



## BEFORE STARTING

Have I reviewed the “GUIDE to the Commercial Alteration Design Summary”?

Do I require a Registered Architect or Professional Engineer which is skilled in the area of work concerned? (refer to Section 4 of The Guide)

If I do not require a Registered Architect and/or Professional Engineer, have I retained someone who is able to provide drawings indicating the scope of my project in a clear and professional manner? (refer to section 1.4 of The Guide)

## UNDERSTANDING THIS DOCUMENT

This document is arranged into four (4) sections, as follows:

- a) Section “I” deals with the overall building, tenant and contact information that is required for all permit applications,
- b) Section “II” deals with the actual nature of the work being carried out, to determine its complexity and whether or not a Registered Architect and/or Professional Engineers are required to be involved in the project,
- c) Section “III” outlines the specific documents that are required for all permit applications,
- d) Section “IV” deals with the contact information and additional documents required when a Registered Architect and/or Professional Engineers are involved with the project.

## RESPONSIBILITY TO FILL OUT EACH SECTION

- a) Section I must be filled out by the applicant\*\*,
- b) Section II must be filled out by the applicant\*\*,
- c) Section III must be completed by the applicant\*\* and verified for quality and completeness of submission by the Permit Technician,
- d) Section IV must be filled out and coordinated for completeness of submission by the applicant\*\*.

\*\*The applicant is understood to be either the owner, or a representative acting on behalf of the owner, proposing to undertake permitted work or occupancy on the subject premises. The applicant can be the tenant, contractor, design professional, property manager, owner or similar authorized person.

**SECTION I - Building / Tenant Information**  
(This Section must be filled out by the Applicant)

**A. Building Information**

**Address**

Street No.: \_\_\_\_\_ Street Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_

**Building Type**

- Single Storey, Single Tenant Building
- Single Storey, Multi-Tenant Building (Strip Mall, CRU's, etc.)
- Multi-Storey, Single Tenant Building
- Multi-Storey, Multi-Tenant Bldg. (Identify floor) \_\_\_\_\_ (Office Tower, Large Shopping Centre, etc.)
- Other \_\_\_\_\_

**Construction Location (Indicate all that apply)**  N/A

- Interior of Tenant Space  Interior (Public/Common Areas)
- Exterior of Building  Exterior Lot (Parking Areas, Lot Lighting)

**Tenant Area**

Tenant Floor Area: \_\_\_\_\_ ft<sup>2</sup>/m<sup>2</sup> Building Floor Area: \_\_\_\_\_ ft<sup>2</sup>/m<sup>2</sup>

**B. Tenant Use Information**

Describe previous use of the space and how the new tenant will use the space (eg. Previous Tenant - Doctor's Office to a New Tenant - Jewelry Store)

Previous Tenant Use: \_\_\_\_\_

New Tenant Use: \_\_\_\_\_

Major Occupancy Classification of New Tenant Use (see note below): \_\_\_\_\_

**Note:** A change of use from one major **building** or **occupancy classification** to another, under the Winnipeg Building By-law or which significantly affects the life safety integrity of the building (see Section II - B) may require the involvement of a Registered Architect and/or Professional Engineers. See Table at the end of the "GUIDE to the Commercial Alteration Design Summary" for a listing of Major Occupancy Building Classifications.

**C. Adjacent Tenants**  N/A

List all Adjacent Tenants (fire separation requirements vary depending on tenant uses).

1. \_\_\_\_\_

2. \_\_\_\_\_

<p><b>(Office Use Only)</b></p> <p style="text-align: center;"><b>Change of Major Occupancy or Division under the Manitoba Building Code:</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;"><b>Change of Use under the Winnipeg Zoning By-law:</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p>Permit Technician _____ Date _____</p>	
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**D. Contact Information**

**Note:** Not all fields may be applicable. Provide as much contact information as possible to ensure deficiencies or omissions are addressed to the appropriate contacts, and will not delay permit issuance.

**Note:** Contact information for Registered Architects and Professional Engineers must be provided in Section IV, if applicable.

**Property Owner/Building Owner/Authorized Property Manager** (circle one)

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP

**Applicant**
 Same as Above

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP

**Interior Designer**
 Same as Applicant  N/A

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP

**Contractor**
 Same as Applicant  N/A

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP

**Tenant**
 Same as Applicant  N/A

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP

**Additional Tenant**
 N/A

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP





**B. Identify Complex Work** (If any item is marked as Yes, a Registered Architect or Professional Engineer(s) will need to be involved in the project)\*\*

- a) Significant alterations/additions to fire safety systems (fire alarm, sprinklers, standpipes, etc.)  Yes  No
- b) Change in major occupancy classification of a Part 3 building.  Yes  No
- c) An increase or change in occupant load in assembly occupancies with an occupant load greater than 100 persons.  Yes  No
- d) Significant alterations that include changes to exits, lobbies (being used as exits) and public corridors in Part 3 buildings.  Yes  No
- e) Significant work relating to fire separations in a Part 3 building.  Yes  No
- f) Alteration of a floor space through the addition of a mezzanine, in-fill or other similar element in a Part 3 building.  Yes  No
- g) Significant alterations to the environmental separation systems, including the building envelope in a Part 3 building.  Yes  No
- h) Any changes to the structural systems of the building.  Yes  No
- 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.  Yes  No
- j) Installation of complex/specifically hazardous HVAC equipment (dust collection, fume hoods, etc.)  Yes  No
- k) Any changes of the service, distribution, high voltage systems and/or transformers in buildings where the electrical service requirements exceed 750 kVA.  Yes  No
- l) Installation and/or alteration of photoluminescent exit signs  Yes  No

\*\*The plans, drawings and related documents submitted with the application to make the alteration must be prepared, signed and sealed by a Registered Architect and/or Professional Engineer(s), as determined by the authority having jurisdiction that relate to the type of work concerned.

**C. Provide Cost of Construction** (see note below) \$ \_\_\_\_\_

**Please Note:** Declared value of construction includes total project cost similar to what will be considered as the capital assets improvements at the end of the project – to include design fees, project management fees, building construction, all sub-trades – including electrical, mechanical, plumbing, building equipment such as HVAC, fire alarms, elevators, roofing, exterior finishing, windows, painting, interior finishing, carpet/flooring, millwork and fixed cabinetry. Specialty equipment core to the occupant’s operations are typically not included in the valuation. However, items such as spray booths should be included.

**D. Sign Authorized Declaration** (provide signature to acknowledge accuracy of information and understanding of rules of occupancy provided below)

**Responsibilities of Owner/Tenant regarding occupancy after a permit has been issued**

- a) Before occupying the premises, an Occupancy Permit needs to be approved.
- b) 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>
- c) An Occupancy permit form was supplied at time the permit was issued and is also available at: <http://winnipeg.ca/ppd/permits/pdf/OccupancyPermitNotificationForm.pdf>

I declare the information provided in SECTION I & II to be a true representation of the work to be carried out under this permit application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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).

### SECTION III - Document Checklist

(Applicant to review and complete checklist to ensure a complete application)

**Be prepared to provide additional and/or digital copies of your Plans/Documents/Drawings at the request of the Permit Technician.**

**A. Required Plans (3 copies of each)**

- |  |   |  |
|--|---|--|
| a) <b>Site Plan.</b> The plan shall show all buildings on the property, parking layout with number of spaces, property dimensions, etc.                  | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |
| b) <b>Key Plan.</b> The Key plan shall show the location of the tenant space in relation to the overall building floor plan.                             | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |
| c) <b>Tenant Floor Plan(s).</b> The plan(s) shall be drawn to scale with dimensions, have room uses labelled, walls (proposed/existing/demolished), etc. | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |

**(Office Use Only)**

Document Verification

<input type="checkbox"/> OK	<input type="checkbox"/> INC
<input type="checkbox"/> OK	<input type="checkbox"/> INC
<input type="checkbox"/> OK	<input type="checkbox"/> INC
<input type="checkbox"/> OK	<input type="checkbox"/> INC
<input type="checkbox"/> OK	<input type="checkbox"/> INC
<input type="checkbox"/> OK	<input type="checkbox"/> INC
<input type="checkbox"/> OK	<input type="checkbox"/> INC
<input type="checkbox"/> OK	<input type="checkbox"/> INC
<input type="checkbox"/> OK	<input type="checkbox"/> INC

**B. Required Documents (2 copies of each)**

- |   |   |  |
|---|---|--|
| a) Cover Page & Sections I to III of this document (CADS).  | <input type="checkbox"/> Yes                              | <input type="checkbox"/> OK <input type="checkbox"/> INC |
| b) Section IV (in addition to Sections I to III) of this document (CADS), if Professionals are involved. (Including <i>BSDS</i> pages & <i>Owner Statement</i> )        | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |
| c) Special Documentation required to be submitted based on your scope of work. (See <i>GUIDE</i> for details)   | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |
| d) Letter of authorization from building owner/property manager for intended use. (Substitute the <i>Owner Statement</i> if Professionals are involved, Section IV - B) | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |
| e) Status of Title for property (with all City of Winnipeg Caveats) if exterior alterations are proposed. (Must be dated within six (6) months of application)          | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |

**C. Construction Drawings Required (2 copies of each)** When alterations made to a commercial building require a building permit, drawings specific to those alterations must be provided for all disciplines affected as part of the building permit.

- |  |   |  |
|--|---|--|
| a) Architectural Drawings (complete set of "Issued for Construction" drawings)   | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |
| b) Structural Drawings (complete set of "Issued for Construction" drawings)      | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |
| c) Mechanical Drawings (complete set of "Issued for Construction" drawings)      | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |
| d) Electrical Drawings (complete set of "Issued for Construction" drawings)      | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |
| e) Plumbing Drawings (See Page 6 of the <i>GUIDE</i> for Water & Waste drawings) | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | <input type="checkbox"/> OK <input type="checkbox"/> INC |

**If professionals are not involved or required, this is the end of the permit application.**

**(Office Use Only)**

**Application Acceptance**

**Construction requires a Registered Architect and/or Professional Engineer:**

Required, not Retained   
  Required & Retained   
  Not Required

**Application is Complete and Accepted as Submitted:**

Yes   
  Incomplete (Additional Documents Required)

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Permit Technician \_\_\_\_\_
Date \_\_\_\_\_

## SECTION IV - Building Design Summary

(This section is required to be filled out and submitted where a Registered Architect and/or Professional Engineer(s) are required or involved with the project.)

### A. Professional Contact Information

**Registered Architect**  N/A

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP

**Professional Structural Engineer**  N/A

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP

**Professional Mechanical Engineer**  N/A

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP

**Professional Electrical Engineer**  N/A

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP

**MECB Coordinating Registered Professional (CRP)**  N/A

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP

**Additional Professional**  Architect  Engineer (Struc/Mech/Elec)  Code Consultant

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax. No: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street Name City/Town Prov/State Postal Code/ZIP





**B. Professional Involvement & Document Submissions** (Applications will not be considered complete unless the appropriate professional documentation is submitted as detailed below)

**Registered Architect:**  N/A

- a) The Registered Architect is required to submit **Section IV – 1. Architectural Design Summary** of the BDS document found here: <http://winnipeg.ca/ppd/Documents/Permits/BuildingDesignSummary/Building-Design-Summary-Section4-Architectural.pdf>
- b) The document is expected to be completed to the extent applicable to the scope of design work on the project and include all pages with the final page bearing the signed and dated seal of the Registered Architect on record with the project.

(Office Use Only)

Not Required  Submitted

**Professional Structural Engineer:**  N/A

- a) The Professional Structural Engineer is required to submit **Section IV – 2. Structural Design Summary** of the BDS document found here: <http://winnipeg.ca/ppd/Documents/Permits/BuildingDesignSummary/Building-Design-Summary-Section4-Structural.pdf>
- b) The document is expected to be completed to the extent applicable to the scope of design work on the project and include all pages with the final page bearing the signed and dated seal of the Professional Structural Engineer on record with the project.

(Office Use Only)

Not Required  Submitted

**Professional Mechanical Engineer:**  N/A

- a) The Professional Mechanical Engineer is required to submit **Section IV – 3. Mechanical Design Summary** of the BDS document found here: <http://winnipeg.ca/ppd/Documents/Permits/BuildingDesignSummary/Building-Design-Summary-Section4-Mechanical.pdf>
- b) The document is expected to be completed to the extent applicable to the scope of design work on the project and include all pages with the applicable pages bearing the signed and dated seal of the Professional Mechanical Engineer on record with the project.

(Office Use Only)

Not Required  Submitted

**Professional Electrical Engineer:**  N/A

- a) The Professional Electrical Engineer is required to submit **Section IV – 4. Electrical Design Summary** of the BDS document found here: <http://winnipeg.ca/ppd/Documents/Permits/BuildingDesignSummary/Building-Design-Summary-Section4-Electrical.pdf>
- b) The document is expected to be completed to the extent applicable to the scope of design work on the project and include all pages with the final page bearing the signed and dated seal of the Professional Electrical Engineer on record with the project.

(Office Use Only)

Not Required  Submitted

**MECB Coordinating Registered Professional (CRP):**  N/A

- a) The Coordinating Registered Professional is required to submit **Section V – Manitoba Energy Code for Buildings (MECB)** of the BSDS document found here: <http://winnipeg.ca/ppd/Documents/Permits/BuildingDesignSummary/Building-Design-Summary-Section5-MECB-Declaration.pdf>
- b) The document is expected to bear the signed and dated seal of the CRP on record with the project.

(Office Use Only)

Not Required  Submitted

**Owner Statement:**

- a) The Property Owner or approved delegate is required to complete and submit **Section VI – Owner Statement** of the BSDS document found here: <http://winnipeg.ca/ppd/Documents/Permits/BuildingDesignSummary/Building-Design-Summary-Section6-OwnerStatement.pdf>

(Office Use Only)

Requested  Submitted

