

## Permit Application Form Detached Garages & Accessory Structures\*

\*Accessory to a Single/Two Family Dwelling or Non-Commercial Row House Building only, including:  
Carports, Storage Sheds, Gazebos, Workshops, etc.

Location of Work	Street No.:	Street Name:	Unit No.:
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**APPLICANT INFORMATION:**     Homeowner     Contractor

<b>Homeowner Information</b>	Homeowner's Name: (print)	Address: (if different from above)
	Email Address:	Daytime Phone No.:
<b>Contractor Information</b>	Company Name: (print)	Contact Person:
	Mailing Address:	Daytime Phone No.:
	Email Address:	Fax No.:

**GENERAL INFORMATION:**

Value of Construction:	Area of Structure:	Type of Construction:	<input type="checkbox"/> Detached Garage <input type="checkbox"/> Carport <input type="checkbox"/> Other structure > 10 m <sup>2</sup> (108 sq. ft.)
Is this a Standard Construction Package?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Reason for Non-Standard Construction Package:	
Structure Located to Rear of Dwelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is Construction Access Over City Property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Single Family Dwelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Includes a Secondary Suite?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Area of Secondary Suite Finished Space (Outside Dimensions):			

**FOUNDATION DESIGN:**

Foundation:	<input type="checkbox"/> New <input type="checkbox"/> Existing	Foundation Area:	<input type="checkbox"/> Less than 50 m <sup>2</sup> (538.2 sq. ft.) <input type="checkbox"/> 50 - 70 m <sup>2</sup> (538.2 - 753.5 sq. ft.) <input type="checkbox"/> Over 70 m <sup>2</sup> (753.5 sq. ft.) Professional Engineer Seal Required
Foundation Designed by Professional Engineer (Drawings Attached)?			<input type="checkbox"/> Yes <input type="checkbox"/> No

**ADDITIONAL PERMITS:**

Is there a Structure to be Demolished or Removed from the Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a Wood Burning Stove / Fireplace Being Installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be a New City Approach?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Electrical Work Being Done?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Elec. Permit by:		<input type="checkbox"/> Homeowner <input type="checkbox"/> Elec. Contractor	

**DESCRIPTION OF WORK:**

**REQUIRED DOCUMENTATION (Select all that Apply):**

Refer to *the Detached Garages & Accessory Structures* webpage for more information on requirements.

<input type="checkbox"/> 1 copy of the Owner Statement (not required if owner is the applicant)
<input type="checkbox"/> 1 copy of a surveyor's Building Location Certificate or detailed Site Plan - fully dimensioned
<input type="checkbox"/> 1 copy of construction drawings (plans & elevations) may be required if this is not a standard construction package
<input type="checkbox"/> 1 copy of a Professional Designer's Certificate for Housing if plans are sealed by an Engineer or Architect

**SUBMISSION OPTIONS:**

You may submit your application package to the Zoning & Permits Branch using one of the following options:

- Apply online at [winnipeg.ca/permitsonline](http://winnipeg.ca/permitsonline)
- Email [ppd-permit@winnipeg.ca](mailto:ppd-permit@winnipeg.ca) (PDF attachment or link to online file transfer)
- CD/DVD-ROM
- 1 hardcopy package

**DIGITAL SUBMISSION REQUIREMENTS (Select all that Apply):**

To submit your application via email, or CD/DVD-ROM, please group the applicable PDF documents as follows:

- PDF 1** Application Form, Owner Statement
- PDF 2** Site Plan or Surveyor's Building Location Certificate
- PDF 3** All Construction Plans/Drawings
- PDF 4** Professional Designer's Certificate for Housing

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: by mail 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](mailto:FIPPA@winnipeg.ca).