BUILDING AND SITE DESIGN SUMMARY

“PART 3” COMMERCIAL PROJECTS

SUBMISSION FOR AN APPLICATION TO BUILD

NEW CONSTRUCTION AND ADDITIONS

Project Name: ____________________________________________

Project Address: ___________________________________________

For Office Use Only

Folder Number: __________________________

If you have any questions, concerns or feedback regarding completion of this document, please email Martin Grady at mgrady@winnipeg.ca

It is recommended that applicants refer to the “Guide – Building Permit Submissions for Commercial Projects” for assistance in completing this document

City of Winnipeg
Planning, Property and Development Department
Unit 31 - 30 Fort Street, Winnipeg, Manitoba
Telephone: 1-204-986-5140
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section I</strong></td>
<td>Application Information</td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>General Information</td>
<td>3</td>
</tr>
<tr>
<td>B.</td>
<td>Plans and documents</td>
<td>3</td>
</tr>
<tr>
<td>C.</td>
<td>Checklist for type of Plan Submission and Permit type request</td>
<td>3</td>
</tr>
<tr>
<td>D.</td>
<td>Checklist for information submitted</td>
<td>4</td>
</tr>
<tr>
<td>E.</td>
<td>People</td>
<td>5</td>
</tr>
<tr>
<td><strong>Section II</strong></td>
<td>Site Plan Checklists</td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>General Site Plan</td>
<td>7</td>
</tr>
<tr>
<td>B.</td>
<td>Lot Grading Plan</td>
<td>9</td>
</tr>
<tr>
<td>C.</td>
<td>Site Servicing Plan</td>
<td>10</td>
</tr>
<tr>
<td>D.</td>
<td>Appendix “A”</td>
<td>12</td>
</tr>
<tr>
<td><strong>Section III</strong></td>
<td>Zoning Submission</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Development Design Summary</td>
<td>13</td>
</tr>
<tr>
<td><strong>Section IV</strong></td>
<td>Plan Examination Submission</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Building Design Summary</td>
<td></td>
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<tr>
<td>1.</td>
<td>Architectural</td>
<td>14</td>
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<td>2.</td>
<td>Structural</td>
<td>20</td>
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<tr>
<td>3.</td>
<td>Mechanical</td>
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<tr>
<td>4.</td>
<td>Electrical</td>
<td>27</td>
</tr>
<tr>
<td>5.</td>
<td>Schedule “A” (Mechanical for Shell Only permit applications)</td>
<td>31</td>
</tr>
<tr>
<td><strong>Section V</strong></td>
<td>Declaration of Professional Responsibility of the MECB Coordinating Registered Professional (CRP)</td>
<td>33</td>
</tr>
<tr>
<td><strong>Section VI</strong></td>
<td>Owner Statement</td>
<td>34</td>
</tr>
</tbody>
</table>
Section I - Application Information

This form MUST be FULLY completed and attached with the plan submission. Section I to be filled out by the applicant.

This form applies to all buildings regulated by Article 1.3.3.2 – Division A of the Manitoba Building Code (i.e. Part 3 buildings)

For Partial Permits, only shaded portions of Section IV need be completed. For explanation of permit types refer to document “Guide – Building Permit Submissions for Commercial Projects”

Failure to fully complete submission will delay processing your permit application

A  General Information

1  Street No. ______ Street Name: _________________________________________ Unit No. ______

2  Value of Construction: __________________________ Construction start date: __________________________

3  Gross Floor Areas (all floors, including basement): ____________________________ No. of Storeys: ______

B  Plans, Documents and Fee required

1  Number of Plans required

   a)  4 copies of complete construction drawings (with site plan) and 2 sets of specs

   b)  2 additional copies of architectural drawings (with site plans)

   c)  1 additional copy, if Health approval required (with site plan)

   d)  Applications for Full Permit should be complete, construction ready Contract Documents sets and be
titled ‘Contract Documents’ or ‘For Construction’. Full Permit applications where partial permit release is
requested should be titled as per above. Please note that ‘Permit Set’, ‘Tender Set’, ‘% Review’, or
‘Pricing Set’ or drawings bearing stamp ‘Not For Construction’ are not acceptable.

2  Documentation required

   a)  A current copy of status or Certificate of Title

   b)  Letter of Authorization from the owner

   c)  2 copies of the appropriately completed Building and Site Design Summary

3  Fees

   a)  Plan deposit as per Fees By-law (for construction over $100,000 dollars in construction value

C  Checklist for type of Plan Submission and Permit request: select the plan submission type

1  Full Plan Submission  (for details see 3.2 of Guide – Building Permit Submissions for Commercial Projects)

   A FULL plan submission is a complete set of final architectural, structural, civil, mechanical and electrical
drawings and site plans. Plumbing drawings will be required for the plan review by the Water and Waste
Department.

   NOTE: 1. Partial permits may be issued to allow construction to proceed before a FULL plan review has been completed.
   2. Mechanical or electrical systems such as commercial cooking operations and manufacturing processes are permitted to be
   excluded from the Full Plan Submission, however, separate permits will be required for those mechanical and electrical systems.

2  Shell Only Plan Submission  (for details see 3.3 of Guide – Building Permit Submission for Commercial Projects)

   A SHELL ONLY plan submission is a set of plans for a completed building to a shell only stage and with no
occupancy.  Note: Separate permits will be required for the development to the final stages of occupancy.

3  Partial Plan Submission  (for details see 3.4 of Guide – Building Permit Submissions for Commercial Projects)

   A PARTIAL plan submission is a set of plans that are either preliminary drawings or missing the final drawings of
either the architectural, structural, mechanical or electrical drawings. NOTE: Permits will be issued in stages
based on the extent of the finals drawings submitted for review.

   NOTE: Mechanical or electrical systems such as commercial cooking operations and manufacturing processes are permitted to be
excluded from the plan submission, however, separate permits will be required for those mechanical and electrical systems.

4  Permit Request  (indicate if partial permit is desired)

   a)  Request for a Partial Building (foundation) Permit  (for details see 3.4.(1) of Guide)

   b)  Request for a Partial Building (structural frame) Permit  (for details see 3.4.(2) of Guide)

Failure to fully complete submission will delay processing your permit application
D Checklist of information submitted

1 Design Summaries
   a) Development Design Summary *(refer to Section III of Submission for an Application to Build)*
      Fully completed (mandatory)
   b) Building Design Summary *(refer to Section IV of Submission for an Application to Build)*
      - Fully completed for Building (full) Permit *(for details see 3.2.(1) of Guide)*
      - Complete for partial Building (foundation) Permit *(for details see 3.4.(1) of Guide)* with fully completed BSDS to follow by ____________________________
      - Complete for Building (Shell Only) Permit *(for details see 3.3.(1) of Guide)*

2 Plans – Status of plan submission

Note: For a foundation permit the plans in BOLD must be submitted

1 Site Plans *(refer to Section II of Submission for an application to Build)*
   a) General site plan Final drawings
      b) Lot Grade Plan Final drawings (see note below)
      c) Sewer and Water Site Servicing Plan Final drawings (see note below)

Note: Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans

2 Construction Drawings *(refer to Section 2 of Guide)*
   a) Architectural drawings Final architectural (sealed and signed)
      Preliminary architectural
      Final drawings to follow *(fill in date) ____________________________
   b) Structural drawings Final structural (sealed and signed)
      Final foundation & prelim structural drawings
      Final drawings to follow *(fill in date) ____________________________
   c) Mechanical drawings Final mechanical (sealed and signed)
      Partial mechanical, others to follow
      Final drawings to follow *(fill in date) ____________________________
   d) Electrical drawings Final electrical (sealed and signed)
      Final drawings to follow *(fill in date) ____________________________

Signed (applicant): ____________________________ Date: ____________________________

Office Use Only: Modifications made to this Section must be initialed by the Applicant, and signed and dated below.

Modified by: ____________________________ Date: ____________________________

Failure to fully complete submission will delay processing your permit application
### Section I - Application Information cont’d

#### E. People  (applicant to complete)

<table>
<thead>
<tr>
<th>Role</th>
<th>Company Name:</th>
<th>Phone No:</th>
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<tr>
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<tr>
<td>Address:</td>
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<tr>
<td>Contractor</td>
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<td>Professional Engineer or Code Consultant</td>
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<tr>
<td>Structural Engineer (Please ensure name matches drawing seal)</td>
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<td>Mechanical Engineer (Please ensure name matches drawing seal)</td>
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<td>Electrical Engineer (Please ensure name matches drawing seal)</td>
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Section I - Application Information cont’d

E. People Is tenant information known at this time? No ☐, otherwise - please fill in details below

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<th>Tenant</th>
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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.

Failure to fully complete submission will delay processing your permit application.
**Section II - Site Plan Checklists**

NOTE: All applications for new construction and building additions must be accompanied by a well-drawn, legible, detailed site plan that matches the construction drawings submitted with the application, and the City will not begin processing the permit application until the following information is provided:

A. General Site Plan *(This checklist MUST be completed and attached to the submission)*

This General Site Plan addresses the requirements of all departments involved in plan review

<table>
<thead>
<tr>
<th>General Information</th>
<th>Yes</th>
<th>NA</th>
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<tbody>
<tr>
<td>1. North Arrow</td>
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<tr>
<td>2. Drawing scale (metric and not less than 1:500)</td>
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<td></td>
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<tr>
<td>3. Civic Address (if assigned)</td>
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<td>4. Legal Description</td>
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<tr>
<td>5. Street names</td>
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<tr>
<td>6. Property lines, lot lines and all adjacent public rights-of-way</td>
<td></td>
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<td>7. Lot Dimensions</td>
<td></td>
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<td>8. Total lot area</td>
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<tr>
<td>9. Construction access route(s) (indicated)</td>
<td></td>
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<tr>
<td>10. Existing structures with dimensions and offsets/setbacks from property lines</td>
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<td>11. Proposed structures, with dimensions and offsets/setbacks from property lines</td>
<td></td>
<td></td>
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<tr>
<td>12. Access routes / lanes for fire fighting</td>
<td></td>
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<tr>
<td>13. Indicate site-surfacing material and show all curbs, wheel stops, parking fences and lighting. <em>(Refer to Part 5: Development and Design Standards of Zoning By-law No. 200/2006 or Section 230 of Downtown Zoning By-law No. 100/2004.)</em></td>
<td></td>
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<tr>
<td>14. Dimensions of all projections (i.e. eaves, steps, landings, architectural features.)</td>
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<td>15. Garbage enclosure(s)</td>
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<td>16. Proposed on-site lighting</td>
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<td>17. Proposed signage</td>
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<tr>
<td>18. Dimensions, location and type of surface of existing and proposed approaches, aisles/driveways, vehicle parking areas, loading, storage, etc.</td>
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<td>19. Proposed and existing private sidewalks with dimensions</td>
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<tr>
<td>20. Accessory structures (e.g. booths, fences, parking lots, planters, retaining walls, curbing, lamp standards, free standing signs, awnings, etc.) with dimensions and offsets/setbacks from property lines</td>
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### A. General Site Plan cont’d

<table>
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<tr>
<th>Number</th>
<th>Description</th>
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<tr>
<td>21.</td>
<td>Indicate total number of parking spaces. Spaces must be 9 ft. wide x 20 ft. deep, or 10 ft. wide if abutting a wall or a fence. (Refer to Tables 5-9, 5-10, and 5-12 of Zoning By-law No. 200/2006 or Section 230 of Downtown Zoning By-law No. 100/2004).</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>22.</td>
<td>Indicate total number of bicycle parking spaces. (Refer to Section 169 of Zoning By-law No. 200/2006)</td>
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<tr>
<td>23.</td>
<td>Indicate total number of loading spaces. Spaces must be 12 ft. wide x 33 ft. deep, or 50 ft. deep depending on use and floor area. (Refer to Tables 5-13 and 5-14 of Zoning By-law No. 200/2006 or Section 240 of Downtown Zoning By-law No. 100/2004).</td>
<td>☐</td>
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</tr>
<tr>
<td>24.</td>
<td>Indicate all landscaping areas and identify material e.g. grass, trees, shrubs, ornamental paving, etc. (Refer to Sections 188 to 193 of Zoning By-law No. 200/2006 or Sections 230 and 250 of Downtown Zoning By-law No. 100/2004).</td>
<td>☐</td>
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<tr>
<td>25.</td>
<td>For automobile sales, vehicle display areas shall be shown indicating surfacing and type of fencing (post and chain or bumper guard)</td>
<td>☐</td>
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<tr>
<td>26.</td>
<td>Vent racks and underground storage tanks complete with fuel re-filling areas</td>
<td>☐</td>
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<tr>
<td>27.</td>
<td>Storage Compounds with the surfacing indicated and the type and height of fencing around the compound.</td>
<td>☐</td>
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<tr>
<td>28.</td>
<td>Proposed surface alterations and enhancements or improvements in the public right-of-way including all landscaping, ditch modifications, and proposed hard surfacing. (Refer to Appendix “A”)</td>
<td>☐</td>
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</tr>
<tr>
<td>29.</td>
<td>Location of any proposed structures, portions of structures or services in the public right-of-way, including utility service connections. (Refer to Appendix “A”).</td>
<td>☐</td>
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</tr>
<tr>
<td>30.</td>
<td>Construction equipment site access and site protection (e.g. temporary chain link fencing)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>31.</td>
<td>Areas of the public right-of-way that will be encumbered, occupied or obstructed as a result of the proposed construction, including the installation of any hoarding, fencing, covered walkways, piles or shoring, or any portion of a construction crane that occupies or projects into the right-of-way. (Refer to Appendix “A”)</td>
<td>☐</td>
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</tbody>
</table>

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**Signed:** ___________________________  **Dated:** ___________________________

*(Applicant)*

**Applicant Phone number:** ___________________________  **Email:** ___________________________

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**Office Use Only:**

*Modifications made to this Section must be initialed by the applicant, and signed and dated below:*

**Modified by:** ___________________________  **Date:** ___________________________
Section II - Site Plan Checklists cont’d

B. Lot Grade Plan  (This checklist MUST be completed and attached to the submission).

Note: Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans.

The City will not begin processing the permit application until the following information is provided:

1. Lot grading plan(s) prepared and sealed by a Professional Engineer, Landscape Architect, or Architect in accordance with the Lot Grading By-law.
2. Indicate civic address and legal description of the property
3. Drawing scale must be (in metric and not less than 1:500) Include North arrow
4. Indicate project location with reference to adjoining streets (street names) or dimensions to street corners at mid-block locations
5. Mark legal dimensions of all property lines and total gross area
6. Show building location(s) and distances to other buildings, property lines, driveways, etc.
7. Show existing and proposed geodetic lot grade elevations (in metric) both on the site and on adjacent property, public right-of-ways, easements, including all property corners, along all lot lines, swales and other drainage features, plus entrances to buildings and proposed finished floor elevations.
8. Mark drainage patterns indicated by flow arrows and slopes (described in percentages) for all swales and other areas within the property.
9. Indicate location of roof drain downspouts, rainwater leaders and sump pump discharge outlets (Note – rainwater leaders and sump pump outlets are not permitted to discharge onto adjacent property. All storm water must discharge onto the subject property).
   - If sump pit not applicable based on the building design, indicate not applicable
10. Include dimensions and locations of all paved or impervious areas such as parking lots, lanes, driveways, sidewalks, curbs and gutters, roofs, etc.
11. Indicate catch basin locations (existing and proposed) with rim and invert elevations including location of sewer (land drainage) connections.
12. Mark distances to flood line if development is located within the designated Floodway Fringe Area
13. Indicate Flood Protection Level (FPL) if development is located within the designated Floodway Fringe Area
14. Indicate size, location, and configuration of private approaches off of public right-of-ways including slopes described in percentages
15. Indicate size and location of solid waste containers, external enclosures and interior waste storage facilities
   - Containers must provide sufficient solid waste (garbage and recycling) storage capacity for the property
   - Collection vehicles must be able to safely access and service the containers

For questions and/or additional information contact:  Water and Waste Department
Customer Technical Services Branch
110-1199 Pacific Avenue
Winnipeg, Manitoba  R3E 3S8
Phone: (204) 986-3484

Responsibility of the Designer: Professional Engineer, Landscape Architect, or Architect completing this form (include seal)

Affix Seal with signature and date
Phone number: ___________________________  Email: __________________________________________________________

Failure to fully complete submission will delay processing your permit application.
Section II - Site Plan Checklists cont’d

C. Site Servicing Plan  (*This checklist MUST be completed and attached to the submission*).

**Note:** Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans.

The City will not begin processing the permit application until the following information is provided:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Site Servicing Plan(s) prepared and sealed by a Professional Engineer experienced in municipal design works (Municipal Engineer preferred).</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Show size and location of sewer (waste water and/or land drainage) and water (domestic, fire or combined fire/domestic) service connections, fire hydrants, and siamese connections, including percent slope and connection details (i.e. – connection type, invert elevations, etc.) to the common mains. Wastewater and land drainage connections shall be separate connections to the common sewer mains.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Indicate size and location of all existing services (sewer and water) not planned for re-use which are then to be abandoned in accordance with the City of Winnipeg Standard Construction Specifications</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Indicate size, location, and material type of common sewer and water mains and other underground utilities in the street or easement(s).</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Indicate the size, location, and configuration of storm water control devices including overflow locations. Properties greater than 1,000 m² must be serviced with an internal land drainage system including catch basin(s). (Normally, sites less than or equal to 1,000 m², with no potential for future expansion may be drained overland through private approach). Note – See Mechanical Site Servicing section (item 2) if roof storage is applicable.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Site design criteria (storm water runoff) must be controlled in accordance with the Sewer By-law. Runoff rates to be restricted to the 5 year City of Winnipeg design storm using a “c” value coefficient. The “c” value coefficient will be supplied by the Water and Waste Department and must be obtained in advance. (Contact 204-986-3484). Site must be able to store, up to and including, a 1 in 25 year design storm event. In areas where gravel parking lots are permitted, the same storm water control conditions shall apply. Storm water management design/calculations must be stamped by a Professional engineer. Refer to MacLaren Manual (1974). <em>(<a href="http://winnipeg.ca/waterandwaste/pdfs/drainageFlooding/MaclarenDrainageCriteriaManual.pdf">http://winnipeg.ca/waterandwaste/pdfs/drainageFlooding/MaclarenDrainageCriteriaManual.pdf</a>)</em></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>The maximum depth and extent of ponding (not to exceed 0.3 metres of depth on paved surfaces) for a 1 in 25 year City of Winnipeg design storm. 25-year ponding limit to be indicated on the drawings.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>The size, location, and configuration of drainage safety features must be constructed in accordance with City of Winnipeg Culvert and Drainage Inlet/Outlet Safety Guidelines</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Construction note (recommended) indicating services are to be installed in accordance with latest revision of the City of Winnipeg Standard Construction Specifications</td>
<td></td>
</tr>
</tbody>
</table>

**Responsibilities of the Designer:**

Engineer completing this form (include seal)

_______________________________
Affix Seal with signature and date

Phone number: ___________________________  Email: ___________________________________________________

D. Mechanical Site Servicing  Yes  N/A

Failure to fully complete submission will delay processing your permit application
1. Show isolation details of water meter (including location(s) proposed for multiple metering) and meter by-pass c/w backflow prevention, inter-connections, location and layout. Include fixture count on the drawing indicating the total number of fixtures by type and quantity. NOTE: If you are not providing the fixture count with your initial plan submission, you must send that information directly to the Water and Waste Department, 110-1199 Pacific Avenue, Attention: Customer Technical Services Branch in advance of requiring a water meter installation.

2. Indicate size, location and type of roof drains where roof storage is used to restrict peak discharge rates or where roofs exceed 1,000 m².

3. Provide estimated peak wet weather and dry weather wastewater flows along with calculations, prepared and stamped by a professional engineer registered in Manitoba. Residential wastewater flows shall be calculated based on the population density method as outlined on the City’s Website at: [http://winnipeg.ca/waterandwaste/dept/wastewaterFlow.stm](http://winnipeg.ca/waterandwaste/dept/wastewaterFlow.stm).

4. Indicate size and location of grit interceptors. Grit interceptors shall be constructed for all indoor parking and loading area applications in accordance with the Sewer By-law. Interceptors installed in indoor areas shall be connected to the building’s internal wastewater sewer system
   
   (a) is large enough to retain sand or grit during any 24-hour period at peak flow; and
   
   (b) has a volume of at least 0.6 cubic metres, measured below the invert of the overflow.

5. Indicate size and location of oil interceptor device(s). Note – in accordance with the Sewer By-law, an oil interceptor device is required where a property discharges or is likely to discharge motor oil to the wastewater sewer system. (Examples – oil change repair businesses, vehicle repair garage stations, buildings with a hydraulic elevator system). Refer to our web-site for more information and examples of typical oil interceptor devices. [http://winnipeg.ca/waterandwaste/dept/elevatorReq.stm](http://winnipeg.ca/waterandwaste/dept/elevatorReq.stm)

6. Elevator details for oil.

**Section II - Site Plan Checklists cont’d**

For questions and/or additional information contact:

Water and Waste Department  
Customer Technical Services Branch  
110-1199 Pacific Ave  
Winnipeg, Manitoba R3E 3S8  
Phone: (204) 986-3484

**Responsibilities of the Designer:**

Engineer completing this form (include seal)

_______________________________  
Affix Seal with signature and date

Phone number: ___________________________  Email: _______________________________________________
E. Appendix A – Site Plans (Approaches)  SUPPLEMENTARY INFORMATION

1. The Private Approaches By-law No. 6546/95 regulates the location, dimensions, and material types. An approval is required for new private walks and approaches or for relocating or widening existing private walks and approaches. A construction permit is required prior to the construction of private walks and approaches.

2. The City of Winnipeg Standard Construction Specifications which are available in Adobe Acrobat (pdf) format @ http://www.winnipeg.ca/matmgt, are applicable to work in the public right-of-way including private walks and approaches.

3. Permission to construct and maintain an encroachment must be obtained independently from the Building Permit Approval. Encroachment applications are received at the following office:
   Planning, Property and Development Department
   Zoning and Permits Branch
   Unit 31 – 30 Fort Street
   Winnipeg, MB  R3C 4X7

   For further information, call 986-5140

4. A ‘Use of Streets’ permit will be required where any portion of a street (public right-of-way) is encumbered, obstructed or occupied. See sections 4.06, 4.07, 4.08, 4.09 & 4.10 of the Streets By-law No 1481/77.

5. Cutting, breaking, tearing or removing of a road surface, or excavating within the right-of-way requires the City’s permission, an excavation permit and the payment of street cut repair fees prior to commencing any work. Only Contractors licensed by the City are permitted to work within the City’s right-of-way. See sections 4.06, 4.07, 4.08, 4.09 & 4.10 of the Streets By-law, Sewer By-law and Water By-law.

6. For any work within the street right-of-way (not including private sewer and/or water service connections) drawings must be submitted to the City of Winnipeg, Underground Structures Branch to obtain approval for construction.
Section III – Zoning Branch Submission

DEVELOPMENT DESIGN SUMMARY

PROJECT: ____________________________________________

(This form MUST be fully completed and attached to the submission.)

1. Legal Description

________________________________________________________________________________________________


3. Existing or previous use(s):

________________________________________________________________________________________________

4. Proposed use(s): (Note: The existing and proposed uses are needed to determine if more or less parking spaces are required.)

________________________________________________________________________________________________

5. Existing floor area (all floors): _______________________ New floor area (all floors): ______________________

6. Parking stalls: Required _____ Provided _____ Parking surface (specify) ________________________

7. Loading spaces: Required _____ Provided _____ Loading space dimensions: _______________________

8. Variance: ______________________________________

Conditional Use: ______________________________________

9. Zoning Agreements: _____________________________

Other Approvals _______________________________

10. Total Main Floor: __________ sq. m. Lot area: __________ sq. m. Maximum lot coverage per bylaw: ______ %

11. Lot Coverage (provided):  ______________ /  ______________ =  ______________%

Main floor area       Lot area        Lot Coverage

12. Total area (all floors): _______ sq. m. Lot Area: _______ sq. m. Maximum floor area ratio per bylaw:

13. Floor area ratio (provided):  ______________ /  ____________ =  _______________

Total building area  Lot area       Floor area ratio

14. Building Height (metres) Required _______ m Provided _______ m

15. Front: Required _______ m Provided _______ m Sides: Required _______ m Provided _______ m

16. Corner: Required _______ m Provided _______ m Rear: Required _______ m

17. Encroachments: □ Yes □ No If Yes specify type: ______________________________________

18. Street edge landscaping – refer to Sections 190(2) to 190(4) Required □ Provided □ N/A □

19. Foundation landscaping – refer to Section 190(5) Required □ Provided □ N/A □

20. Parking lot interior landscaping – refer to Section 190(6) Required □ Provided □ N/A □

21. Site and Rear side edge buffering – refer to Section 190(7) Required □ Provided □ N/A □

22. Buffering of Parking & Loading areas – refer to Sections 190(8) & (9) Required □ Provided □ N/A □

23. Design Standards – refer to Sections 205 to 210 Required □ Provided □ N/A □

Signed: _________________________________ Date: _________________________________

(Applicant, Architect, Landscape Architect, Surveyor, Other Qualified Professional)

Office Use Only:
Modifications made to this Section must be initialed by the Applicant, and signed and dated below:

Modified by: _________________________________ Date: _________________________________

Failure to fully complete submission will delay processing your permit application
Section IV – Plan Examination/Fire Prevention Branches Submission

Building Design Summary  PROJECT: _______________________________________________________

General Information:
1. This form MUST be fully completed, including the seals of the respective design professionals, and attached to the submission. When necessary, additional analyses shall be provided and included with this Submission.
2. All references in Building Design Summary refer to the Manitoba Building Code.
3. Please indicate all items that are not applicable.
4. For partial (foundation) permit, for Part 3 section of form, only boxed areas must be completed with the initial submission.

The City will not begin processing the permit application until the following information is provided:

1. ARCHITECTURAL DESIGN SUMMARY

1.1 Fire Protection, Occupant Safety and Accessibility (MBC Part 3 – Division B)

MBC Section 3.1 – General

| a. Major occupancy classification (3.1.2): ____________________________________________________________________________ |
| (Note: for multi-use/storey buildings, more than one major occupancy classification may be necessary) |
| b. Other intended occupancy group(s): ____________________________________________________________________________________ |
| c. Building Area(s): (square metres) (Note: for additions, both new and existing areas must be included): ___________________ |
| d. Building Height: (Number of storeys) ___________________ Facing number of streets: ___________________ |
| e. Building is sprinklered □ Yes □ No |
| f. Firewall(s): ______ hr Fire Separation Location (grid line) _____________________________________________ |
| g. High Building (3.2.6) □ Yes □ No If Yes, additional analysis included (check) □ |
| h. Alternative Solution(s): □ Yes □ No If yes, see attachment □ |
| i. Design Occupant Load(s) (3.1.17): (specify occupant loads for various spaces when applicable) |

MBC Section 3.2 – Building Fire Safety

3.2.2 – Building Size and Construction Relative to Occupancy

| a. Construction article(s) (select from articles 3.2.2.20 to 3.2.2.88) ____________________________________________________________________________ |
| (Note: for multi-use, multi-storey buildings, more than one classification or construction article may be necessary) |
| b. Construction: □ Non-combustible OR □ Non-combustible or combustible construction, used singly or in combination |
| c. Floor assembly above basement (see 3.2.1.4 & 3.2.1.5) ___________________ (hr) fire separation (FS) |
| d. Crawl space (see 3.2.2.9) ___________________ (hr) FS |
| e. Other floor assemblies ___________________ (hr) FRR |
| f. Mezzanine assemblies ___________________ (hr) fire-resistance rating (FRR) |
| g. Roof assembly ___________________ (hr) FRR |
| h. Roof assembly (see 3.1.14.2) ___________________ |
| i. Load bearing beams and columns ___________________ (hr) FRR |
| j. Fire blocks (attic - 3.1.11.5, crawl space - 3.1.11.6) ___________________ |

Failure to fully complete submission will delay processing your permit application
1. ARCHITECTURAL DESIGN SUMMARY cont’d.

3.2.3 – Spatial Separation  [Note: See Tables 3.2.3.1. A to E and Sentences 3.2.3.7.(1) & (2)]

<table>
<thead>
<tr>
<th>Wall</th>
<th>Limiting Distance (LD)</th>
<th>Exposing Building Face (EBF)</th>
<th>Unprotected Openings (Allowable)</th>
<th>Unprotected Openings (Actual)</th>
<th>FRR</th>
<th>Construction</th>
<th>Cladding</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Wall</td>
<td></td>
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<tr>
<td>South Wall</td>
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<tr>
<td>East Wall</td>
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<td>West Wall</td>
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</tr>
</tbody>
</table>

Supplementary calculations attached □ Yes

3.2.8 – Mezzanines and Opening through Floor Assemblies
(Note: Mezzanine(s) – Sentence 3.2.8.2.(1) and see also Sentences 3.2.1.1.(3) to (7))

<table>
<thead>
<tr>
<th>Type</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open mezzanine (max. 40%)</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Enclosed mezzanine (max. 10%)</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Interconnected floor space — (Sentence 3.2.8.2.(6).)</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Interconnected floor space — (Articles 3.2.8.3 to 3.2.8.9)</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

MBC Section 3.3 – Safety within Floor Areas

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suite separation (3.3.1.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major occupancy separation (Table 3.1.3.1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public corridor separations (3.3.1.4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dead-end corridor [3.3.1.9.(7)] – Maximum 6 m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suite egress (3.3.1.5) – No. of egress doors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transparent /glass doors and partitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janitor’s room (3.3.1.21)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common laundry rooms (3.3.1.22)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welding and cutting rooms (3.3.1.25)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair garage (3.3.5.5) 2 hr FS</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Storage garage (3.3.5.6) 1.5 hr FS</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Failure to fully complete submission will delay processing your permit application
1. ARCHITECTURAL DESIGN SUMMARY cont’d.

m. Storage of dangerous goods (3.3.6) □ Yes □ N/A

n. Flammable and combustible liquids □ Yes □ N/A

o. Other hazardous processes □ Yes □ N/A

p. Additional occupancy requirements (see Subsections 3.3.2 to 3.3.6) – (specify)

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

MBC Section 3.4 – Exits

a. Minimum two exits [3.4.2.1.(1)] required. Number of exits provided ______________________ (specify number)

b. Mezzanine exits/egress stairs (3.4.2.2) __________________________________________________________

c. Distance between exits (3.4.2.3) = _____ m > 1/2 Diagonal _____ m

d. Travel distance (3.4.2.5) = _____ m

e. Exit (3.4.4.1) ______ (hr) FS

f. Exit lobby (3.4.4.2) ______ (hr) FS

g. Exit capacity (3.4.3.2) – stair (width) __________ mm capacity: __________ mm/person

h. Number of persons/exit: __________________________________________________________

i. Exit capacity (3.4.3.2) – door (width) __________ mm capacity: __________ mm/person

j. Number of persons/exit: __________________________________________________________

k. Horizontal exit (3.4.1.6 and 3.4.6.10). □ Yes □ No

l. Exit schematic provided (optional) □ Yes □ No

m. Additional information: __________________________________________________________________________

_____________________________________________________________________________________________________

MBC Section 3.5 – Vertical Transportation

a. Elevator shaft (3.5.3.1) ____________________ (hr) FS

b. Elevator machine room (3.5.3.3) ____________________ (hr) FS

c. Elevator size (3.5.4.1) - see appendix A __________ mm X __________ mm

MBC Section 3.6 – Vertical Service Space

a. Service (furnace) room (3.6.2.1) ____________________ (hr) FS

b. Service (other) room(s) (3.6.2.1) ____________________ (hr) FS

c. Incinerator room(s) (3.6.2.4) ____________________ (hr) FS

d. Refuse (garbage) storage room(s) (3.6.2.5) ____________________ (hr) FS

MBC Section 3.7 – Washrooms Fixtures (See Subsection 3.7.2 and Tables 3.7.2.2 A to C)

a. Residential occupancy – 1 washroom/suite □ Yes □ N/A

b. Occupant load/sex = __________ /2 = __________ /sex

c. Female: Water closet: Number required = __________ Number Provided = __________

d. Lavatory: Number required = __________ Number Provided = __________

e. Male: Water closet: Number required = __________ Number Provided = __________

f. Lavatory: Number required = __________ Number Provided = __________
1. ARCHITECTURAL DESIGN SUMMARY cont’d.

MBC Section 3.8 – Barrier-Free Design

a. Barrier-free protection (3.3.1.7) – (specify type) ______________________________________________ or □ N/A
b. Barrier-free path of travel provided throughout the building (3.8.2.1) □ Yes
   □ N/A
c. Barrier-free access to upper floor(s) by elevator (3.8.2.1) □ Yes □ N/A
d. Barrier-free washrooms are provided (3.8.2.3) □ Yes
   □ N/A
e. Public entrance doors equipped with power door operators [3.8.3.3.(5)] □ Yes □ N/A

Building Code Electrical Life Safety Systems

a. 3.2.4 – Fire Alarm and Detection Systems: Fire alarm is required □ Yes □ No
b. 3.2.7 – Emergency Lighting: Emergency lighting is required □ Yes □ No
c. 3.4.5 – Exit Signs: Exit signage is required. □ Yes □ No

Fire Paramedic Service – Fire Prevention Branch – MBC/MFC

3.2.5 – Provisions for Fire Fighting

a. Access for fire fighting provided to basement, above grade storeys, roof □ Yes □ No
b. Access routes provided for firefighters vehicles, including turnaround □ Yes □ No
c. Location of hydrants indicated. □ Yes □ No
d. Standpipe system is required (see 3.2.5.8 and Table 3.2.5.8.) □ Yes □ No
e. Sprinkler system fire department connections indicated □ Yes □ No
f. Standpipe system fire department connection indicated. □ Yes □ No
g. Other conditions______________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________

1. 2 Environmental Separation (MBC Part 5)

MBC Section 5.3 – Heat Transfer

a. Placement and types of primary insulation layers in environmental separations (Describe)________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________

MBC Section 5.4 – Air Leakage

a. Air-barrier systems utilized (Describe)________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________

MBC Section 5.5 – Vapour Diffusion

a. Vapour barrier materials used and location (Describe)________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________

MBC Section 5.6 – Precipitation

a. Roofing and flashing systems (Describe)________________________________________________________________________
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________

Failure to fully complete submission will delay processing your permit application
b. Drainage and disposal systems (Describe) _______________________________________________________________

MBC Section 5.7 – Surface Water

a. Methods used to control surface water (Describe) _________________________________________________________

_________________________________________________________________________________________________

MBC Section 5.8 – Moisture in the Ground

a. Methods used to control moisture in the ground (describe) __________________________________________________

_________________________________________________________________________________________________

b. Penetration of service elements __________________ _____________________________________________________

________________________________________________________________________________________________

c. Methods used to accommodate penetrations by windows, doors, electrical services, mechanical services, etc.
   (Describe) ________________________________________________________________________________________
   __________________________________________________________________________________________________

MBC Section 5.9 – Sound Transmission (for dwelling units)

a. Walls ___________________________________________________________________________________________

b. Floors __________________________________________________________________________________________

________________________________________________________________________________________________

Professional Certificate

This certificate is both applicable and limited to the scope of work defined in the plans and drawings under my seal and signature.

In submitting sealed plans for demolition or construction associated with this project, I am making the following statements:

- I am an architect or engineer entitled to practice as such in the Province of Manitoba and am competent to design and review the plans submitted under my seal.
- I am aware that the City of Winnipeg will rely upon the plans signed and sealed by me and upon this certificate, and will not conduct any plan examination or plan inspection of the plans except by way of possible screening for completeness or audit for code compliance, as they relate to the current editions of the Manitoba Energy Code for Buildings (MECB), the Canadian Electrical Code – Part I, as adopted and varied by the Winnipeg Electric Bylaw, and the following provisions of the Manitoba Building Code (MBC), Division B:
  - Section 3.7 – Health Requirements
  - Section 3.8 – Barrier-Free Design
  - Part 5 – Environmental Separation
  - Article 6.2.2.1. – General ventilation requirements
  - Part 7 – Plumbing Services
- I recognize that, if the City becomes aware that the attached plans are not complete or fail to comply with the Winnipeg Electrical By-law or the Winnipeg Building By-law, which includes the applicable edition of the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Fire Code, and the Manitoba Plumbing Code, the City may provide this information to the Manitoba Association of Architects (MAA) or the Association of Professional Engineers and Geoscientists of Manitoba (APEGM) by way of a complaint or otherwise.
- I understand that any negligence, misrepresentation or falsification of facts contained in this certificate or in the plans under my seal may result in a finding of legal liability against me. I understand that the City of Winnipeg does not accept responsibility for any errors and omissions in the sealed plans.
- I further understand that the City of Winnipeg recommends that I periodically review my professional liability exposures, including those posed by potential third party claims, and that I carry an appropriate level of insurance. I understand that this review should include this specific project, including the building’s occupancy type and classification, value, size and complexity, the extent of my professional involvement with it, and the City of Winnipeg’s reliance on my certificate.
- NOTE: PERIODIC REVIEWS. The architect or engineer submitting the drawings must complete (or have a suitably qualified person reporting to him or her complete) periodic reviews of the project at appropriate stages of construction, and must be prepared at the completion of the work to sign and seal a letter of certification on the project, unless the architect or engineer a. obtains written acknowledgement by the City that Manitoba Building Code Division C - 2.2.2.3. and 2.2.7.2., the Winnipeg Electrical By-law Subrule 2-000(1) and the Winnipeg Building By-law 4555/87 subsection 5.1 do not apply to the project, and
   b. indicates on his or her drawings that he/she does not intend to be involved in construction reviews

Please note: The fact that the City has acknowledged that periodic reviews are not required for its purposes does not relieve the professional from any construction reviews that may be required by professional regulatory bodies or client contracts.
By affixing my seal, I am representing that:

- I am fully aware of the provisions of the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Fire Code and the Manitoba Plumbing Code that are applicable to these plans and drawings;
- I have applied a professional standard of care to ensure compliance of these plans and drawings with the applicable provisions of these Codes.

Affix seal with signature and date
2. STRUCTURAL DESIGN SUMMARY  PROJECT: ________________________________

Structural (MBC Part 4) – For all permits and permit stages, this page MUST be FULLY completed.

MBC Section 4.1 – Structural Loads and Procedures
a. Design loads indicated on drawings, snow, live, wind, etc. (Note: see Subsection 5.2.2) ☐ Yes
b. Other effects/loads indicated on drawings ☐ Yes

MBC Section 4.2 – Foundations
a. Subsurface investigation (soils) report included ☐ Yes ☐ No

MBC Section 4.3 – Design Requirements for Structural Materials
Material reference standards indicated: (check all applicable references)

c. Concrete: CSA A23.3, “Design of Concrete Structures” ☐
e. CSA S136, “Cold Formed Steel Structural Members” ☐
f. Others – if applicable ☐

Shop Drawings (Div.C-2.2.7.3.)
Note: Documents listed below will be submitted prior to installation, if applicable ☐ Yes ☐ N/A

a. Rigid steel frame, including design summary sheet ☐ ☐
b. Open web steel joists ☐ ☐
c. Structural connections ☐ ☐
d. I-Joists, open-web wood joists, etc. ☐ ☐
e. Roof trusses, including girder trusses ☐ ☐
f. Glulam/Structural Composite Lumber (SCL) beams ☐ ☐
g. Hollow-core slabs ☐ ☐
h. Pre-cast structural members ☐ ☐
i. Stairs, handrails and guards ☐ ☐
j. Others – if applicable ☐ ☐

Professional Certificate
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b. indicates on his or her drawings that he/she does not intend to be involved in construction reviews

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• I have applied a professional standard of care to ensure compliance of these plans and drawings with the applicable provisions of these Codes.
3. MECHANICAL DESIGN SUMMARY

PROJECT: ____________________________________

3.1 Heating, Ventilating and Air-Conditioning (MBC Part 6)

NOTE: Mechanical systems, such as commercial cooking operations and manufacturing processes, are permitted to be excluded from the Full or Partial Plan Submission, however, separate permits will be required for those mechanical systems.

MBC Section 6.2 Design and Installation

MBC Subsection 6.2.2 Ventilation

ASHRAE 62 □ Other _______________ (specify)

a. Use(s): ________________________________ □ Yes
b. Rate(s): ________________________________ □ Yes
c. Occupant Load(s): __________________________ □ Yes
d. Ventilation capacity required = __________________________ □ Yes
e. Ventilation capacity provided = __________________________ □ Yes

Mechanical HVAC design for MBC Part 5 – Environmental Separation

a. Operating temperature ________________________
b. Operating relative humidity range Summer: ________________________ Winter: ________________________
c. Operating static pressure ________________________
d. Specified leakage rate for building ________________________

Other Space ventilation

a. Storage garage - 6.2.2.3 □ Yes □ NA
b. Air contaminant exhaust - 6.2.2.5 □ Yes □ NA
c. Dust collection system - 6.2.2.5 & 6.2.2.6 □ Yes □ NA
d. Welding and cutting operations (NFPA 51) - 6.2.2.5 & 6.2.2.6 □ Yes □ NA
e. Crawl Space/Attic or Roof Spaces - 6.2.2.8 □ Yes □ NA
f. Other conditions /features: (specify) ______________________

MBC Subsection 6.2.3 Air Duct Systems

a. Fire Dampers (See Article 3.1.8.9) - 6.2.3.6 □ Yes □ NA
b. Smoke Detector Control (see Article 3.2.4.13) - 6.2.3.7 □ Yes □ NA
c. Exhaust Ducts and Outlets - 6.2.3.8 □ Yes □ NA
d. Interconnection of Systems - 6.2.3.9 □ Yes □ NA
e. Make-up Air - 6.2.3.11 □ Yes □ NA

MBC Subsection 6.2.4 Carbon Monoxide Alarms

Note: The building does not contain a fuel-burning appliance, storage garage or other sources of carbon monoxide □ (Check)
a. Carbon Monoxide Alarms - 6.2.4.1 □ Yes
b. Carbon Monoxide Alarms – (NFPA 720) 6.2.4.2 □ Yes
c. Carbon Monoxide Alarms shown □ on Electrical dwgs. □ on Mechanical dwgs.

Note: Carbon Monoxide Alarm locations required by 6.2.4.1 or 6.2.4.2 have been coordinated with the Electrical Engineer. □ Check

MBC Subsection 3.3.6 /MFC Dangerous Goods

Check if not applicable □
a. Dangerous Goods - 3.3.6.2 □ Yes □ NA
b. Compressed gases – 3.3.6.3 □ Yes □ NA
c. Flammable and Combustible Liquids – 3.3.6.4 Refer to Clause 4.1.2.1.2 (in NFC for classification) □ Yes □ NA
d. Other hazardous Processes and Operations □ Yes □ NA
Mechanical Systems Requiring Separate Permit  □ Yes  □ No

a. ____________________________________________________________________________________________________
b. ____________________________________________________________________________________________________
c. ____________________________________________________________________________________________________

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_________________________________
Affix seal with signature and date
3. MECHANICAL DESIGN SUMMARY cont’d.  

PROJECT:__________________________

3.2 Other Systems  (Design professionals to initial their items of responsibility)

1. Repair Garage/Spray Booths  Check if not applicable □
   a. Auto-body repair shop - 6.2.2.5                      □ Yes
   b. Service/repair garage (NFPA 30A) - 6.2.2.6         □ Yes
   c. Spray Booth (NFPA 33) - 6.2.2.5 & 6.2.2.6          □ Yes

2. Cooking Equipment  Check if not applicable □
   a. Ventilation of cooking equipment (NFPA 96) - 6.2.2.7 □ Yes  □ No
   b. Fire protection of cooking equipment (ANSI/UL 300 or ULC/ORD-C1254.6)- 6.2.2.7 □ Yes

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Affix seal with signature and date

Note: Confirm that original mechanical design assumptions have been received/reviewed from the BSDS- Shell Only (check) □ Yes or □ No, If No, please fill out the mechanical design assumptions portion in the Shell Only (Schedule A)
or □ Building was not built as a Shell only.

Failure to fully complete submission will delay processing your permit application
3. MECHANICAL DESIGN SUMMARY cont’d.

PROJECT: ____________________________

3.3 Fire Suppression Systems  (Design Professionals to initial their items of responsibility)

Note: 1. Sprinkler system and/or standpipe drawings, including hydraulic calculations to be submitted under separate permit □ (check)
2. For Fire Protection (M2) permit, Required Professional Design Certificate to be submitted with drawings, sealed signed and dated

1. Sprinkler Systems  Check if not applicable □
   a. Sprinkler Systems (3.2.5.13) - NFPA 13 □ 13R □ 13D □ (check applicable standard)
   b. NFPA Hazard occupancy (check type): Light □, Ordinary (group1) □, Ordinary (group2) □, Extra (group1) □, Extra (group2) □
   c. Type of system (check type): Wet □ Dry □ Other (specify) ___________________________
   d. Building, (for additions: existing building and addition) to be fully sprinklered □ Yes

2. Standpipe Systems  Check if not applicable □
   a. Standpipe and Hose System (3.2.5.8 to 3.2.5.11) - NFPA 14 □ Yes

3. Other Fire Suppression Features
   a. Fire Pump (see 3.2.5.18) - NFPA 20 □ Yes □ NA
   b. Individual rooms or areas required to be sprinklered or Alternative Solutions using sprinklering □ Yes □ No

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Responsibilities of the Designer:
I am the specifying and coordinating engineer (check) □

Affix seal with signature and date
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I am the system design engineer (check) ☐

_________________________________
Affix seal with signature and date

Note: Confirm that original mechanical design assumptions have been received/reviewed from the BSDS- Shell Only (check) ☐ Yes or ☐ No, If No, please fill out the mechanical design assumptions portion in the Shell Only (Schedule A) or ☐ Building was not built as a Shell only.
4. ELECTRICAL DESIGN SUMMARY

PROJECT: __________________________

Electrical By-Law (Including Canadian Electrical Code) This MUST be completed and attached to the submission.

4.1 General

a. Wiring methods suitable for non-combustible construction are required
   □ Yes □ No

b. Electrical specification provided
   □ on drawings □ in spec. book

c. Sprinklered
   □ Yes □ No

d. Service: _______V _______A _______Phase _______Wire

e. Service conductor routing:
   □ O/H □ U/G □ thru Wall □ other (describe routing details)

f. Ground fault protection required
   □ Yes □ No

g. Single line diagram provided
   □ Yes

h. U/G cable ampacities: diagram:_________ detail:_________ table:_________

i. Grounding conductor size: (specify) ___________________________________________

j. Grounding electrode:
   □ Metallic water pipe □ Artificial

k. Grounding detail provided
   □ Yes □ N/A

l. IC ratings:
   Service entry ___________________________ KA
   600V CDP ___________________________ KA
   600V panel ___________________________ KA
   208V CDP ___________________________ KA
   208V panel ___________________________ KA

m. Dielectric filled transformer clearance □ >3m □ transformer as per 26-242(2) if <3m

n. Working space requirements □ 2-308 (1m) □ 2-310 (1.5m)

o. Panel locations shown
   □ Yes

p. Exits from electrical rooms as per 2-310
   □ Yes □ N/A

q. Sprinkler shielding provided
   □ Yes □ N/A

r. Flood plain requirement details ________________________________________________ or

s. Landfill requirement details ________________________________________________ or

 t. Wiring and equipment in plenums meet MBC requirements
   □ Yes □ N/A

4.2 Exit Signage (see MBC Subsection 3.4.5) □ Check if not applicable

a. Exit signs provided
   □ Yes

b. Exit sign locations shown
   □ Yes

c. Dedicated exit light cct./emergency lighting cct.
   □ Yes

d. Type of signs provided
   □ red EXIT (to match existing)
   □ green pictogram
   □ photoluminescent green pictogram
   □ photoluminescent exit sign checklist attached

4.3 Emergency Lighting (see MBC Subsection 3.2.7) □ Check if not applicable

a. Emergency lighting provided
   □ Yes

b. Emergency lighting locations shown
   □ Yes

c. Emergency power supply
   □ DC □ Generator

d. Emergency power duration
   □ ½ hr. □ 1 hr. □ 2hr

e. WEB compliance
   □ 46-106 □ 46-304(4)

4.4 Fire Alarm System (see MBC Subsection 3.2.4) Check if not applicable □
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Fire alarm system required</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>b. Fire alarm system: Existing ☐ New</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>c. Fire alarm system specifications provided</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>d. Fire alarm riser diagram relevant to this project provided</td>
<td></td>
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<td>N/A</td>
</tr>
<tr>
<td>e. Zone schedule provided</td>
<td></td>
<td></td>
<td>N/A</td>
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<tr>
<td>f. Type of fire alarm: ☐ 1 stage or ☐ 2 stage and ☐ addressable or ☐ conventional</td>
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<tr>
<td>g. Annunciator location(s) shown</td>
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<tr>
<td>h. Manual pull stations shown</td>
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<tr>
<td>i. Fire alarm detectors shown</td>
<td></td>
<td></td>
<td>N/A</td>
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<tr>
<td>j. Sprinkler system supervision provided</td>
<td></td>
<td></td>
<td>N/A</td>
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<tr>
<td>k. Standpipe supervision provided</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>l. Latching supervisory zones provided</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>m. Elevator control/alternate floor homing provided</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>n. Air-handling detector(s) provided for shutdown</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>o. Central vacuum shutdown required/provided</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>p. Cooking exhaust hood extinguisher connection provided</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>q. Audible signals shown</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>r. Visual signals provided</td>
<td></td>
<td></td>
<td>N/A</td>
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<tr>
<td>s. Separate signal circuit for residential units provided</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>t. Central reporting required</td>
<td></td>
<td></td>
<td>N/A</td>
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<tr>
<td>u. Emergency power supply ☐ DC or ☐ Generator</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>v. Lock-on breaker painted red and c/w red lamicoid label</td>
<td>Yes</td>
<td></td>
<td></td>
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</tbody>
</table>

**4.5 CO Alarm/Detection System (see MBC 6.2.4.1 & 6.2.4.2)**

Note: The building does not contain a fuel-burning appliance, storage garage or other sources of carbon monoxide (Check)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. CO alarms to MBC 6.2.4.1. required/provided</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>b. CO alarms or detection systems to MBC 6.2.4.2. required/provided</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>c. CO alarm-detector locations req’d in items a. or b. have been coordinated with the mechanical engineer</td>
<td>(Check)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. CO alarm or detector locations shown ☐ on Electrical dwgs. ☐ on Mechanical dwgs.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**4.6 Door Hardware/Control** Check if not applicable ☐

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Door holders provided</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>b. Door holder FA release provided</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>c. Smoke detection for door holders located per CAN/ULC-S524</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>d. Electromagnetic door locks provided</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>e. Completed electromagnetic locks checklist attached</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

**4.7 Emergency Generator** Check if not applicable ☐

<table>
<thead>
<tr>
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<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Emergency generator location shown</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Compliance with ☐ CAN/CSA C-282 or ☐ CSA Z32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Trouble supervision ☐ Local ☐ Remote</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Emergency lighting c/w TVSS provided in generator room</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>e. Emergency lighting c/w TVSS provided in transfer switch room</td>
<td></td>
<td></td>
<td>N/A</td>
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<td>f. Dedicated transfer switches for life safety and non-life safety loads</td>
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<td>N/A</td>
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<td>g. Manual bypass switch provided for Detention or Residential occupancies</td>
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4.8 Fire Pump  
   Check if not applicable  □  
   a. Shown on single line diagram  □ Yes  
   b. Required emergency generator provided  □ Yes  
   c. Remote trouble supervision provided  □ Yes  
   d. Fire alarm supervision provided  □ Yes  
   e. Dedicated transfer switch approved for fire pump service  □ Yes  
   f. Overcurrent protection for normal & emergency sources provided as per WEB  □ Yes  

4.9 Other Electrical Design Considerations  
   a. High-rise requirements (see MBC Subsection 3.2.6)  □ Yes  □ No  
   b. Hazardous locations (see WEB Sections 18 & 20)  □ Yes  □ No  
   c. Patient care areas (see WEB Section 24)  □ Yes  □ No  
   d. Wet and/or corrosive environments (see WEB Section 22)  □ Yes  □ No  

4.10 Barrier-Free Requirements  
   Check if not applicable  □  
   a. Fire-resistance for elevator conductors required/provided – MBC 3.3.1.7.(1)(a)  □ Yes  □ No  
   b. Assistive listening system required/provided – MBC 3.8.3.7  □ Yes  □ No  

4.11 Residential Units  
   Check if not applicable  □  
   a. Voltage / phase  Specify ___________________  
   b. Smoke alarms – locations / circuiting / interconnection  □ Yes  
   c. Carbon monoxide alarms – locations / circuiting  □ Yes  □ N/A  
   d. Heat detector provided / shown  □ Yes  □ N/A  
   e. Fire alarm audible device(s) provided / shown  □ Yes  
   f. Fire alarm visible devices provided / shown  □ Yes  □ N/A  
   g. GFCI protection provided  □ Yes  
   h. Switches/communication outlets in bathrooms not < 1m from tubs / showers  □ Yes  
   i. Mandatory circuits provided as per WEB  □ Yes  
   j. Electric heat control in each area  □ Yes  □ N/A  

4.11a Additional Requirements for Dwelling Units  
   a. Panel location shown  □ Yes  
   b. Kitchen receptacles and circuits as per WEB  □ Yes  
   c. Lighting / switched outlets provided / shown in each room  □ Yes  
   d. AFCI protection provided  □ Yes  

4.12 Electrical systems installed under separate permit  
   Check if not applicable  □  
   a. _________________________________________________________________  
   b. _________________________________________________________________  
   c. _________________________________________________________________
Professional Certificate
This certificate is both applicable and limited to the scope of work defined in the plans and drawings under my seal and signature.

In submitting sealed plans for demolition or construction associated with this project, I am making the following statements:

- I am an architect or engineer entitled to practice as such in the Province of Manitoba and am competent to design and review the plans submitted under my seal.
- I am aware that the City of Winnipeg will rely upon the plans signed and sealed by me and upon this certificate, and will not conduct any plan examination or plan inspection of the plans except by way of possible screening for completeness or audit for code compliance, as they relate to the current editions of the Manitoba Energy Code for Buildings (MECB), the Canadian Electrical Code – Part I, as adopted and varied by the Winnipeg Electric Bylaw, and the following provisions of the Manitoba Building Code (MBC), Division B:
  - Section 3.7 – Health Requirements
  - Section 3.8 – Barrier-Free Design
  - Part 5 – Environmental Separation
  - Article 6.2.2.1. – General ventilation requirements
  - Part 7 – Plumbing Services
- I recognize that, if the City becomes aware that the attached plans are not complete or fail to comply with the Winnipeg Electrical By-law or the Winnipeg Building By-law, which includes the applicable editions of the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Fire Code, and the Manitoba Plumbing Code, the City may provide this information to the Manitoba Association of Architects (MAA) or the Association of Professional Engineers and Geoscientists of Manitoba (APEGM) by way of a complaint or otherwise.
- I understand that any negligence, misrepresentation or falsification of facts contained in this certificate or in the plans under my seal may result in a finding of legal liability against me. I understand that the City of Winnipeg does not accept responsibility for any errors and omissions in the sealed plans.
- I further understand that the City of Winnipeg recommends that I periodically review my professional liability exposures, including those posed by potential third party claims, and that I carry an appropriate level of insurance. I understand that this review should include this specific project, including the building’s occupancy type and classification, value, size and complexity, the extent of my professional involvement with it, and the City of Winnipeg’s reliance on my certificate.
- NOTE: PERIODIC REVIEWS. The architect or engineer submitting the drawings must complete (or have a suitably qualified person reporting to him or her complete) periodic reviews of the project at appropriate stages of construction, and must be prepared at the completion of the work to sign and seal a letter of certification on the project, unless the architect or engineer:
  a. obtains written acknowledgement by the City that Manitoba Building Code Division C - 2.2.2.3. and 2.2.7.2., the Winnipeg Electrical By-law Subrule 2-000(1) and the Winnipeg Building By-law 4555/87 subsection 5.1 do not apply to the project, and
  b. indicates on his or her drawings that he/she does not intend to be involved in construction reviews

Please note: The fact that the City has acknowledged that periodic reviews are not required for its purposes does not relieve the professional from any construction reviews that may be required by professional regulatory bodies or client contracts.

By affixing my seal, I am representing that:

- I am fully aware of the provisions of the Manitoba Building Code, the Manitoba Energy Code for Buildings and the Winnipeg Electrical By-law that are applicable to these plans and drawings;
- I have applied a professional standard of care to ensure compliance of these plans and drawings with the applicable provisions of the Manitoba Building Code, the Manitoba Energy Code for Buildings and the Winnipeg Electrical By-law.

---

Affix seal with signature and date

Failure to fully complete submission will delay processing your permit application.
Section IV Building Design Summary cont’d.

5. Schedule A (Mechanical for SHELL ONLY permits) *(This MUST be completed and attached to the submission)*

Note: Engineer completing this form, indicate all that apply

1. Building(s) Shell Responsibility for:
   a. Roof Drainage and run-off / control flow □ Yes □ No
   b. Oil Interceptors □ Yes □ No
   c. HVAC: Roof Top Unit(s), furnace, boiler, ventilation assumptions and equipment capacities □ Yes □ No
   d. Provincial Inspections Required (gas / boiler) □ Yes □ No
   e. Dampers / Fire Separations □ Yes □ No
   f. Vapour Barriers – Roof Penetrations □ Yes □ No
   g. Code Review – Occupancy considerations □ Yes □ No
   h. Sprinklering of building □ Yes □ No
   i. Fire Fighters (Siamese) connections – location(s) □ Yes □ No
   j. Back-flow prevention □ Yes □ No
   k. Commercial Kitchen requirements □ Yes □ No
   l. Other __________________________

2. Mechanical Design Assumptions
   a. Heat Transfer Ceiling __________________________
   b. (Heat Gain / Loss) Walls __________________________
   c. Floor __________________________
   d. Dew Point Acceptable □ Yes □ No
   e. Air Barrier Type __________________________
   f. From site: __________________________
   g. Ventilation: Use 1 (per ASHRAE 62) _______________ Based on ________ occupants
   h. Use 2 (per ASHRAE 62) _______________ Based on ________ occupants
   i. Use 3 (per ASHRAE 62) _______________ Based on ________ occupants
   j. Additional Uses attached □ Yes □ No
   k. Commercial Kitchen □ Yes □ No
   l. Interlock Exhaust / MUA □ Yes □ No
   m. Fire Alarm System Interface? □ Yes □ No
   n. Sprinkler System required? □ Yes □ No Fire Suppression included? □ Yes □ No
      If yes: Separate pipe size______________________ Based on NPFA _______________
      Plumbing Fixtures (fill in numbers) w.c.: _________ sinks: _________ other: __________

Professional Certificate
This certificate is both applicable and limited to the scope of work defined in the plans and drawings under my seal and signature. In submitting sealed plans for demolition or construction associated with this project, I am making the following statements:
- I am an architect or engineer entitled to practice as such in the Province of Manitoba and am competent to design and review the plans submitted under my seal.
- I am aware that the City of Winnipeg will rely upon the plans signed and sealed by me and upon this certificate, and will not conduct any plan examination or plan inspection of the plans except by way of possible screening for completeness or audit for code compliance, as they relate to the current editions of the Manitoba Energy Code for Buildings (MECB), the Canadian Electrical Code – Part I, as adopted and varied by the Winnipeg Electric Bylaw, and the following provisions of the Manitoba Building Code (MBC), Division B:
  - Section 3.7 – Health Requirements
  - Section 3.8 – Barrier-Free Design
  - Part 5 – Environmental Separation
  - Article 6.2.2.1. – General ventilation requirements
  - Part 7 – Plumbing Services

Failure to fully complete submission will delay processing your permit application
I recognize that, if the City becomes aware that the attached plans are not complete or fail to comply with the Winnipeg Electrical By-law or the Winnipeg Building By-law, which includes the applicable editions of the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Fire Code, and the Manitoba Plumbing Code, the City may provide this information to the Manitoba Association of Architects (MAA) or the Association of Professional Engineers and Geoscientists of Manitoba (APEGM) by way of a complaint or otherwise.

I understand that any negligence, misrepresentation or falsification of facts contained in this certificate or in the plans under my seal may result in a finding of legal liability against me. I understand that the City of Winnipeg does not accept responsibility for any errors and omissions in the sealed plans.

I further understand that the City of Winnipeg recommends that I periodically review my professional liability exposures, including those posed by potential third party claims, and that I carry an appropriate level of insurance. I understand that this review should include this specific project, including the building’s occupancy type and classification, value, size and complexity, the extent of my professional involvement with it, and the City of Winnipeg’s reliance on my certificate.

NOTE: PERIODIC REVIEWS. The architect or engineer submitting the drawings must complete (or have a suitably qualified person reporting to him or her complete) periodic reviews of the project at appropriate stages of construction, and must be prepared at the completion of the work to sign and seal a letter of certification on the project, unless the architect or engineer
a. obtains written acknowledgement by the City that Manitoba Building Code Division C - 2.2.2.3. and 2.2.7.2., the Winnipeg Electrical By-law Subrule 2-000(1) and the Winnipeg Building By-law 4555/87 subsection 5.1 do not apply to the project, and
b. indicates on his or her drawings that he/she does not intend to be involved in construction reviews

Please note: The fact that the City has acknowledged that periodic reviews are not required for its purposes does not relieve the professional from any construction reviews that may be required by professional regulatory bodies or client contracts.

By affixing my seal, I am representing that:

- I am fully aware of the provisions of the Manitoba Building Code, the Manitoba Energy Code for Buildings and the Manitoba Fire Code and the Manitoba Plumbing Code that are applicable to these plans and drawings;
- I have applied a professional standard of care to ensure compliance of these plans and drawings with the applicable provisions of these Codes.

Affix seal with signature and date

Failure to fully complete submission will delay processing your permit application
Section V – Manitoba Energy Code for Buildings (MECB) Declaration of Professional Responsibility of the Coordinating Registered Professional (CRP)

PROJECT: ____________________________

Professional Declaration Certificate

This Declaration of professional responsibility is applicable and limited to the scope of work defined in the drawings / specifications associated with the permit application(s) for the project referenced above, and only as it pertains to the Manitoba Energy Code for Buildings (MECB).

I am an architect or engineer entitled to practice as such in the Province of Manitoba and I am aware of the provisions of the MECB regarding the methods of compliance with the MECB.

As the Coordinating Registered Professional, I am committing to:

(a) Ascertain which disciplines relating to the MECB are required on the project, and which registered professionals including professionals of record need to be retained,

(b) Coordinate design work and field reviews as it relates to the MECB, and

(c) Provide to the City a Final MECB Certificate of Compliance under seal at the completion of construction and prior to final occupancy for this project. In providing this Certificate, I am not responsible for ensuring the compliance of design or construction with respect to the MECB for those aspects which are the responsibility of other professionals under seal, and as such I am entitled to reasonably rely on:

- pre- and post-construction certificates required by the City of Winnipeg of professionals of record, and/or
- other statements provided to me which I may choose to require under seal by architects and/or engineers pertaining to the design and construction of this project.

My forthcoming Final MECB Certificate of Compliance may be based in whole or in part on this reliance.

I am aware that the City of Winnipeg will rely upon this declaration and the Final MECB Certificate of Compliance signed and sealed by me, as well as other standard certificates submitted by other professionals of record and will not conduct any plan examination or review or inspect any construction, except by way of possible audit, as they relate to the current edition of the MECB.

I further understand that the City of Winnipeg recommends that I periodically review my professional liability exposures, including those posed by potential third party claims, and that I carry an appropriate level of insurance, and/or that I ensure that I am protected by appropriate levels of insurance held by professionals on whose certificates and statements I am relying. I understand that this review should include this specific project, including the building’s occupancy type, classification, value, size and complexity, the extent of my professional involvement with it, and the City of Winnipeg’s reliance on my certificate.

By affixing my seal, I am representing that I am fully aware of the provisions of the MECB, and will be applying a professional standard of care to ensure coordination and compliance of this project with the applicable provisions of the MECB.

The Office of the Fire Commissioner (OFC) Compliance Checklist issued by the Province of Manitoba has been completed, and I will make it available to the City of Winnipeg in the event of an audit, together with relevant information and/or supporting statements from other professionals.

PERMITS RELATING TO BASE BUILDING ONLY

For buildings or additions constructed initially as base building only, MECB requirements apply to all of the interior alterations or tenant improvements as determined by final occupancy permits for the entire building or addition. As such, the City of Winnipeg requires a Final MECB Certificate of Compliance from a Coordinating Registered Professional (CRP) for the entire building to ensure that each tenant space complies with the MECB and that the building ‘as a whole’ complies with the MECB. It is the owner’s responsibility to ensure that each tenant and their designers will be made aware of the requirement to apply the MECB as it pertains to their respective interior alterations, and the tenant’s responsibility to the CRP.

_______________________________
Affix seal with signature and date

Failure to fully complete submission will delay processing your permit application
Release of Information

Any personal information being collected is done so under the authority of The City of Winnipeg Charter Act, and is protected by the Protection of Privacy Act. If you have any questions about the collection, use, or disclosure of this information, contact the responsible Access and Privacy Coordinator by email at FIPPA@winnipeg.ca.

ADDITIONAL REQUIREMENTS RE: MANITOBA ENERGY CODE FOR BUILDINGS (MECB)

NOTE: This section only applicable to:
- new buildings
- additions
- initial tenant improvements in a base building that is subject to the MECB requirements.

Effective December 1, 2014, new Part 3 buildings and additions to Part 3 buildings are required to comply with the Manitoba Energy Code for Buildings (MECB). The City of Winnipeg is enforcing the MECB through a certificate of compliance from a Coordinating Registered Professional (CRP). As such, it is a requirement that, prior to submitting a permit application on or after December 1, 2014, the owner shall:

Failure to fully complete submission will delay processing your permit application.
Retain a coordinating registered professional (architect or engineer) to:
- take responsibility to both coordinate compliance with the MECB between the design professionals of record in terms of design and field reviews, and
- provide a Final MECB Certificate of Compliance to the City of Winnipeg prior to a final occupancy permit.

Note: The CRP may be (but is not required to be) a member of the design team.

The CRP will likely need to rely on, and therefore will require, certificates of compliance from each of the members of the design team. These certificates of compliance will include, but might not be limited to, the pre- and post-construction certificates that the City of Winnipeg requires of these professionals.

In the event that the CRP will require other certificates or statements under seal from professionals in order to issue a Final MECB Certificate of Compliance, I will ensure that the contractual obligations of such professionals allows for these to be issued to the CRP.

In the event that the CRP must be replaced,
- I will notify the City in accordance with Article 5.3 of the Winnipeg Building By-law 4555/87, and
- I understand that the City will not issue final occupancy or building permits associated with tenant spaces until a new CRP is engaged and submits the requisite MECB Declaration of Professional Responsibility to the City.

** RE: BASE BUILDING PERMIT APPLICATIONS **
For buildings or additions constructed initially as base building only, MECB requirements apply to all of the interior alterations or tenant improvements as determined by final occupancy permits for the entire building or addition. The City of Winnipeg requires a Final MECB Certificate of Compliance from a Coordinating Registered Professional (CRP) for the entire building to ensure that each tenant space complies with the MECB and that the building 'as a whole' complies with the MECB.

I therefore take responsibility to ensure that each tenant and their designers will be made aware of the requirement to apply the MECB as it pertains to their respective interior alterations, and their responsibility to the CRP. I will engage the CRP to continue their role from the beginning of the project through to completion of every tenant space (as determined by initial final occupancy permits issued to each of the tenant spaces and common areas).

---

Registered Owner(s) on the Status of Title or Certificate of Title or Authorized Agent:

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<tr>
<th>Name (please print)</th>
<th>Signature</th>
<th>Date (d/m/y)</th>
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Owner’s Delegate Contact Information (required): Note: The general practice is for City staff to directly contact the relevant professional (if different from the applicant) for questions or requests associated with his/her involvement with a building permit application. Usually the applicant is notified as well if relevant, or if an issue is not resolved quickly. However, there may be occasion when the City staff may wish to notify the owner about outstanding issues associated with permits. Since each property ownership and project situation could be different, we ask that the owner identify who they wish to assign as their delegate in those situations. For example, this could be the owner (him/herself), an owner representative or agent, a tenant, the applicant, or simply any individual assigned by the owner to be the main point of contact for the City of Winnipeg regarding matters relating to this permit application.

Owner or Delegate contact information (** required):

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<th>Name **</th>
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