### Construct New - Single/Two Family Dwelling*

**Permit Application Form**

**APPLICANT INFORMATION:**

<table>
<thead>
<tr>
<th>Construction Address:</th>
<th>No.</th>
<th>Street Name</th>
<th>Unit No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td></td>
<td>Applicant Address</td>
<td>Daytime Phone No.</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
<td>Fax No.</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL INFORMATION:**

*Also used for Non-Commercial Row House Buildings*

**STANDARD DOCUMENTATION REQUIREMENTS:**

- **Plans/Documents Required**
  - 1 copy of Owner Statement (not required if owner is the applicant)
  - 1 copy of site plan @ 11” x 17” max. size
  - 1 set of construction drawings (foundation, cross section, elevations, architectural)
  - 1 copy of the Professional Designers Certificate for Housing (when Engineered Structural Plans are required or provided)

- **Site Plan**
  - Street names and lot dimensions
  - Dimensions from building to property line (building to building if applicable)
  - Projections (eaves, alcoves, canopies, wingwalls, steps, landings, decks)
  - Dimensions and locations of all approaches/driveways
  - Vehicle parking area (if no attached garage or detached garage)
  - Location of accessory structures (garden sheds, detached garages, etc.)
  - Location of downspouts and sump-pump discharge
  - Construction access other than lane (list construction equipment) - infill houses only

- **Construction Plans**
  - Building elevation to include floor-to-grade, etc.
  - Floor plans for each building level (framing, dimensions and room designations)
  - Foundation plan (fully dimensioned)
  - Cross section plan with construction details

**ADDITIONAL INFORMATION REQUIREMENTS (if applicable)**

- **Un-serviced Land**
  - Location of water well
  - Size and location of septic tank/field

- **Non-standard construction requirements**
  - Engineered beam(s) shall be submitted under the seal of a Professional Engineer
  - Engineered floor system shall be submitted under the seal of a Professional Engineer
  - Engineered foundation design shall be submitted under the seal of a Professional Engineer

- **Infill Housing**
  - Lot Grading & Site Servicing Plan

---

Personal information is collected under the authority of The City of Winnipeg Charter Act, and is used for the administration and enforcement of The City of Winnipeg Building By-law No. 4555/87. This information will be disclosed publicly in accordance with the disclosure provisions of the Province of Manitoba - Freedom of Information and Protection of Privacy Act. If you have questions about the collection, use, or disclosure of your information, contact the Corporate FIPPA Coordinator: bymail to the City Clerk’s Department, Administration Building, 510 Main Street, Winnipeg, MB, R3B 1B9; by telephone to 311; or by email to FIPPA@winnipeg.ca.

---

Please submit this completed form including all detailed plans to the Zoning & Permits Branch, Unit 31-30 Fort Street or Fax to 204-986-6347. For Fax submissions, in addition to plans, all questions and boxes must be completed.