

Commercial Alteration Design Summary (CADS)

Application for a Commercial
Building Permit for

Interior and/or Exterior Alterations
and Change of Use

March 2022

Tenant Name:	or <input type="checkbox"/> Landlord Work
Project Address:	Unit Number:

For assistance in completing this document it is recommended that applicants refer to the [Guide to the Commercial Alteration Design Summary \(CADS\)](#).

Note: Commercial projects, **not** including – Single Family Dwellings, Duplexes or Multi-Family Dwellings without shared exits

Before Starting

- Have I reviewed the "Guide to the Commercial Alteration Design Summary (CADS)"?
- Do I require a registered architect or professional engineer who is skilled in the area of work concerned? (refer to Section 3 of the Guide to CADS)
- If I do not require a registered architect and/or professional engineer, have I retained someone who is able to provide drawings indicating the scope of my project in a clear and professional manner? (Refer to section 1.4 of the Guide to CADS)

Understanding this document

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

- a) Section I relates to the overall building, tenant and contact information that is required for all permit applications
- b) Section II relates to the actual nature of the work being carried out, to determine its complexity and whether or not a registered architect and/or professional engineer(s) are required to be involved in the project
- c) Section III outlines the specific documents that are required for all permit applications
- d) Section IV relates to the contact information and additional documents required when a registered architect and/or professional engineer(s) are involved with the project

Responsibility to fill out each section

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

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

Section I – Building / Tenant Information

This section must be completed by the applicant.

A. General Information

Address		
Street Number: _____	Street Name: _____	Unit Number: _____
Building Type		
<input type="checkbox"/> Single Storey, Single Tenant Building		
<input type="checkbox"/> Single Storey, Multi-Tenant Building (Strip Mall, CRU's, etc.)		
<input type="checkbox"/> Multi-Storey, Single Tenant Building		
<input type="checkbox"/> Multi-Storey, Multi-Tenant Building (identify floor) _____ (office tower, large shopping centre, etc.)		
<input type="checkbox"/> Other _____		
Construction Location (indicate all that apply)		<input type="checkbox"/> N/A
<input type="checkbox"/> Interior of Tenant Space	<input type="checkbox"/> Interior (public/common areas)	
<input type="checkbox"/> Exterior of Building	<input type="checkbox"/> Exterior Lot (parking areas, lot lighting)	
Tenant Area		
Tenant Floor Area: _____ sq.ft./m ²	Building Floor Area: _____ sq.ft./m ²	

B. Tenant Use Information

Describe previous use of the space and how the new tenant will use the space (e.g. previous tenant – doctor's office to a new tenant – jewelry store)

Previous Tenant Use: _____

New Tenant Use: _____

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

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

C. Adjacent Tenants N/A

List all adjacent tenants (fire separation requirements vary depending on tenant uses).

1: _____

2: _____

D. Contact Information

Notes:

- Not all fields may be applicable. Provide as much contact information as possible to ensure deficiencies or omissions are addressed to the appropriate contacts, and will not delay permit issuance.
- Contact information for registered architects and professional engineers must be provided in Section IV, if applicable.

<input type="checkbox"/> Property Owner <input type="checkbox"/> Building Owner <input type="checkbox"/> Authorized Property Manager (check one)	
Company Name:	Phone Number:
Contact:	Fax Number:
Email:	
Mailing Address:	
Applicant <input type="checkbox"/> Same as above	
Company Name:	Phone Number:
Contact:	Fax Number:
Email:	
Mailing Address:	
Interior Designer <input type="checkbox"/> Same as applicant <input type="checkbox"/> N/A	
Company Name:	Phone Number:
Contact:	Fax Number:
Email:	
Mailing Address:	
Contractor <input type="checkbox"/> Same as applicant <input type="checkbox"/> N/A	
Company Name:	Phone Number:
Contact:	Fax Number:
Email:	
Mailing Address:	
Tenant <input type="checkbox"/> Same as applicant <input type="checkbox"/> N/A	
Company Name:	Phone Number:
Contact:	Fax Number:
Email:	
Mailing Address:	
Additional Tenant <input type="checkbox"/> N/A	
Company Name:	Phone Number:
Contact:	Fax Number:
Email:	
Mailing Address:	

Section II – Description of Work

Please indicate who has completed this section	
<input type="checkbox"/> Registered Architect	<input type="checkbox"/> Professional Engineer
<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner
<input type="checkbox"/> Interior Designer	<input type="checkbox"/> Property Manager
<input type="checkbox"/> Contractor	<input type="checkbox"/> Tradesperson
<input type="checkbox"/> Other (please describe): _____	

A. Describe Nature of Work

Include scope of work for all disciplines. If a separate, detailed, written scope of work is attached to the application, you may indicate that here. Drawing details cannot be used in place of a written scope of work.

- Change of Use as per the Manitoba Building Code or Winnipeg Zoning Bylaw**
 No work proposed or limited to cosmetic upgrades (proceed to Section II, Part C)

Architectural – walls, doors, windows, occupant increase, etc. <input type="checkbox"/> N/A – no architectural work proposed

Structural – foundation, lintels, roof top units (RTU's), etc. <input type="checkbox"/> N/A – no structural work proposed

Mechanical <input type="checkbox"/> N/A – no mechanical work proposed	
a) Alteration of the building's heating, ventilating, air-conditioning ductwork	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Installation/replacement of mechanical units (RTU's, MUA's, UH's, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Alteration of the building's sprinkler system	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Alteration of the building's standpipe system	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe additional mechanical work: _____	

Electrical	<input type="checkbox"/> N/A – no electrical work proposed
a) Indicate tenant electrical supply or panel rating (200 amp, 400 amp, etc.)	_____ amp
b) Installation/relocation of electrical service panels	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Installation/relocation of plugs, lights, switches	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Modifications/additions to the building's fire alarm system	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Modifications/additions to the building's emergency lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Electrical work involving patient care areas	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Work involving electrically hazardous, wet or corrosive locations	<input type="checkbox"/> Yes <input type="checkbox"/> No
h) Installation/relocation of generators	<input type="checkbox"/> Yes <input type="checkbox"/> No
i) Modifications/additions to the building's exit signage	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p style="margin: 0;">If Yes, please confirm type of exit sign(s) to be installed:</p> <div style="display: flex; justify-content: space-between; margin: 0;"> <div style="width: 45%;"></div> <div style="width: 50%;"> <input type="checkbox"/> Red EXIT sign to match existing <input type="checkbox"/> Green "Running Man" Pictogram <input type="checkbox"/> Photoluminescent Green "Running Man" Pictogram </div> </div>	
Please describe additional electrical work: _____	

B. Identify Complex Work

If any item is marked as Yes, a registered architect or professional engineer(s) must be involved in the project.*

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

*The plans, drawings and related documents submitted with the application must be prepared, signed and sealed by a registered architect and/or professional engineer(s), as determined by the authority having jurisdiction.

C. Provide Cost of Construction \$ _____

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

D. Sign Authorized Declaration

Provide signature to acknowledge accuracy of information and understanding of rules of occupancy provided below.

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

- a) Before occupying the premises, a Building Occupancy Permit must be issued.
- b) Generally, the installation of affixed furniture, such as cupboards and shelving, is considered a part of the construction process. However, moving of stock or goods, inventory, or personal belongings into the premises is considered occupancy and requires an approved Building Occupancy Permit. For further details, see the [Defining Occupancy Information Bulletin](#).
- c) An Occupancy Permit Request Form is available through [Permits Online](#) once all required documents have been submitted.

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

Signature

Date

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.

Section III – Document Checklist

This section must be reviewed and completed by the applicant to ensure a complete application.

A. Required Plans (1 copy of each)	
a) Site Plan. The plan shall show all buildings on the property, parking layout with number of spaces, property dimensions, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
b) Key Plan. The Key plan shall show the location of the tenant space in relation to the overall building floor plan.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
c) Tenant Floor Plan(s). The plan(s) shall be drawn to scale with dimensions, have room uses labelled, walls (proposed/existing/ demolished), etc.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
B. Required Documents (1 copy of each)	
a) Cover Page & Sections I to III of this document (CADS)	<input type="checkbox"/> Yes
b) Section IV, in addition to Sections I to III, of this document (CADS), if Professionals are involved (including BSDS pages & Owner Statement)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
c) Special Documentation required to be submitted based on the scope of work (see Guide to CADS for details)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
d) Letter of authorization from building owner/property manager for intended use (substitute the Owner Statement if Professionals are involved, Section IV - B)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
e) Status of Title for property, with all City of Winnipeg interests (e.g. caveats), if exterior alterations are proposed (must be dated within six months of application)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
C. Required Construction Drawings (1 copy of each)	
When alterations made to a commercial building require a building permit, drawings specific to those alterations must be provided for all disciplines affected as part of the building permit.	
a) Architectural Drawings (complete set of “Issued for Construction” drawings)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
b) Structural Drawings (complete set of “Issued for Construction” drawings)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
c) Mechanical Drawings (complete set of “Issued for Construction” drawings)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
d) Electrical Drawings (complete set of “Issued for Construction” drawings)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
e) Plumbing Drawings (see page 6 of the Guide to CADS for Water & Waste drawings)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

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

Section IV – Building Design Summary

This section must be completed and submitted when a registered architect and/or professional engineer(s) are required or involved with the project.

A. Professional Contact Information

Registered Architect		<input type="checkbox"/> N/A
Company Name:		Phone Number:
Contact:		Fax Number:
Email:		
Mailing Address:		
Professional Structural Engineer		<input type="checkbox"/> N/A
Company Name:		Phone Number:
Contact:		Fax Number:
Email:		
Mailing Address:		
Professional Mechanical Engineer		<input type="checkbox"/> N/A
Company Name:		Phone Number:
Contact:		Fax Number:
Email:		
Mailing Address:		
Professional Electrical Engineer		<input type="checkbox"/> N/A
Company Name:		Phone Number:
Contact:		Fax Number:
Email:		
Mailing Address:		
MECB Coordinating Registered Professional (CRP)		<input type="checkbox"/> N/A
Company Name:		Phone Number:
Contact:		Fax Number:
Email:		
Mailing Address:		

B. Professional Involvement & Document Submissions

Applications will not be considered complete unless the appropriate professional documentation is submitted as detailed below.

Registered Architect: N/A

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

Professional Structural Engineer: N/A

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

Professional Mechanical Engineer: N/A

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

Professional Electrical Engineer: N/A

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

MECB Coordinating Registered Professional (CRP): N/A

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

Owner Statement:

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