposed such as existing door & window alterations, creation of new openings for new doors & windows, significant siding replacements or building envelope upgrades (addition of insulation to exterior wall assemblies). Every exterior wall has a specific allowance for the types of materials that it is constructed of and how many openings it can have. Elevations drawings allow the plan examiners to evaluate the entire exterior wall configurations for compliance to code requirements based on proximity to property lines and other structures on the same property.



Seating plans are required when the work proposed involves establishing occupant loads for restaurants, patios or other assembly areas. It is important to be able to evaluate the physical layouts of seating when large amounts of people are proposed for a tenant space to ensure that is practical to maintain safe egress paths while fitting in the appropriate amount of seating areas. There are also situations where the amount of occupants allowed in a space are quite limited and it becomes important to verify that only a specific amount of seats are being supplied for customers.

Millwork Detail drawings become important when there is a need to show that the proposed cabinets and service counters meet the requirements of barrier-free design.

Other various detail drawings may be required based on the proposed scope of work. For example: stair and railing construction details (in the case of any new stairs, ramps or railings), door & window schedules (listing proposed door & window sizes and specs), life safety plans (plans that highlight exit paths and exit distances in complex, large facilities where exiting distance may become an issue) and wall detail drawings (drawings showing wall construction details where fire-rated separations are being altered or constructed).

### **b) Structural Drawings**

Whenever any structural alterations are proposed, structural drawings sealed by a professional structural engineer will be required. The amount and type of drawings will vary depending on what work is being proposed, but the amount of information provided must be of sufficient quantity and quality to evaluate the structural alterations. In situations where no structural alterations are proposed, but existing structural systems must be analyzed to show that they will be adequate with respect to the alterations, a structural evaluation letter sealed by a professional structural engineer can be sufficient in place of drawings.

When mechanical equipment is being proposed to be supported by or suspended from existing structural elements, a statement from a professional mechanical engineer stating that the addition of the load of the equipment will have no adverse effect to the buildings structural systems may also be accepted.

### **c) Mechanical Drawings**

Alterations to existing mechanical systems or the installation of new mechanical equipment requires the submission of mechanical drawings. In small alterations where there is only one or two bathrooms fans being installed, for example, the mechanical drawing information can be shown on the architectural floor plan.

It is important to understand that all mechanical drawings are reviewed under the building permit and not later under the mechanical trade permit. Any alterations to mechanical systems detailed in the building permit paperwork must be accompanied with mechanical drawings at the time of building permit submission.

Installation of new RTU's (Roof Top Units) with no other work would require a roof layout plan in addition to any requirements for structural detail drawings/evaluations.

Creation or alteration of washrooms including new exhaust fans must be accompanied by either architectural or mechanical drawings showing the location of washroom exhaust fans and also showing where the exhaust fan ductwork is being located and exhausting to.

Significant HVAC alterations (Main sheet metal trunk alterations, relocation/redirection of sheet metal ductwork) must be shown in detail with either single line or double line drawings which can be included in the architectural drawings or on separate mechanical drawings.

Alterations limited to flexible ductwork (typically the minor relocation of diffusers) can be shown simply as diffuser location/relocation drawings in instances where new offices or rooms are being created or reconfigured. This is normally shown on an architectural or mechanical floor plan with some type of diffuser symbol located in each room or open area.

**Building permit applications that propose mechanical work, but do not have mechanical information on the architectural drawings or separate mechanical drawings will not be accepted or entered into the system.**

#### d) Electrical Drawings

Similar to mechanical alterations, where there are electrical alterations proposed that are related to building permit work and require plan review, the electrical plans must be submitted as part of the building permit. The plans do not get reviewed and are not accepted for review under the electrical trade permit when there is a building permit required for the related building work.

Electrical alterations to service panel locations or new panel or service installations require floor plans locating the service panels. For new service installations of 400A or greater, single line electrical schematic drawings detailing the service paths and distribution are required. New panels or significant alterations to existing panels also require panelboard schedule drawings.

Alterations to Electrical Life Safety (ELS) items would require that ELS drawings are provided with the building permit application. ELS items include exit signs, emergency lighting and fire alarm devices. An ELS drawing would also be required to show where all of the existing ELS items are, even when no ELS work is proposed, when there is a change of use of a space or the physical layout of the space is changed to a degree that may affect exit paths or visibility and/or proper function of existing ELS items. Minor relocation or addition of electrical devices such as lights, light switches, plugs, phone and data locations do not typically need to be shown on electrical drawings. All alterations to electrical items do however require an electrical trade permit.

See the “Help US Help YOU – Guide to Requirements for Commercial Electrical Permit Applications in the City of Winnipeg” brochure online here: <http://winnipeg.ca/ppd/Documents/InfoCentre/Electrical/HelpUsHelpYou.pdf> for a more detailed look at what is required for all types of electrical alterations.

**Building permit applications that propose electrical work to ELS items or service distribution, but do not have electrical information on the architectural drawings or separate electrical drawings will not be accepted or entered into the system.**

#### e) Plumbing Drawings

For the majority of projects, plumbing drawings will not be required. The Planning, Property and Development Department does not perform plumbing plan reviews for water distribution systems, drain systems and/or fixtures (types, amounts or locations). The Water and Waste Department may be required to review plans or design specs on projects that have an impact on the water and/or waste service size or surface land drainage relating to a property or building. For example, if there is a proposal to install 50 toilets in a building that previously only had 10 toilets or if there was a plan to operate a brewery or filtered water business in a space that was previously an office or if there is a plan to pave a parking lot that was previously gravel, there could be service requirements that need to be evaluated or upgraded to meet the needs of the building, tenant space or property.

Contact the Water and Waste Department at (204) 986-3322 to check if the scope of the building permit work would need to be reviewed by the Water and Waste Department. You can also check: <http://winnipeg.ca/waterandwaste/dept/comBuildPermitRgmt.stm>. Permits requiring plan review from Water and Waste must submit 2 extra copies of all plans.

### 6.5 SECTION IV – Building Design Summary

\*\*Section IV is to be submitted when there are *Professionals* (Registered Architects and/or Professional Engineers) associated with an application. If there are no *Professionals* associated with, or required for, the building permit, Section IV is **not** required as part of the CADS application\*\*

#### A. Professional Contact Information

See 8.1 SECTION I – D of this guide for general information about providing quality contact information.

#### B. Professional Involvement & Document Submissions

The last page of the CADS details what documentation is required from the *Professionals* involved with the building permit. The *Professional* submissions are the same as they are for new construction projects in the city. The *Professionals* are required to submit the specific discipline related portions of

the BDS application document that is used for new construction projects. Because the BDS pages are also required for new construction projects there may be a lot of information required from the forms that does not relate to minor or specific types of interior or exterior alterations. It is suggested that the *Professionals* fill out the BDS pages to the extent that the information requested applies to the project. It is anticipated that large sections of the BDS pages can be left blank, checked of as N/A or stroked through as N/A. The main requirement for the BDS pages is to provide the basic information within the parameters of the project and to seal, sign and date the document as part of the complete CADS application.

Along with the BDS pages, any permit application that includes design work from a *Professional* must be accompanied by the Owner Statement.

## 7 - Plan/Information Requirements

### 7.1 Documentation Required

- Two (2) copies of the “Commercial Alteration Design Summary” form when proposing to alter existing commercial buildings,
- Letter of Authorization or Owner Statement from building owner / property manager for intended use,

### 7.2 Construction Drawings Required

- Three (3) copies of the property site plan – refer to 7.3 for details,
- Three (3) copies of the building “key” plan (overall building floor plan). The Key plan shall show the location of the tenant space in relation to the overall floor plan. – refer to 7.4 for details,
- Three (3) copies of tenant floor plan. The plan shall be drawn to scale and dimensioned. It shall show room names, walls (proposed / existing / demolished, etc.),
- Construction drawings shall be submitted for all disciplines involved in the construction project, namely, architectural, structural, mechanical, electrical and plumbing, as required,
- Drawings may be required to be prepared, signed and sealed by a registered architect or professional engineer knowledgeable in the intended discipline,

### 7.3 Site Plan Information

All applications must be accompanied by a well-drawn, legible, detailed site plan. The following is a checklist to assist the applicant in ensuring that the site plan has been properly detailed.

- North Arrow,
- Civic address,
- Street Names for streets bordering property,
- Show property lines, lot lines and all adjacent right-of-ways,
- Show all existing structures on the property, including all offsets / setbacks from the property line,
- Show all parking spaces (spaces must be 8’ wide x 20’ deep, or 10’ wide if abutting a wall or fence),
- Show all loading spaces (spaces must be 12’ wide x 33’ deep, or 50’ deep depending on use and floor area),
- If automobile sales are involved, the site plan must show vehicle display areas, type of surface finish and type of fencing (post and chain or bumper guard).

Where there are on-site changes or “Exterior Alterations”, the following additional information shall be provided on the site plan.

- Dimensions from the building to all property lines,
- Dimensions from the building to all adjacent buildings on the same property (if applicable),
- Identify if exterior grades are being modified to accommodate building alterations (i.e. raising sidewalk for barrier-free accessible entrance),



- Identify proposed changes to the City infrastructure within the right-of-way (i.e. approaches, sidewalks, etc.),
- Identify all construction access routes,
- Identify all access routes / lanes for firefighting,
- Dimensions of all projections (i.e. eaves, steps, landings, architectural features),
- Garbage enclosures,
- Proposed on-site lighting,
- Proposed signage,
- Show the new tenant location where work is being performed,
- Identify the type of tenant that is occupying the space being renovated.

#### **7.4 Building Key Plan**

Refer to Appendix for sample drawings of the type of key plan that must be submitted with the application. As indicated:

- Identify the boundaries of all other tenant spaces on the floor level that the new tenant is occupying.
- Identify all business types/uses for all neighboring tenants.

#### **7.5 Building Information**

The following is meant as a guide only to illustrate the type of information that may be required depending on the nature and extent of work being carried out.

- What was the previous tenant use, if applicable?
- Describe the new tenant use.
- Indicate the occupant load for the new tenant.
- Describe overall building e.g. Floor area, Building Height, etc.
- Is Non-combustible construction required?
- Is there a sprinkler system in the building?
- Is there an existing fire alarm system? Central Reporting?
- Are there exit signs? Emergency Lighting?

#### **7.6 Tenant Floor Plans (Architectural Drawings)**

Refer to Appendix for the sample drawings illustrating the tenant space in question, the information required for that tenant space and its relationship with the entire floor plan.

- Tenant floor area within the overall building, c/w room names/uses.
- Wall construction for walls separating new tenant from adjoining tenants.
- Also, what is the fire separation assigned to walls (1hr or 2hr).
- Location of all exit doors including size of doors and door swing.
- Is there panic hardware provided on doors? (if Occupant Load > 100 persons).
- Number of washrooms, including # water closets / urinals in each washroom.
- Indicate if washrooms are barrier free. If new, indicate dimensioned layout.
- Partition walls within tenant space – indicate existing & new (indicate construction).
- Indicate partition walls being removed.
- Indicate a mezzanine, if applicable.
- Indicate all stair, guard and handrail details, if applicable.

## 8 - FAQs

### 8.1 What if I'm only doing "cosmetic" work?

If you are performing work such as changing cabinets, flooring, painting / patching, same material roofing and siding this is considered "Cosmetic" work.

If this work includes any minor electrical/plumbing or ventilation work, then a trade permit is required

### 8.2 Why do I need to understand the Major Occupancy Building Classification?

This classification defines what a space occupied can be used for. When this use changes how the space was originally designed and built may not be suitable for the new use. A Registered Architect can determine if the previous use is compatible with its new use.

You can request information on the occupancy classification by contacting the City of Winnipeg at 204-986-5136 or e-mailing at [occupancy@winnipeg.ca](mailto:occupancy@winnipeg.ca)

### 8.3 Why do I need to understand the Zoning requirements when changing the building on the inside?

Changes on the inside of a building can affect the outside requirements such as parking or entrance requirements?

Every parcel of land in the City of Winnipeg is zoned and determines how the land may be developed. In each zoning district certain land uses are permitted outright, others are conditional upon approval, and some are prohibited. The land uses are listed in detail, such as "Single family dwelling", "barber shop", "convenience store", or some other specific type of use. In each zoning district there are also rules for the location and the size of buildings, including lot coverage, required parking, etc.

Visual examples of zoning requirements are located at:

[http://winnipeg.ca/ppd/zoning\\_standards.stm](http://winnipeg.ca/ppd/zoning_standards.stm) with links to the appropriate section of the zoning by-law for the City of Winnipeg.

Using a property address find it's zoning information at: <http://cms00asa1.winnipeg.ca/>

### 8.4 What does "Grandfathering" mean?

"Grandfathering" is a common term that means "Existing Conditions" in the wording of the Manitoba Building Code and the City of Winnipeg. A building can exist in a non-compliant state to current code requirements if the building was permitted to be constructed and occupied to the applicable standards of the time in which it was built. The building may remain in this condition as long as it is not altered and there is not a moderate or significant risk to life safety. When changes are made to an existing building, the latest building code requirements are applied to any updated spaces, but any "Existing Conditions" of the building that are not altered in the scope of the work are not required to be upgraded to meet current requirements. For example, bathrooms commonly have constantly evolving requirements. A new washroom in an existing building must meet current requirements. Other existing washrooms in the building that are not being altered do not have to meet current requirements. A Registered Architect or Professional Engineer can guide you through the process when an existing space can remain the same with non-compliant "Existing Conditions" while others will need to meet the current building code.

### 8.5 When can I apply for an Occupy Only Permit?

All of the following conditions must be met:

- There shall be NO CHANGE OF USE, (major building classification or zoning – see sections 2.2 and 2.3 in this guide for more details) under the Winnipeg Building By-law and the Winnipeg Zoning By-law,
- There shall be NO INCREASE in the Occupant Load (number of persons utilizing the tenant space) from the previous use,
- There shall be NO INCREASE in size or change in dimensions of the tenant space, and
- There shall be NO construction being carried out. Cosmetic changes are permitted (painting, new flooring, new display cabinets, etc. are examples of what would be permitted. Also, minor electrical and plumbing is also permitted.

**Where the above conditions are met, the applicant may apply for an “Occupy Only” permit. In this regard, the owner is NOT required to use the services of a professional engineer or registered architect. Contractors and Interior Designers may be utilized in the design changes, but qualified trades people (electrical, plumbing and mechanical) must be utilized where required.**

## 8.6 Can I occupy the premise before I have an Occupancy Permit?

Not without having a Full or Interim Occupancy permit approved.

Generally, the installation of affixed furniture such as cupboards and shelving is considered a part of the construction process. However, moving of loose furniture, stock or goods, inventory, accessory equipment, or personal belongings into the premises is considered occupancy and requires an approved occupancy permit, for further details see the guide available at:

<http://winnipeg.ca/ppd/Documents/Permits/Commercial/Building-Occupancy-Permits-Guide.pdf>

An Occupancy permit form is available at:

<http://winnipeg.ca/ppd/permits/pdf/OccupancyPermitNotificationForm.pdf>

## 9 - Resources

The Commercial Alteration Design Summary (CADS):

<http://winnipeg.ca/ppd/Documents/Permits/CommercialAlterationDesignSummary/Commercial-Alteration-Design-Summary.pdf>

The Main page for City of Winnipeg Residential & Commercial Brochures and By-laws:

<http://winnipeg.ca/ppd/brochures.stm>

Simplified page for commercial building permits:

<http://www.winnipeg.ca/ppd/permits/Commercial/default.stm>

Location for the most commonly used application forms for building and trade permits:

<http://winnipeg.ca/ppd/permits/Commercial/Resources.stm>

Location for the Electrical Info Centre for all items relating to electrical permits:

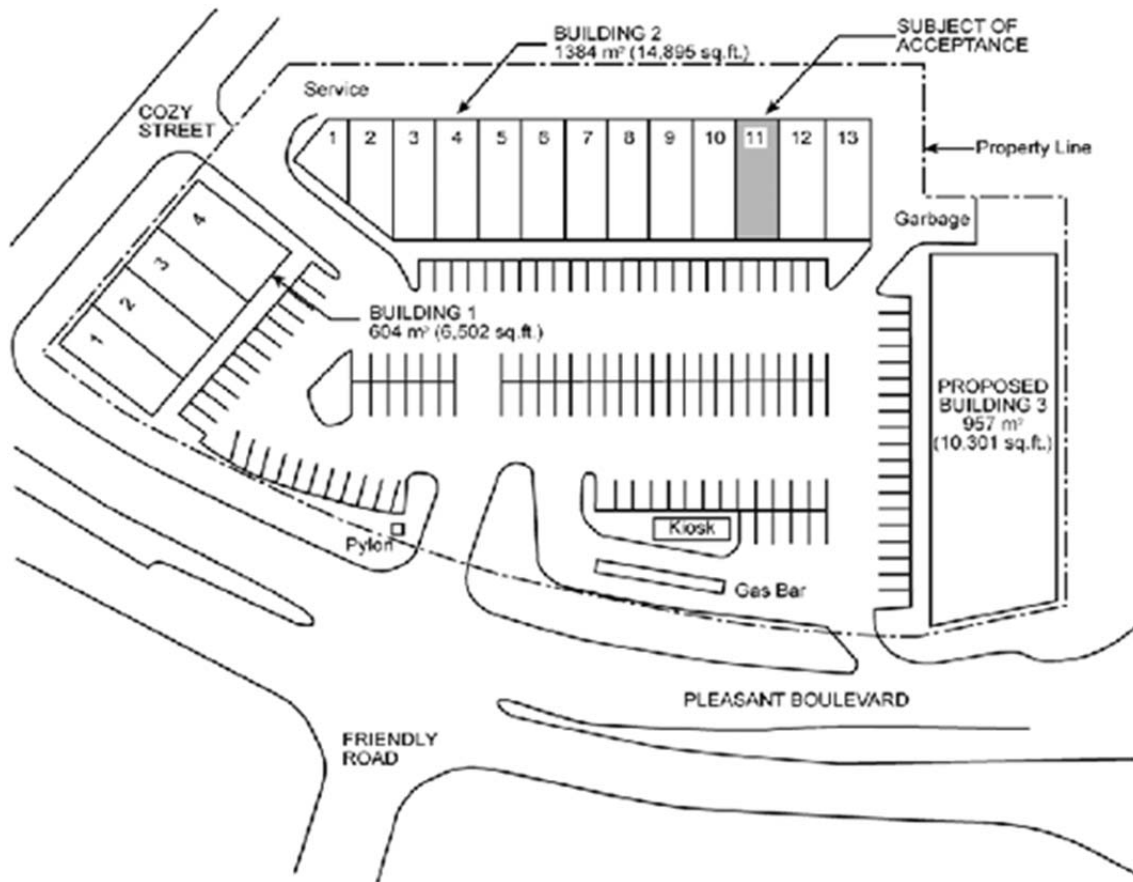
<http://www.winnipeg.ca/ppd/InfoCentre/Electrical/default.stm>

Location of all of the City of Winnipeg Technical Bulletins (information bulletins that offer explanatory information on building regulations and processes, both technical and administrative, and interpretations of applicable codes and bylaws):

<http://www.winnipeg.ca/ppd/InfoCentre/InformationBulletins.stm>

# Appendix - Example Drawings

## A.1 Site Plan – Tenant in Strip Mall



### Subject of Acceptance: Video Rental Store

Unit Number:	11 (area 112 m <sup>2</sup> ) (1206 sq. ft.)
Previous Use:	Clothing Store
Adjacent Uses:	Units 12 & 13 – grocery store Unit 10 – shoe store
Specifications:	no sprinkler system no fire alarm system
Occupancy:	maximum 2 employees

**Note:** Site plan must be fully dimensioned

**Note:** All parking stalls must be identified c/w dimensions of stalls

**Note:** If all tenants identified, site plan may also serve as the “key” plan

## A.2 Tenant Space Floor Plan

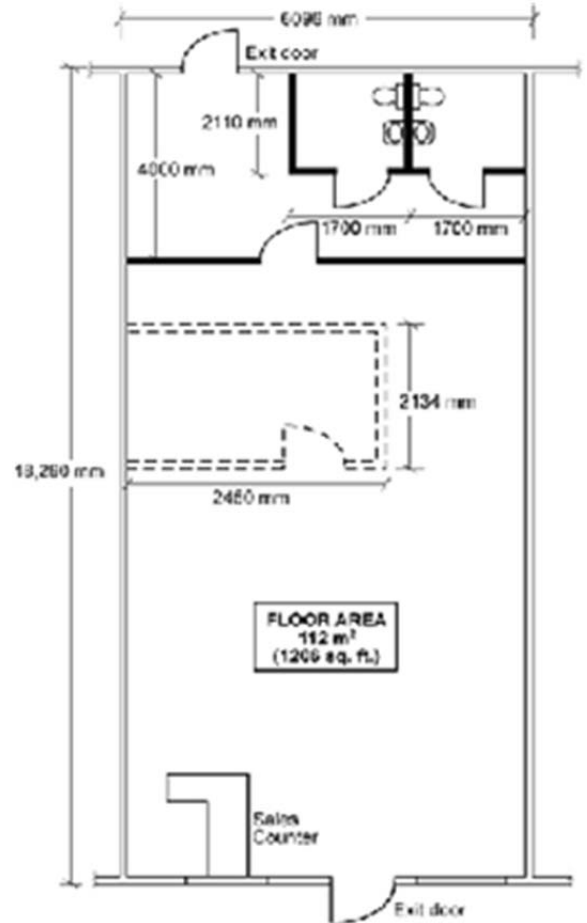
### General Notes:

1. Interior partition walls constructed of 12.7 mm (1/2 in.) drywall both sides with 38 x 89 mm (2 x 4) wood studs @ 400 mm (16 in.) o/c.
2. Demising walls constructed of 15.9 mm (5/8 in.) U.L. drywall each side to underside of roof deck with 38 x 89 mm (2 x 4 in.) steel studs @ 400 mm (16 in.) o/c.
3. All interior doors are 865 x 2032 mm (34 x 80 in.); exterior doors are 914 x 2134 mm (36 x 84 in.).
4. Walls to be constructed **—————**  
Existing walls to be removed **=====**

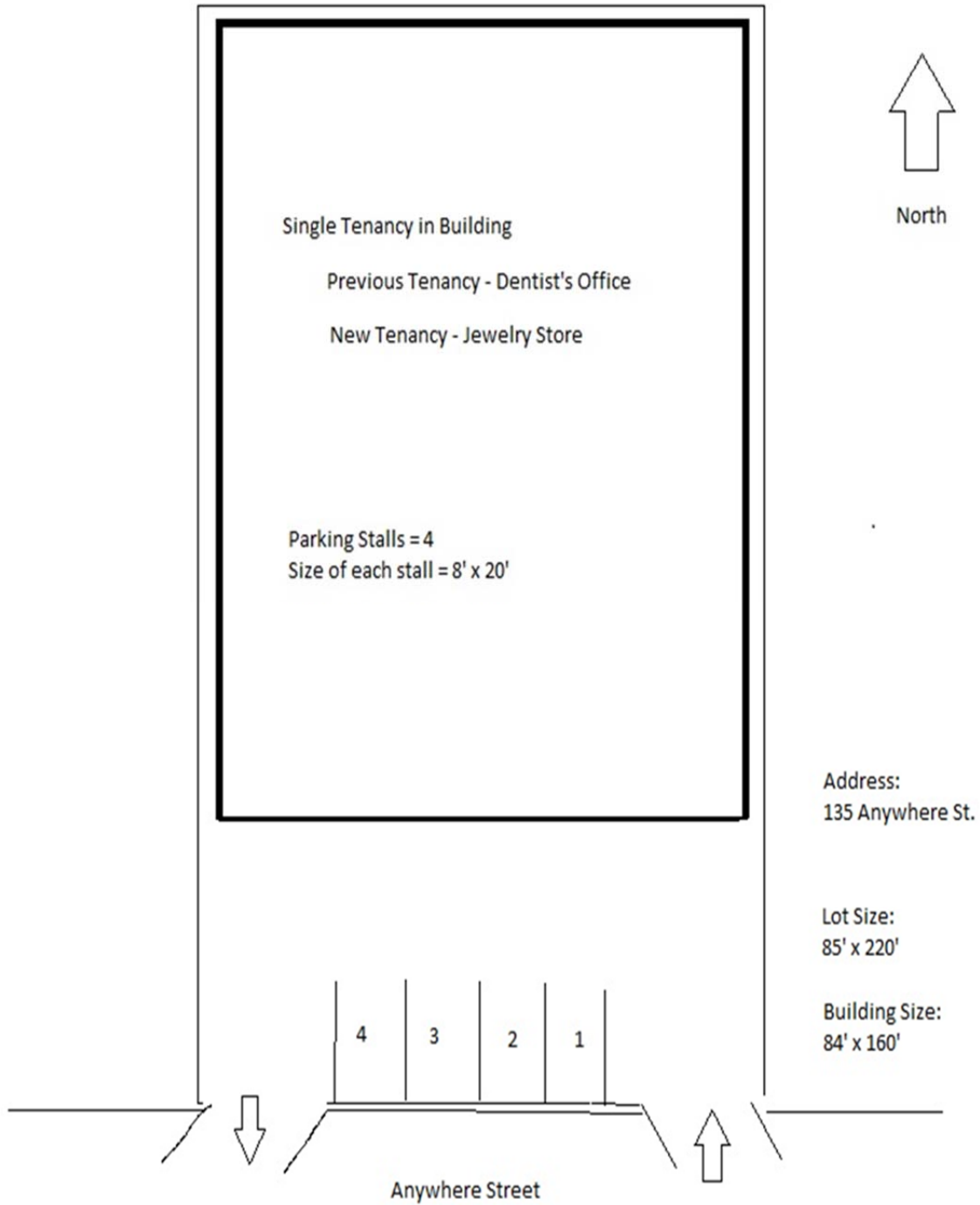
### Additional Information:

1. The flame spread ratings of interior wall and ceiling finishes including glazing and skylights shall not exceed 150.
2. Exit doors shall be openable from the inside without requiring keys, special devices, or specialized knowledge of the door opening mechanism.

**Scale  
1:200**



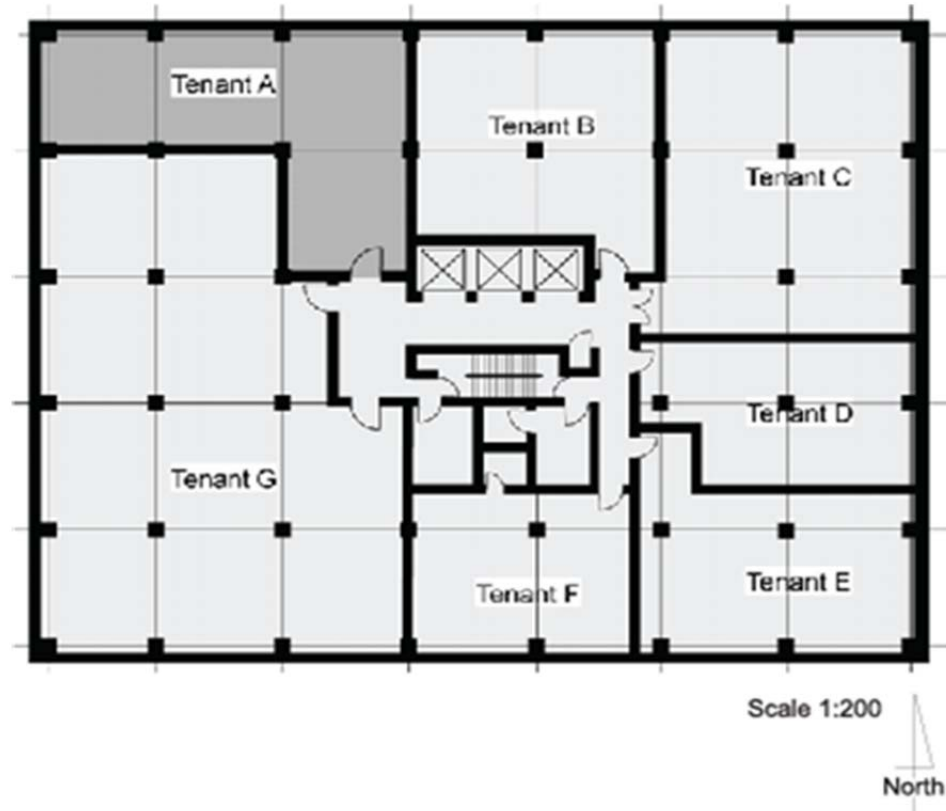
### A.3 Single Tenancy Building with 4 Parking Stalls



**Note: Tenant Located in a Multi-Story, Multi-Tenant Bldg.**

An Applicant must provide both the overall building floor (key) plan and the new tenant space floor plan before the application for a building permit will be accepted. The following drawings represent an example of what is expected with the application.

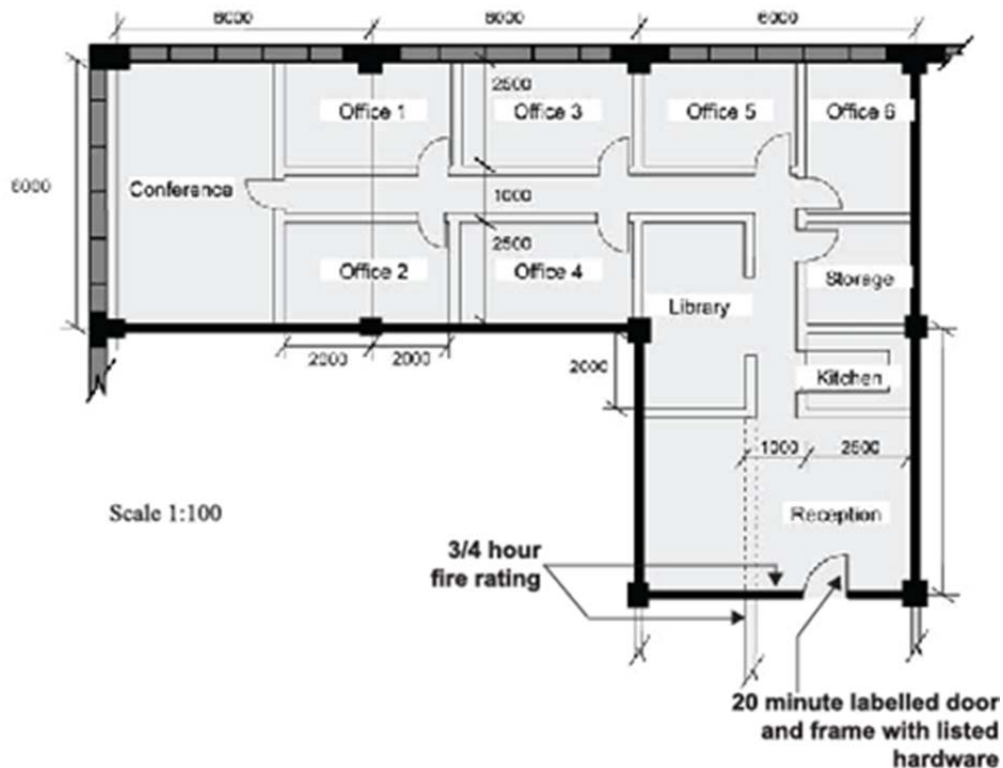
**A.4 Overall Building “Key Plan”**



**Subject of Acceptance:**

**Tenant:** Tenant “A” – General Insurance Office  
**Previous Use:** Lawyer’s Office  
**Adjacent Uses:** Tenant “B” – Lawyer’s Office  
 Tenant “G” – Engineering Office  
**Specifications:** No sprinkler system  
 Fire alarm System Exists  
 Building Area – 1260 m<sup>2</sup> (13,563 sq. ft.)  
 4 storeys – pre-cast concrete structure  
 Constructed in 1979

## A.5 Tenant Space Floor Plan:



**Tenant "A" – 144 m<sup>2</sup> (1,550 sq. ft.)**

### General Notes:

1. Interior partition walls constructed of 12.7 mm (1/2 in.) drywall both sides with 38 x 89 mm (2 x 4 in.) steel studs @ 400 mm (16 in.) o/c.
2. Demising walls (walls separating tenant spaces) and corridor walls constructed of 15.9 mm (5/8 in.) U.L. drywall each side to underside of roof deck with 38 x 89 mm (2 x 4 in.) steel studs @ 400 mm (16 in.) o/c.
3. All office doors are 813 x 2032 mm (32 x 80 in.); corridor doors are 914 x 2134 mm (36 x 84 in.) with a twenty (20) minute fire labeled assembly.
4. Walls to be constructed
5. Existing walls to remain =====
6. Walls to be removed

### Additional Information:

1. The flame spread ratings of interior wall and ceiling finishes including glazing and skylights shall not exceed 150.
2. Exit doors shall be openable from the inside without requiring keys, special devices, or specialized knowledge of the door opening mechanism.



# Major Occupancy Building Classifications (Alphabetical)

Occupancy Use	Group/Division
Aircraft hangars	F2
Amusement park structures (not elsewhere classified)	A4
Apartments	C
Arenas	A3
Art galleries	A2
Assisted/supportive living facilities	B3
Auditoria	A2
Banks	D
Barber and hairdressing shops	D
Beauty parlours	D
Bleachers	A4
Boarding houses	C
Bowling alleys	A2
Box factories	F2
Brewery	F2
Brewery	F3
Bulk plants for flammable liquids	F1
Bulk storage warehouses for hazardous substances	F1
Candy plants	F2
Care facilities with treatment	B2
Care facilities without treatment	B3
Cereal mills	F1
Chemical manufacturing or processing plants	F1
Children's custodial homes	B3
Churches and similar places of worship	A2
Clubs, nonresidential	A2
Clubs, residential	C
Cold storage plants	F2
Colleges, residential	C
Community halls	A2
Convalescent /recovery/rehabilitation centres with treatment	B2
Convalescent/recovery/rehabilitation centres without treatment	B3
Convents	C
Courtrooms	A2
Creameries	F3
Dance halls	A2
Daycare (children 2 years old and up)	A2
Daycare (infants under 2 years old)	B3
Dental offices	D
Department stores	E
Distilleries	F1
Dormitories	C
Dry cleaning establishments not using flammable or explosive solvents or cleaners	F2
Dry cleaning establishments, self-service, not using flammable or explosive solvents or cleaners	D
Dry cleaning plants	F1
Electrical substations	F2
Exhibition halls	E

Occupancy Use	Group/Division
Exhibition halls (other than classified in Group E)	A2
Factories	F2
Factories	F3
Feed mills	F1
Flour mills	F1
Freight depots	F2
Grain elevators	F1
Grandstands	A4
Group homes	B3
Gymnasias	A2
Helicopter landing areas on roofs	F2
Hospices with treatment	B2
Hospices without treatment	B3
Hospitals	B2
Hotels	C
Houses	C
Indoor swimming pools, with or without spectator seating	A3
Infirmaries	B2
Jails	B1
Laboratories	F2
Laboratories	F3
Lacquer factories	F1
Laundries, except self-service	F2
Laundries, self-service	D
Lecture halls	A2
Libraries	A2
Licensed beverage establishments	A2
Light-aircraft hangars (storage only)	F3
Lodging houses	C
Markets	E
Mattress factories	F1
Mattress factories	F2
Medical offices	D
Monasteries	C
Motels	C
Motion picture theatres	A1
Museums	A2
Nursing homes with treatment	B2
Nursing homes without treatment	B3
Offices	D
Opera houses	A1
Paint, varnish and pyroxylin product factories	F1
Passenger stations and depots	A2
Penitentiaries	B1
Planing mills	F2
Police stations with detention quarters	B1
Police stations without detention quarters	D
Power plants	F3
Printing plants	F2
Prisons	B1
Psychiatric hospitals with detention quarters	B1

Occupancy Use	Group/Division
Psychiatric hospitals without detention quarters	B2
Radio stations	D
Recreational piers	A2
Reformatories with detention quarters	B2
Reformatories without detention quarters	B3
Repair garages	F2
Respite centres with treatment	B2
Respite centres without treatment	B3
Restaurants	A2
Reviewing stands	A4
Rinks	A3
Rubber processing plants	F1
Salesrooms	F2
Salesrooms	F3
Sample display rooms	F3
Schools and colleges, nonresidential	A2
Schools, residential	C
Service stations	F2
Shops	E
Small tool and appliance rental and service establishments	D
Spray painting operations	F1
Stadiums	A4
Storage garages, including open air parking	F3
Storage rooms	F2
Storage rooms	F3
Stores	E
Supermarkets	E
Television studios admitting a viewing audience	A1
Television studios not admitting a viewing audience	F2
Theatres, including experimental theatres	A1
Undertaking premises	A2
Warehouses	F2
Warehouses	F3
Waste paper processing plants	F1
Wholesale rooms	F2
Woodworking factories	F2
Workshops	F2
Workshops	F3

## Major Occupancy Building Classifications (sorted by Group/Division)

Occupancy Use	Group/Division
Motion picture theatres	A1
Opera houses	A1
Television studios admitting a viewing audience	A1
Theatres, including experimental theatres	A1
Art galleries	A2
Auditoria	A2
Bowling alleys	A2
Churches and similar places of worship	A2
Clubs, nonresidential	A2
Community halls	A2
Courtrooms	A2
Dance halls	A2
Daycare (children 2 years old and up)	A2
Exhibition halls (other than classified in Group E)	A2
Gymnasia	A2
Lecture halls	A2
Libraries	A2
Licensed beverage establishments	A2
Museums	A2
Passenger stations and depots	A2
Recreational piers	A2
Restaurants	A2
Schools and colleges, nonresidential	A2
Undertaking premises	A2
Arenas	A3
Indoor swimming pools, with or without spectator seating	A3
Rinks	A3
Amusement park structures (not elsewhere classified)	A4
Bleachers	A4
Grandstands	A4
Reviewing stands	A4
Stadiums	A4
Jails	B1
Penitentiaries	B1
Police stations with detention quarters	B1
Prisons	B1
Psychiatric hospitals with detention quarters	B1
Care facilities with treatment	B2
Convalescent /recovery/rehabilitation centres with treatment	B2
Hospices with treatment	B2
Hospitals	B2
Infirmaries	B2
Nursing homes with treatment	B2
Psychiatric hospitals without detention quarters	B2
Reformatories with detention quarters	B2
Respite centres with treatment	B2
Assisted/supportive living facilities	B3
Care facilities without treatment	B3

Occupancy Use	Group/Division
Children's custodial homes	B3
Convalescent/recovery/rehabilitation centres without treatment	B3
Daycare (infants under 2 years old)	B3
Group homes	B3
Hospices without treatment	B3
Nursing homes without treatment	B3
Reformatories without detention quarters	B3
Respite centres without treatment	B3
Apartments	C
Boarding houses	C
Clubs, residential	C
Colleges, residential	C
Convents	C
Dormitories	C
Hotels	C
Houses	C
Lodging houses	C
Monasteries	C
Motels	C
Schools, residential	C
Banks	D
Barber and hairdressing shops	D
Beauty parlours	D
Dental offices	D
Dry cleaning establishments, self-service, not using flammable or explosive solvents or cleaners	D
Laundries, self-service	D
Medical offices	D
Offices	D
Police stations without detention quarters	D
Radio stations	D
Small tool and appliance rental and service establishments	D
Department stores	E
Exhibition halls	E
Markets	E
Shops	E
Stores	E
Supermarkets	E
Bulk plants for flammable liquids	F1
Bulk storage warehouses for hazardous substances	F1
Cereal mills	F1
Chemical manufacturing or processing plants	F1
Distilleries	F1
Dry cleaning plants	F1
Feed mills	F1
Flour mills	F1
Grain elevators	F1
Lacquer factories	F1
Mattress factories	F1
Paint, varnish and pyroxylin product factories	F1
Rubber processing plants	F1

Occupancy Use	Group/Division
Spray painting operations	F1
Waste paper processing plants	F1
Aircraft hangars	F2
Box factories	F2
Brewery	F2
Candy plants	F2
Cold storage plants	F2
Dry cleaning establishments not using flammable or explosive solvents or cleaners	F2
Electrical substations	F2
Factories	F2
Freight depots	F2
Helicopter landing areas on roofs	F2
Laboratories	F2
Laundries, except self-service	F2
Mattress factories	F2
Planing mills	F2
Printing plants	F2
Repair garages	F2
Salesrooms	F2
Service stations	F2
Storage rooms	F2
Television studios not admitting a viewing audience	F2
Warehouses	F2
Wholesale rooms	F2
Woodworking factories	F2
Workshops	F2
Brewery	F3
Creameries	F3
Factories	F3
Laboratories	F3
Light-aircraft hangars (storage only)	F3
Power plants	F3
Salesrooms	F3
Sample display rooms	F3
Storage garages, including open air parking	F3
Storage rooms	F3
Warehouses	F3
Workshops	F3

# Zoning Principal Uses

The following is a list of the Zoning Principal Uses. All of the businesses within the city of Winnipeg can be categorized as one or more of these use types. When evaluating whether or not the proposed work or occupancy results in a Zoning “Change of Use”, use this list to find what the previous business use was and see if it matches the proposed use of the building/space. For the current Zoning Principal Use Table, see page 65 of the Winnipeg Zoning By-law here:

<http://clkapps.winnipeg.ca/dmis/docext/viewdoc.asp?documenttypeid=1&docid=3943&doctype=c>

## **Residential and Residential-Related**

### **Household Living**

Dwelling, live-work  
Dwelling, multi-family  
Dwelling, single-family detached  
Dwelling, two-family  
Mobile home

### **Group Living**

Assisted living facility  
Care home  
Dormitory  
Neighbourhood rehabilitation home  
Single room occupancy

### **Agricultural**

Agricultural cultivation  
Agricultural grazing and feeding  
Apiary  
Aviary  
Feedlot  
Stable or riding academy

## **Public and Institutional**

### **Community Facilities**

Community/recreation centre  
Jail/detention centre  
Library  
Post office/carrier depot  
Protection and emergency services  
Social service facility

### **Education**

College or university  
Commercial school  
Elementary or junior high school  
Senior high school

### **Park and Park-Related**

Boat dock, public access  
Cemetery, mausoleum, columbarium  
Community gardens  
Park/plaza/square/playground

## **Other Public and Institutional**

Day care centre  
Hospital  
Place of worship

## **Cultural and Entertainment**

### **Cultural Facilities**

Cultural centre  
Gallery/museum

### **Recreation and Entertainment, Indoor**

Amusement enterprise, indoor  
Auditorium/concert hall/theatre/cinema  
Hall rental (amended by By-law 121/2008)  
Private club, not licensed  
Sports or entertainment arena/stadium, indoor  
Studio, radio/TV/motion picture broadcast and production

### **Recreation and Entertainment, Outdoor**

Amusement enterprise, outdoor  
Camping ground  
Golf course  
Race track  
Sports or entertainment arena/stadium, outdoor

## **Commercial Sales and Service**

### **Accommodation**

Hostel  
Hotel or motel

### **Animal Sales and Service**

Animal hospital or veterinary clinic  
Kennel

### **Food and Beverage Service**

Craft brewery, distillery or winery (BL 148/2016)  
Drinking establishment  
Restaurant

### **Office**

Call centre  
Office  
Research institution

**Personal Services**

Personal services (unless otherwise listed)

Body modification establishment  
 Cheque-cashing facility  
 Funeral chapel or mortuary  
 Medical/dental/optical/ counseling clinic

**Retail Sales**

Retail sales (unless otherwise listed)  
 Auction room  
 Landscape or garden supplies  
 Supermarket

**Restricted**

Adult service or entertainment establishment  
 Pawnshop  
 X-rated store

**Billboard Signs**

Billboard, Digital Moving Copy  
 Billboard, Digital Static Copy  
 Billboard, Poster

**Private Motor Vehicle Related**

Auto/light truck/motorcycle, repair and service  
 Auto/light truck/motorcycle, sales and rental  
 Auto parts and supplies, sales  
 Car wash  
 Drive-in or drive-through  
 Fuel sales  
 Parking, structured  
 Parking, surface  
 Towing and storage facility

**Transportation, Utility and Communications****Transit and Transportation**

Airport and associated facilities  
 Bus depot  
 Commercial marina  
 Railway yard  
 Transit station

**Utility**

Utility facility, major  
 Utility facility, minor

**Industrial Uses****Industrial Service**

Auction yard  
 Contractor's establishment  
 Crematory  
 Fleet services  
 Heavy equipment sales, service, and rental  
 Landscape/garden contractor or production  
 Wholesaling

**Manufacturing and Production**

Heavy manufacturing  
 Light manufacturing  
 Mining and extraction

**Warehouse and Freight Movement**

Freight or truck yard  
 Grain elevator  
 Mini-warehouse, self-storage  
 Outside storage  
 Warehouse

**Waste and Salvage**

Garbage incineration and reduction  
 Landfill/snow dump  
 Recycling collection centre  
 Recycling plant  
 Waste transfer station  
 Wrecking and salvage yard