# Construct NEW / ADDITIONS (Commercial Part 9 Buildings)

## Planning, Property and Development Department

**Service de l’urbanisme, des biens et de l’aménagement**

Unit 31 - 30 Fort Street • 30, rue Fort, unité 31 • Winnipeg • Manitoba • R3C 4X7

This is NOT a Permit

## Permit Application Form

### GENERAL INFORMATION:

- **Value of Construction Previous Construction:**
- **Start Date:**
- **Tenant:**

### STANDARD DOCUMENTATION REQUIREMENTS:

- **Plans Required**
  - 4 copies of complete construction drawings (complete with site plan)
  - 2 additional copies of architectural drawings (complete with site plan)
  - 1 additional copy if Health Department approval required (complete with site plan)

- **Documentation Required**
  - 1 copy of present status of title
  - 1 copy of existing building location certificate (not applicable for vacant land)
  - Architect or Engineers contact name and phone number
  - Contractors contact name and phone number
  - Proposed use of building - eg. (medical clinic with 4 doctors sharing lab & reception facilities)
  - 2 copies of Letter of Authorization from property owner/manager

### ZONING REQUIREMENTS:

- The dimensions of all bldgs. & separations from buildings
- Dimensions from all structures to property lines
- Parking surfacing indicated on plans
- Dimensions & number of parking and loading spaces
- All fences, curbs and wheel stops are to be shown on the plans
- All accessory structures must be shown
- The location of all vent racks and underground tanks must be indicated on plans

---

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.
A detailed equipment list shall be provided
A finish schedule shall be submitted showing floor, wall and ceiling surfaces
The location and number of bathroom facilities
The total number of seating
The location of all plumbing facilities
The location of all exterior refuse containers
A floor plan/site plan
A full set of plans including the recirculation systems specifications, pool basin layout, including all profiles and surfaces including all elevations, and all appurtenances (diving boards, slides, etc.) and a registration form for construction of structure

| The location and distance of all existing fire hydrants within 300 feet of the building |
| Details provided if building is fully sprinklered |
| Details shall be provided to indicate when the building is partially sprinklered and the areas that are sprinklered must be indicated. |
| The location, dimensions and number of access routes shown on the site plan |
| The location of all fire department connections shown on the site plan |
| TENTS ONLY require documentation verifying compliance to ULC-S109 |
| FUEL HANDLING FACILITIES ONLY - technical information, in accordance with the appropriate checklist, must be provided for tank installations and removal. |

Architectural (Part 3) drawings signed and sealed
Mechanical Drawings signed and sealed
Structural Drawings signed and sealed
Electrical plans and / or details
2 copies of details and specifications shall be submitted
2 copies of the door schedules and/or hardware list(s)
The responsible professional shall submit a ‘Letter of Responsibility’ for PART 4: Structural of building design.
The responsible professional shall submit a ‘Letter of Responsibility’ for PART 5: Environmental Separation of building design.
The responsible professional shall submit a ‘Letter of Responsibility’ for the Mechanical systems for this building.
The responsible professional shall submit a ‘Letter of Responsibility’ for the Electrical systems for this building.
The responsible professional shall submit a ‘Letter of Responsibility’ for the ‘Life Safety’ systems for this building.

NOTE: To assist in the plan review, please provide all building code analysis and previous related correspondence for this building.

Please submit both pages 1 & 2 of this completed form, including all detailed plans, to the Zoning & Permits Branch, Unit 31-30 Fort Street or Fax to 204-986-6347. For Fax submissions, in addition to plans, all questions and boxes must be completed.