

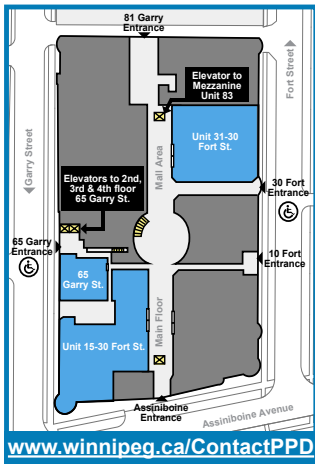


For more information contact:
204-986-5268

or



Planning, Property & Development Department
Unit 83 - 30 Fort Street
Winnipeg, Manitoba
R3C 4X7
www.winnipeg.ca/ppd



Every effort has been made to ensure the accuracy of information in this brochure. In the event of a discrepancy between this booklet and the governing City of Winnipeg By-law, the By-law will take precedence.

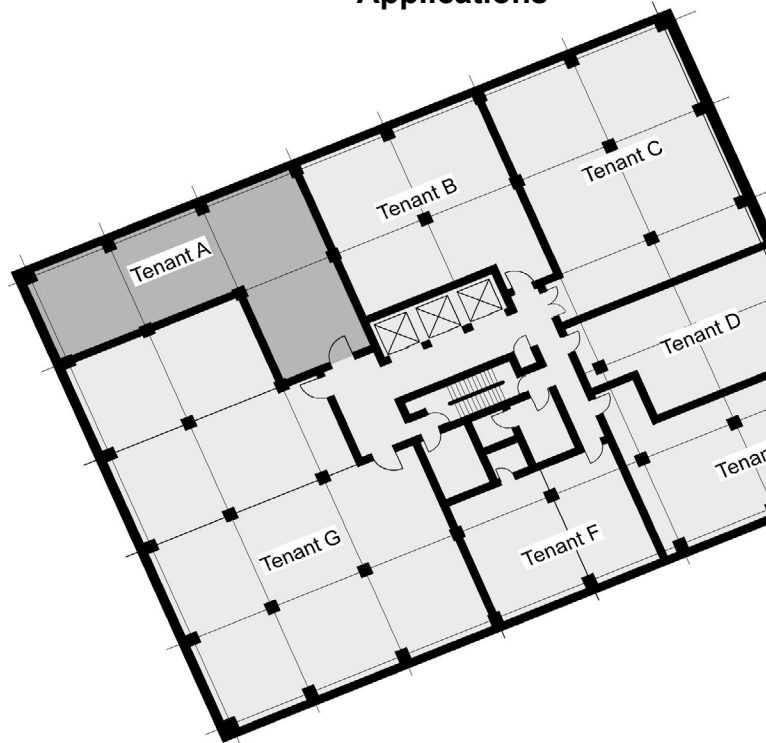
July 2018



Planning, Property
and Development
Department

MULTI-STOREY MULTI-TENANT BUILDINGS

Interior Alteration/Occupancy Applications



INTRODUCTION

Interior Alteration/Occupancy Applications comprise 60% of the applications received by the Plan Examination Branch.

A large number of these applications contain insufficient information to conduct a proper plan review, thereby requiring return visits and further time delays.

This brochure provides guidelines to ensure that the plan examiner is provided with sufficient information to commence plan examination.

Use the checklist provided. When all information is obtained, the building permit application process will go as smoothly and quickly as possible. (Keep in mind that you may have to contact the building owner for overall building floor plan information.)

Apart from what is presented on the example plans, additional information may also be required depending on the extent of the alteration work.

Examples of Additional Information That May Be Required:

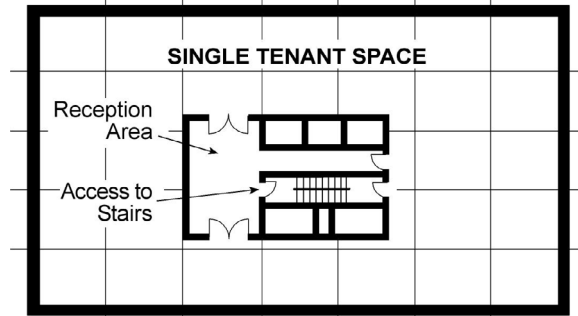
1. Structural plans with the seal of a registered Professional Engineer are required for any structural alterations, such as raised floor areas, mezzanines, new wall openings, etc.
2. For "Part 3 Buildings" an architect or professional engineer is required to seal the permit drawings, where alterations include new or modifications to fire separations, such as tenant walls, public corridors, etc.
3. Other Manitoba Building Code requirements may be applicable depending on the circumstance (electrical and mechanical).
4. Restaurants specifically need to meet additional Manitoba Building Code requirements.

OTHER CONSIDERATIONS

SINGLE TENANT ACCESS TO EXIT:

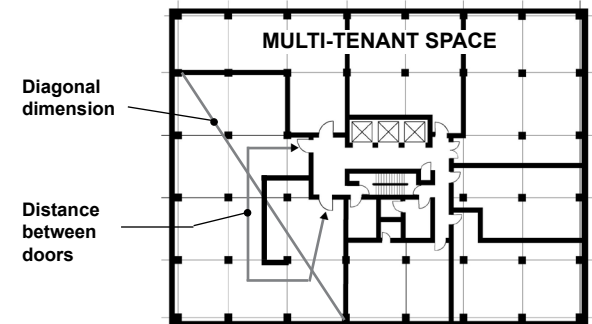
- **One** egress (exit) door must be made available for a person coming off an elevator if the remainder of the floor area is secured off when tenant space is not occupied (evenings).

Note: Tenant space must have access to two exits.



MULTI-TENANT ACCESS TO EXIT:

- **Two** egress (exit) doors are required when:
 - area or travel distance limitations for tenant space are exceeded;
 - occupant load is greater than 60 persons;
 - the occupancy is F1.
- Doors must be farther apart than the diagonal distance of the tenant space divided by two.
- The tenant space below requires two egress doors due to area limitations being exceeded. The doors are also too close together. To create the required distance between the doors of one half the diagonal dimension of the room or space, walls have been located between the doors (floor to ceiling) to act as a smoke barrier separation.

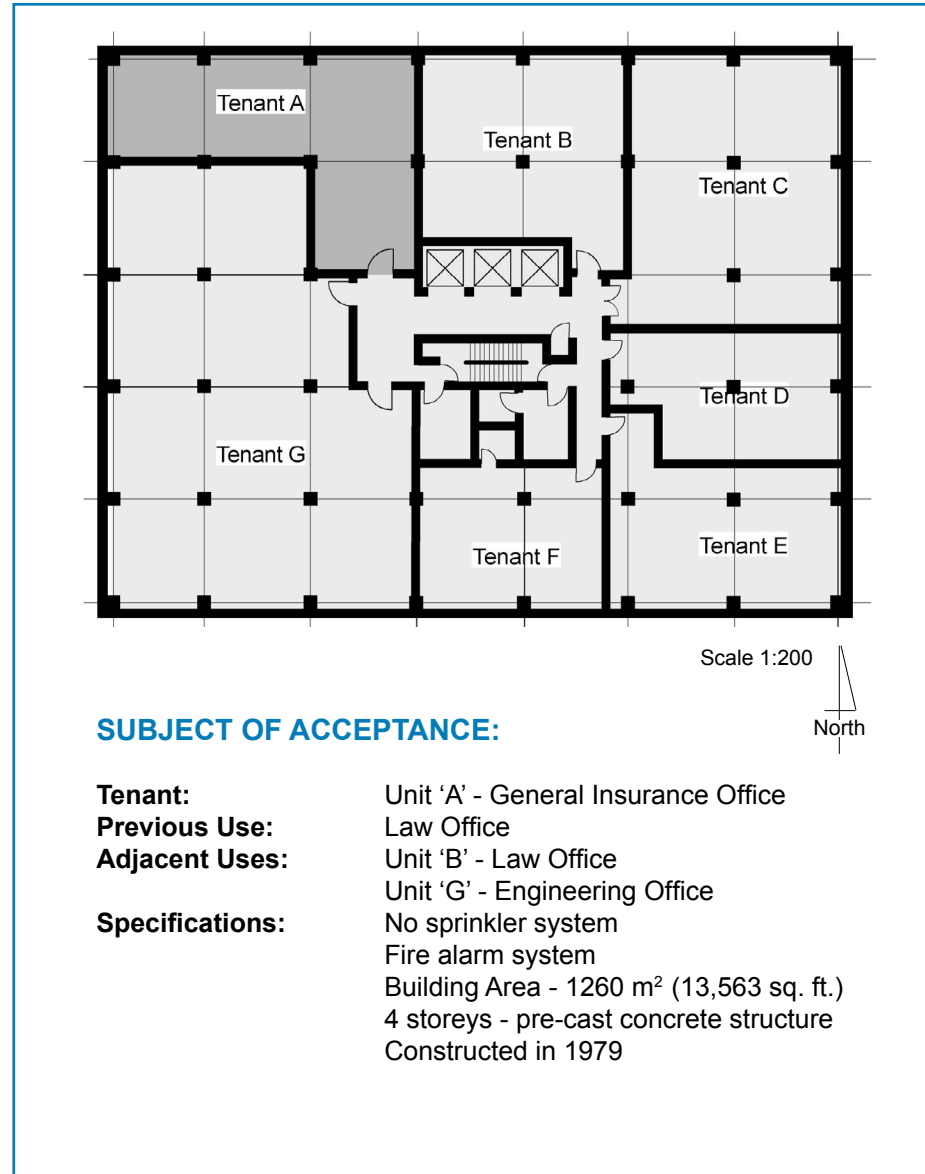


CHECKLIST

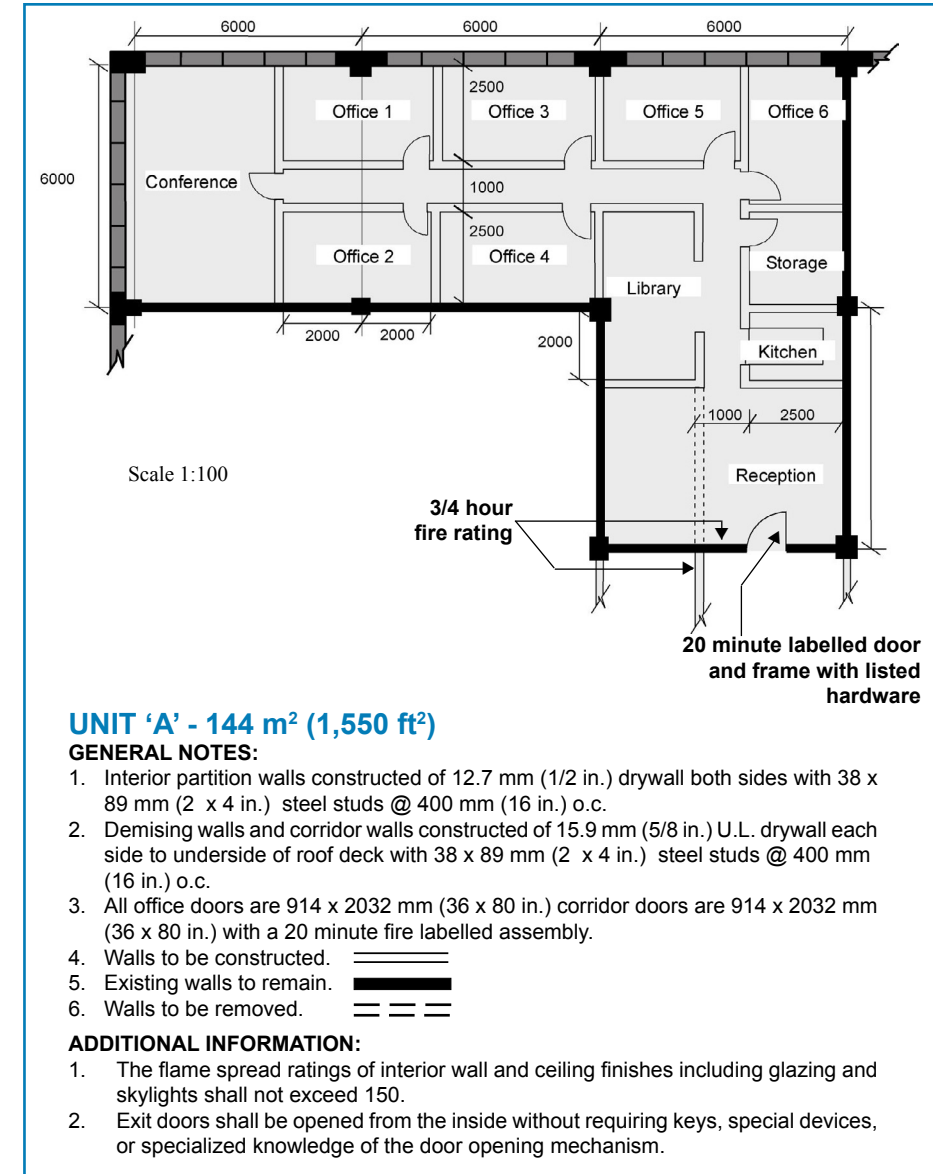
THREE COMPLETE SETS OF PLANS ARE REQUIRED INDICATING:

- Authorization from building owner/ property manager for proposed work & intended use.**
- Overall Building Plan, including:**
 - Overall building area with dimensions
 - Number of storeys
 - Year of construction
 - High rise measure (if applicable)
 - Adjacent tenants
 - Previous tenant
 - Building fire safety systems (sprinklers, standpipe, fire alarm system, emergency lighting, exit signs)
 - Type of construction (concrete, steel, wood, etc.)
- Tenant Space Floor Plan, Including:**
 - Area of rental space (metric or imperial)
 - Scale and dimensions (metric or imperial)
 - Existing walls (include types of materials)
 - Walls to be constructed (include materials)
 - Door sizes and fire ratings
 - New ceiling (if applicable include acceptable materials and testing agency assembly number)
 - Windows with glazing (include type and sizes)
- Additional Information**
 - Structural drawings
 - Electrical drawings
 - Mechanical drawings

EXAMPLES OF REQUIRED PLANS



Overall Building Floor Plan



Tenant Space Floor Plan