



VERSION 1.4

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# GUIDE

## **BUILDING PERMIT SUBMISSIONS FOR COMMERCIAL PROJECTS New Construction and Additions**



**The Guide is intended to assist applicants in understanding the  
“Submission for an Application to Build”  
that must accompany each permit application**

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

# COMMERCIAL PROJECTS

New construction and additions

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## 1. Introduction

### General

All permits related to building construction are issued by the Planning, Property and Development Department (PP&DD). An application for a building permit can be made at the Application Centre located in the Zoning and Permits Branch, Unit 31 – 30 Fort Street.

This guide is intended to outline the permit process and plan submission for an application to build as it relates to the building code and the Plan Examination Branch. The guide also discusses such topics as meetings, alternative solutions (i.e. code equivalents) and outlines relevant codes and bylaws. Future documents will be developed to deal with other aspects of approval by other Branches and Departments involved in the permit process.

### Building Permit and Approvals

A permit is required whenever work regulated by the Winnipeg Building Bylaw or the Manitoba Building Code is to be undertaken. (*Winnipeg Building Bylaw 4555/87 - Article 14.1.1*)

An application to build will result in the issuance of a building permit when two (2) conditions are satisfied:

1. A review for Code compliance, and
2. The approval of all other City departments or branches that have bylaws or regulations that applies to the work undertaken by the building permit. (*Winnipeg Building Bylaw 4555/87 – Subsection 8.6*)

The review for Code compliance is the responsibility of the Plan Examination Branch.

The approvals required by other City departments or branches are as follows:

1. PP&DD – Zoning and Permits Branch: to review land use for compliance with Plan Winnipeg, Secondary Plans, Zoning Bylaws and agreements and the issuance of a Development Permit.
2. Fire Paramedic Service – Fire Prevention Branch: to review fire fighting access and compliance to the Manitoba Fire Code.
3. Water and Waste Department – Customer Technical Services Branch: to review for compliance to Lot Grading Bylaw, Waterworks and Sewer
4. Public Works Department:
  - i. Engineering Division
  - ii. Transportation Division
  - iii. Streets Maintenance Division
5. Other city departments or branches that may be required to review the plans are:
  - i. PP&DD – Planning and Land Use Division - Waterways: for development within 107 m of a waterway.

- ii. PP&DD – Historic Buildings
- iii. Community Services Department - Environmental Health Services Branch: for food handling premises
- iv. Community Services Department – License Branch: for business licenses
- v. PP&DD – Planning and Land Use Division - Downtown Design Board
- vi. Community Committee: for plan approval for Schedule A

### **Plan Examination Branch**

The Plan Examination Branch reviews the plans to assess compliance with the various parts of the Manitoba Building Code, Manitoba Fire Code and Canadian Electrical Code. Plans are reviewed for such issues as:

- i. Life Safety and Fire Protection (Part 3)
- ii. Structural Design (Part 4)
- iii. Environmental Separation (Part 5)
- iv. Heating, Ventilating and Air - Conditioning (Part 6)
- v. Electrical systems (Canadian Electrical Code)

### **Compliance to the code is mandatory**

Plan approval and the issuance of a building permit by the plan examination branch should not be construed to mean that the plans and the documents submitted and accepted for permit are in full compliance with the applicable codes. Code compliance remains the responsibility of the owner and his/her designers. (*Winnipeg Building Bylaw 4555/87 – Subsection 5.8 and Subsection 8.5*)

Compliance with the code is mandatory and a waiver of a code requirement is not permitted. However, alternatives that meet the intent or level of performance required by the code (*See MBC – Division C – 2.3 Alternative Solutions*) may be permitted provided sufficient evidence is submitted to demonstrate the intent or level of performance required by the Code has been achieved (*for details see section 5 of this guide*).

### **Plan Submission**

Sufficient information shall be provided to show that the proposed work will conform to the Code and whether or not it may affect adjacent property. Plans shall be drawn to scale and shall indicate the nature and extent of the work or proposed occupancy in sufficient detail to establish that, when completed, the work and proposed occupancy will conform to the Code (*MBC – Div. C – Article 2.2.2.1*)

**In order for the City to issue a permit in a timely manner, it is important that proper information and documents be submitted at the time of the application. If information is missing or code deficiencies are noted, these issues should be addressed as quickly as possible so that the issuance of the permit is not unduly delayed.**

An application for a permit does not mean that you are entitled to a permit or that a permit will be issued. Only through a demonstrated compliance with the building code and to all other by-laws and applicable regulations will a permit be issued.

The information required with an application to build shall include the following:

1. Site Plan(s) *(refer to section II of Submission for an Application to Build)*
2. Development Design Summary *(refer to section IIIA of Submission for an Application to Build)*
3. Building Design Summary *(refer to section IIIB of Submission for An Application to Build)*
4. Construction Drawings *(for details see section 2 of this guide)*
  - 2.1 Architectural drawings
  - 2.2 Structural drawings
  - 2.3 Mechanical drawings
  - 2.4 Electrical drawings

Plan submission for a permit can be in three forms:

1. Full plan submission *(for details see 3.2 of this guide)*
2. Shell only plan submission *(for details see 3.3 of this guide)*
3. Partial plan submission *(for details see 3.4 of this guide)*

### **Permit Stages**

The designated employee may issue a permit for the entire construction project or, when requested, may issue separate permits for aspects or stages of the construction project *(Winnipeg Building By-Law – Article 9.5.1)*.

Prior to obtaining a permit for construction, two site preparation permits can be obtained:

1. Demolition permit *(for details see 3.1.(1) of this guide)*
2. Building (excavation) permit *(for details see 3.1.(2) of this guide)*

The following permit stages are:

1. Partial Building (foundation) permit – to permit construction to the foundation stage.
2. Partial Building (structural frame) permit – to permit construction to the structural frame stage.
3. Building (shell only) permit – to permit construction to the shell only stage.
4. Building (full or superstructure) permit – to permit construction to completion of project.

### **Meetings**

The Plan Examination Branch is prepared to meet with designers and contractors to discuss code issues that may be either project specific or non-project specific and at both the pre-application stage and the permit stage. Meetings can involve other City departments, branches, etc depending on issues *(for details see section 4 of this guide)*.

## 2. Construction Drawings

To obtain a building permit, a complete set of final construction drawings are required. Plans shall be drawn to scale and shall indicate the nature and extent of work or proposed occupancy in sufficient detail to establish that, when completed, the proposed occupancy will conform to the code. (MBC – Division C – Article 2.2.2.1). The following outlines what is necessary for a complete set of construction drawings.

### 2.1 Architectural drawings:

#### 1). Fire Protection Component (Part 3) details:

- Drawings (fully dimensioned) sealed, signed and dated by an Architect \*
- Floor layout(s) – all rooms uses identified
- Building elevations
- Building section details:
  - wall(s)
  - floor(s)
  - roof
- Firewall location(s)
- Wall construction type/schedule
- Wall fire test assembly reference(s)
- Floor fire test assembly reference(s)
- Flame-spread rating reference(s)
- Door schedule, including door size, rating, hardware, etc.
- Stair, guard and handrail details
- Exit enclosures and elevator and service shafts

#### 2). Environmental Separation (Part 5) details:

- Drawings (fully dimensioned) sealed, signed and dated by an Architect
- Building section details
- Envelope/ connection details

\* *Note: For A3 (1000 persons or less) and F occupancies – may be architect or professional engineer*

### 2.2 Structural (Part 4) drawings:

- Drawings (fully dimensioned) sealed, signed and dated by a professional engineer
- Foundation, floor(s), roof plans and related structural details
- Design loads, including snow, live, dead & wind loads,
- Soil conditions (soils report, if applicable)
- Material standard references for concrete, steel, wood, etc.

**2.3 HVAC and other Mechanical (Part 6) drawings:**

- Drawings sealed, signed and dated by a professional engineer
- Heating, ventilation and air-conditioning (HVAC) details
- Make-up air and exhaust system
- Cooking exhaust equipment
- Fire dampers/fire stop flaps
- Fire stop materials (test reference)
- Fire suppression systems (sprinkler, standpipe, others)
- Manufacturing processes and/or systems (MFC)

**2.4 Electrical (as per Electrical By-law/ Code) drawings:**

- Drawings sealed, signed and dated by a professional engineer
- Service and distribution
- Power and lighting
- Fire alarm and detection system
- Exit signs
- Emergency lighting
- High voltage systems, transformers, etc
- Electrically classified areas

**2.5 Other support documentation**

- Site and Service plan(s)
- Alternative Solutions (i.e. Equivalents proposal)
- Test information/data
- Evaluation reports

### 3. Process – Plans – Approvals

Plan Examination (includes Fire Prevention Branch)

#### 3.1 Site Preparation Process

##### 1). Demolition permit

To obtain a demolition permit, the structural plan examiner must approve the method of demolition. For a multi-storey building, a large complex or a partial building demolition, an engineering report, outlining methods and procedures, may be required.

##### **Plans required:**

- Site plan
- Engineers report, if applicable

##### **Documentation required:**

- Letter of authorization from owner
- Certificate of Title

##### **Review/Approval Process:**

- Inspection by existing buildings inspector to verify site conditions
- Plan Examination Branch - Full approval by structural plan examiner

##### **Other Review/Approval Processes:**

- Water and Waste Department
- Public Works Department
- Zoning and Permits Branch
- Others

*Note: Projects involving street and / or sidewalk use or closures will require additional approvals and permits from Public Works – Transportation Division.*



### 3.1 Site Preparation Process cont'd.

#### 2). Building (excavation) permit

To obtain a building (excavation/shoring) permit, the structural shoring drawings are required and a full structural review must be completed.

\* To include building piles with the building (excavation/shoring) permit, the final foundation pile drawings must be submitted. Sufficient structural information is needed to determine all load transfers to permit a full pile review.

#### **Plans required:**

- Site plan (*Refer to section II of Submission for an Application to Build*)
- Engineered shoring drawings
- Engineered pile drawings, if applicable

#### **Documentation required:**

- Letter of authorization from owner
- Certificate of Title

#### **Review/Approval Process:**

- Plan Examination Branch - full approval by structural plan examiner

#### **Other Reviews/Approvals Process:**

- Water and Waste Department
- Public Works Department
- Zoning and Permits Branch
- Others

#### *Note:*

*Projects involving street and / or sidewalk use or closures will require additional approvals and permits from Public Works – Transportation Division.*

## 3.2. Full Plan Submission Process

A *Full Plan Submission* is a complete set of the final architectural, structural, mechanical and electrical plans.

### 1). Building (full) Permit

For a Building (full) Permit, a complete plan submission is required and a full review must be conducted by all plan examiners. Partial permits may be issued to allow construction to proceed before a full plan review has been completed. Approvals for the various permit stages will be the same as those listed for the Partial Plan Submission Process. *(for details see subsection 3.4 of this guide)*

#### Notes:

1. Applicant declares at the application stage a request for a Partial Building (foundation) permit. *(Refer to section IB of Submission for an Application to Build)*
2. A plumbing permit or an electrical permit for underground services may be issued upon issuance of a Partial Building (foundation) permit.
3. A plumbing permit or an electrical permit may be issued, or the building mechanical or electrical systems may be installed, upon issuance of the Partial Building (structural frame) permit, provided the appropriate drawings and Building and Site Design Summary have been submitted and a full review has been completed by the appropriate discipline(s).

#### Plans required:

- Site plan *(Refer to section II of Submission for an Application to Build)*
- Final architectural drawings and specifications
- Final structural drawings and specifications
- Final mechanical drawings and specifications
- Final electrical drawings and specifications

#### Documents required:

- Application Information – form fully completed *(Refer to document - Submission for an Application to Build)*
- Design Summaries – fully completed
  - o Development Design Summary *(Refer to section IIIA of Submission for an Application to Build)*
  - o Building Design Summary *(Refer to section IIIB of Submission for an Application to Build)*

#### Review/approval processes:

- Full approval by fire protection plan examiner
- Full approval by structural plan examiner
- Full approval by mechanical plan examiner
- Full approval by electrical plan examiner

#### Other Reviews/Approvals Process:

- Water and Waste Department
- Public Works Department
- Zoning and Permits Branch
- Others

### 3.3 Shell Only Plan Submission Process

A *Shell Only Plan Submission* is a set of plans completed to the shell only stage. This process is limited to buildings that are single storey (with no basement), multi-tenant use(s) and contains only Group D, E, F2 and F3 major occupancies.

#### 1). Building (shell only) Permit

To obtain a Building (shell only) permit, the final architectural and structural drawings to the Shell Only stage must be submitted and full fire protection and structural reviews must be completed. Occupancy of a building constructed to the shell only stage is not permitted. Separate permits are required for the full development to the final stages of occupancy and that includes the approvals by the fire protection plan examiner, the mechanical plan examiner and the electrical plan examiner.

Partial permits may be issued to allow construction to proceed before a full plan review has been completed. Approvals for the various permit stages will be the same as those listed for the Partial Plan Submission Process *(for details see subsection 3.4 of this guide)*.

#### Notes:

1. Applicant to declare at the application stage a request for a Shell Only permit *(Refer to section IB of Submission for an Application to Build)*.
2. A plumbing permit or an electrical permit may be issued or the building mechanical or electrical systems may be installed to the Shell Only stage provided the appropriate drawings and Building and Site Design Summary have been submitted and a review has been completed by the appropriate discipline(s).

#### Plans required:

- Final Site plans *(Refer to section II of Submission for an Application to Build)*
- Final architectural drawings to Shell Only stage and specifications
- Final structural drawings and specifications

#### Documents required:

- Application Information – form fully completed *(Refer to document - Submission for an Application to Build)*
- Design Summaries
  - o Development Design Summary (fully completed) *(Refer to section IIIA of Submission for an Application to Build)*
  - o Building Design Summary c/w declarations and seals (Part 3 – shaded, Parts 4 and 5 – fully completed). Note: Where complete mechanical and /or electrical drawings cannot be included with the submission of plans for a building (shell only), Schedule A shall be completed by Professional Engineer(s), and submitted with the application *(Refer to section IIIB of Submission for an Application to Build)*.

**Review/approval:**

- Shell only approval by fire protection plan examiner
- Full approval by structural plan examiner
- Shell only approval by mechanical plan examiner
- Shell only approval by the electrical plan examiner.

**Other Reviews/Approvals Process:**

- Water and Waste Department
- Public Works Department
- Zoning and Permits Branch
- Others

### 3.4. Partial Plan Submission Process

A *Partial Plan Submission* is a set of plans that are either preliminary plans and/or do not include the final architectural, structural, mechanical or electrical drawings. Permits will be issued in stages based on the submission of final plans for the work submitted for review and approval.

#### 1). Partial Building (foundation) Permit

To obtain a Partial Building (foundation) Permit, an application for a Building (full) Permit must be submitted. For a Partial Building (foundation) Permit, both a fire protection (Part 3) review and a structural review are required. Sufficient information must be submitted to permit a fire protection review of the major occupancy classification, building construction requirements, exit locations and building location/spatial separation requirements. Sufficient structural information is needed to determine all loads transfers to permit a full foundation review.

#### Notes:

1. Applicant declares at the application stage a request for a Partial Building (foundation) permit. (*Refer to section IB of Submission for an Application to Build*)
2. A plumbing permit or an electrical permit for underground services may be issued upon issuance of a Partial Building (foundation) permit.

#### Plans required:

- Site plan (*Refer to section II of Submission for an Application to Build*)
- Preliminary architectural drawings and specifications
- Final foundation drawings complete with seals
- Preliminary superstructure drawings (must indicate all design loads and have sufficient framing details to determine all load transfer to the foundation)

#### Documents required:

- Application Information – form fully completed (*Refer to document - Submission for an Application to Build*)
- Design Summaries
  - o Development Design Summary – fully completed (*Refer to section IIIA of Submission for an Application to Build*)
  - o Building Design Summary c/w seals and declarations (Part 3 - shaded, Part 4 – fully completed) (*Refer to section IIIB of Submission for Application to Build*)

#### Review/approval processes:

- Partial approval by fire protection plan examiner
- Partial approval by structural plan examiner

#### Other Reviews/Approvals Process:

- Water and Waste Department
- Public Works Department
- Zoning and Permits Branch
- others

### 3.4 Partial Plan submission Process cont'd.

#### 2). Partial Building (structural frame) Permit

To obtain a Partial Building (structural frame) permit, the final structural drawings must be submitted and a full structural review must be completed. A fire protection review must be completed to the structural frame stage.

Note:

1. Applicant to declare at the application stage a request for a Partial Building (structural frame) permit.  
*(Refer to section IB of Submission for an Application to Build)*
2. A plumbing permit or an electrical permit may be issued or the building mechanical or electrical systems may be installed upon issuance of the building (structural frame) permit, provided the appropriate drawings and Building and Site Design Summary have been submitted and a full review has been completed by the appropriate discipline(s).

#### **Plans required:**

- Completed architectural to the structural frame stage
- Final structural drawings and specifications

#### **Documents required:**

- Building and Site Design Summary c/w declarations and seals (Parts 3, 4 and 5 – fully completed)  
*(Refer to section IIIB of Submission for an Application to Build)*

#### **Review/approval processes:**

- Partial approval by fire protection plan examiner
- Full approval by structural plan examiner

### 3.4 Partial Plan Submission Process cont'd.

#### 3). Partial Building (superstructure) Permit

To obtain a Partial Building (superstructure) permit (i.e. final building permit or building (full) permit), a complete plan submission is required and a full review must be completed by all plan examiners.

**Plans required:**

- Final Site plan (*Refer to section II of Submission for an Application to Build*)
- Final architectural drawings and specifications
- Final structural drawings and specifications
- Final mechanical drawings and specifications
- Final electrical drawings and specifications

**Documents required:**

- Building and Site Design Summary c/w declarations and seals (fully completed). (*Refer to section IIIB of Submission for an Application to Build*)

**Review/approval processes:**

- Full approval by fire protection plan examiner
- Full approval by structural plan examiner
- Full approval by mechanical plan examiner
- Full approval by electrical plan examiner

## 4. Guide for Meetings

### 1). Plan Examination Branch, including Fire Prevention

The Plan Examination Branch is prepared to meet with designers and contractors to discuss code issues that may be either project specific or non-project specific at both the pre-application stage and the permit stage. The designer must come prepared and the questions must relate to specific code requirements and/or issues. Design concepts may be discussed but no overall project review or approval will be given. The overall plan approval can only occur with an application to build and after a complete review of all the plans. Compliance to the building code is mandatory and waivers of the code are not permitted.

**Note:** Meetings can involve other City departments, branches, etc depending on issues.

*The designated employee shall answer such relevant questions as may be reasonable with respect to the provisions of the Code or this By-Law when requested to do so, but except for standard design aids shall refrain from assisting in the laying out of any work and from acting in the capacity of an engineering or architectural consultant. (Subsection 8.5-Winnipeg Building Bylaw 4555/87)*

### 2). Types of meetings

#### i) Pre-application project meeting:

- Designer and contractor would like to confirm design concept.
- Designer would like to discuss code issue(s), confirm code interpretation(s) and/or code application(s).
- Designer would like to discuss and/or seek approval of proposal for an Alternative Solutions (i.e. Equivalents). (see MBC – Division C – Section 2.3 Alternative Solutions).
- Designer would like to discuss and/or seek understanding on application of MBC – Division A – Subsection 1.3.5 Limited Application to Existing Buildings.
- All meetings shall be arranged with the Plan Examination Administrator.
- Submit plans and discussion documents, including Building and Site Design Summary prior to the meeting, preferably one week in advance of the meeting.
- Come prepared to ask specific code relate questions.
- Come prepared with your interpretation on the specific code issues or requirements, including reasons and supporting documents (e.g. NRC intent statement).
- If requesting a code variation, please provide supporting documents that variation is justified and meets intent of code.
- City to take minutes, for fee, if required.
- Any pre-application letters of approvals must be submitted with the plans when making an application to build

#### ii) Code interpretation meetings:

- Can be Project specific or non-project specific.
- Designer and contractor would like to confirm the interpretation and/or application of a code requirement.
- All meetings shall be arranged with the Plan Examination Administrator.
- Submit discussion documents, including the specific code reference, prior to the meeting, preferably one week in advance of the meeting.
- Designer must present interpretation for discussion.
- City to take minutes, for fee, if required.
- If a formal approval is required, the final submission must be submitted for approval by the AHJ.
- Approved interpretation must be submitted with permit drawings.



**iii) Alternative Solutions (i.e. Equivalents) meeting:**

- Pre-application stage - Designer has identified a need for an equivalents proposal(s).
- Permit stage – Authority Having Jurisdiction (AHJ) has identified a design condition that requires an Alternative Solution.
- All meetings shall be arranged with the Plan Examination Administrator
- Submit discussion documents prior to the meeting, preferably one week in advance of the meeting.
- State nature or extent of alternative solution using Alternative Solution submission format.
- Designer must present equivalents rationale for discussion.
- City to take minutes, for fee, if required.
- If a formal approval is required, the final submission must be submitted for approval by the AHJ.
- AHJ may make suggestions to the designer to include additional reasons supporting the proposal.
- Approved equivalents must be submitted with permit drawings.
- For further information regarding Alternative Solutions refer to Section 5 of this Guide.

**iv) Appeals**

- Further consultation will be required to establish mechanism for appeals

**3). Meetings Do's and Don'ts****The Do's**

1. Do come prepared to ask only specific code related questions.
2. Do come prepared to discuss specific code articles/sentences.
3. Do come prepared with your interpretation on the specific code articles/sentences.
4. Do come prepared with the major occupancy classification and code construction article for the project, and submit discussion documents prior to the meeting.
5. Do come prepared (for new construction, additions and change of major occupancy) with the building details and features, such as building use, building area (both new and existing), building height, number of streets, sprinklers, fire alarm system, etc.
6. Do come prepared with your solutions/reasoning, if requesting a variation to the code.
7. Do take notes and for follow-up or to confirm discussions, submit a copy to the AHJ.
8. Do provide the necessary follow-up documentation on a submission proposal.

**The Don'ts**

1. Do not ask for a waiver of a code requirement. Compliance to the building code is mandatory and waivers are not permitted.
2. Do not ask for a preliminary review and/or approval of the plans at the meeting.
3. Do not ask:
  - "What does the code require?"
  - "What do I have to do?"
  - "Do you see anything wrong?"
  - "Is there anything that I missed?"

It is the responsibility of the designer to be familiar with the code requirements for the project before attending the meeting. The purpose of the meeting is to discuss specific code requirements and /or issues.

4. Do not assume that the discussions, alone, imply approval, as follow-up documentation will be required specifically in cases where a variation is requested or an alternative is being proposed.

## 5. Alternative Solutions – Manitoba Building Code (MBC)

### 5.1 General

Compliance with the Code can be achieved by

- a). complying with the acceptable solutions in Division B of the Code, or
- b). using alternative solutions

*An Alternative Solution is an alternative that will provide a level of performance that is intended by the code conforming condition. All proposals for an Alternative Solution must be made by a design professional skilled and experienced in the matter. A proposed Alternative Solution is proprietary to that design professional. An accepted design is specific to a project and cannot be transferred to other designs or projects. Each Alternative Solution must be demonstrated as meeting the level of performance required by the Code. Each submission must be evaluated with each project. Acceptance of an Alternative Solution must be based on the evidence submitted to justify the proposal and not to an existing condition or approval from other projects.*

**Note:** *A proposal for an Alternative Solution can be submitted during the pre-application stage or during the application for permit stage. However, a proposal for an Alternative Solution during the permit stage will likely delay the permit process and should be avoided. During both stages, preliminary submissions and discussions on the proposed Alternative Solution can be undertaken before the final submission is presented.*

### 5.2 Submissions:

When requesting a review and acceptance of an Alternative Solution proposal, please use the following format:

1. Submissions must be prepared, sealed and signed by a design professional with experience in fire protection and life safety systems, including information about the qualifications, experience and background of the person or persons taking responsibility for the design of the proposed alternative solution.
2. Submissions should include:
  - The subject of the Alternative Solution (alternative solution – use/occupancy of building of building in question – legal address, etc.)
  - Reduced floor layouts that portray the extent of the alternative solution in its entirety, where applicable and needed for clarification
  - Building and Site Design Summary, where applicable and/or needed for clarification
  - The specific code reference(s)/requirement(s) (i.e. sentence or article number)
  - A clearly stated intent statement of the specific code reference(s)/requirement(s) and identifying the applicable objective, functional statements and acceptable solutions and any assumptions, limiting or restricting factors, testing procedures, engineering studies, or building performance parameters that will support a Code compliance assessment.
  - A description of the alternative solution, complete with references (such as NRC publications, NFPA publications, etc.) and appropriate justification, including how the alternative solution meets the particular objective(s) of the Code
  - A statement by the design professional submitting the proposal that they believe that the proposed alternative solution meets the intent of the code.
  - A statement indicating that the alternative solution is specific only to this project/location and that it is not to be seen as setting any precedence for future developments.
  - A statement requesting that the City concur that the proposed alternative solution is acceptable.

### 5.3 Alternative Solution Proposal

**Subject:** description of the alternative solution \_\_\_\_\_  
 use of building \_\_\_\_\_  
 property address \_\_\_\_\_

**Code reference:** *(Indicate article or sentence in question, including text.)*

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**Code intent:** *(Statement of the intent of the code, such as NRC intent statement, including objectives and functional statements)*

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**Alternative Solution:** *(Description of the proposed alternative solution and the appropriate justification/evidence, including how the proposed alternative solution meets the objectives and functional statements for the intent of the Code.)*

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**Conclusion:** *(Statement by design professional that proposed alternative solution meets the intent of the Code. Statement indicating the alternative solution is specific to this project/design and that it is not seen as precedent setting for future developments or if building design conditions change in the future.)*

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**Recommendation:** *(Statement requesting concurrence the proposed alternative solution is acceptable.)*

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## 6. Applicable Codes and By-laws

### Codes

Code	Contact	Phone No.
Manitoba Building Code	Plan Examination Branch	986-5268
Canadian Electrical Code	Plan Examination Branch	986-5268
Manitoba Fire Code	Fire Prevention Branch	986-7551

### By-laws

By-law Name	By-law No.	Phone No.
<b>Planning, Property and Development</b>		
The City of Winnipeg Zoning	6400/1994	986-5140
Downtown Winnipeg Zoning	100/2004	986-5140
Airport Vicinity Protection Area Zoning (Primary)	6418/1994	986-5140
Airport Vicinity Acoustic Insulation	6419/1994	986-5268
Plan Winnipeg	7630/2000	986-5140
Building	4555/1987	986-5268
Development Procedures	5893/92	986-5140
Electrical, Winnipeg	36/2003	986-5268
Airport Vicinity Protection Area (Secondary)	6378/1994	986-5140
Historical Buildings	1474/1977	986-3500
Waterways	5888/1992	986-3500
Planning, Development and Building Fees	166/2004	986-5140
Encroachment on Streets	692/1974	986-5140
<b>Fire Prevention Branch</b>		
Fire Prevention	150/2004	986-6358
<b>Public Works</b>		
Streets	1481/1977	986-7623
Private Approaches	6546/1995	986-5239
<b>Water and Waste Department</b>		
Lot Grading	7294/98	986-5858
Sewer	7070/97	986-5858
Waterworks	504/1973	986-5858
Solid Waste	1340/1976	986-5858

Copies of By-laws are available on the City Clerk's Web Site: <http://www.winnipeg.ca/clerks/docs/bylaws/bylaws.stm>

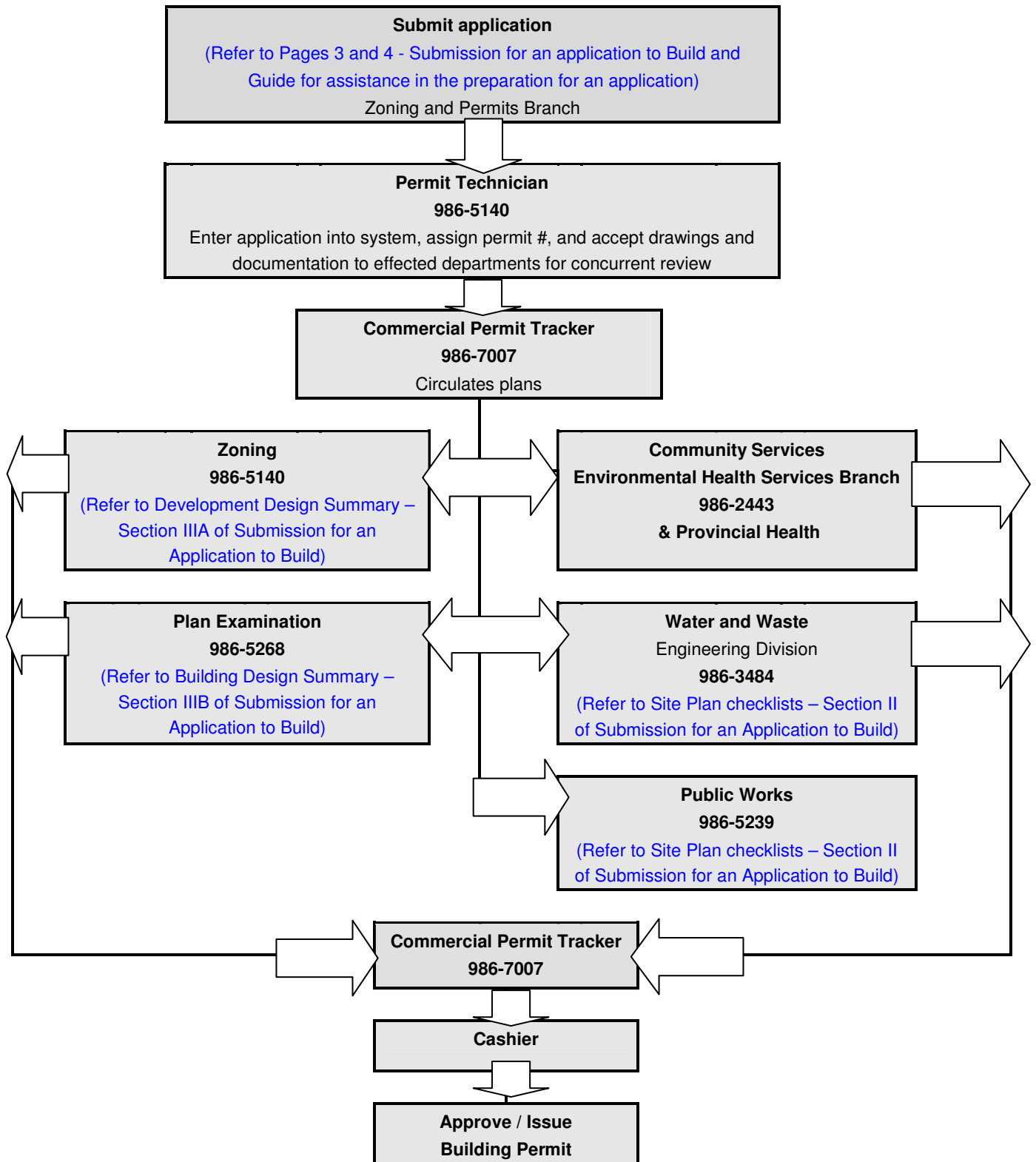
## 7. Related Applications / Reviews

Depending on the nature and circumstances of a project, additional approvals and procedures may be required. Please use the contact numbers listed below for further information on the following applications and review processes.

<b>Planning, Property and Development Department</b>		
Secondary Plan		986-5140
Design Review (i.e. Schedule "A" approval, Board of adjustment, Downtown Urban Design review, Building Design Review)		986-5140
Historic Buildings Review		986-5140
Waterways Review		986-5140
Variance and Conditional Use Orders		986-5140
Zoning Agreements		986-5140
Subdivision Agreements		986-5140
Floodway Fringe Designation (Interim Flood Risk Maps)		986-5140
Floodway Fringe (Manitoba Regulation 266/91)		986-5268
Building Codes		986-5268
Encroachments		986-5140
<b>Public Works Department</b>		
Private Approach Permit		986-3184
Street and sidewalk closure permit (Use of Street Permit)		986-6006
Move permit (overweight/ over dimension loads)		986-6006
<b>Water and Waste Department</b>		
Easements (i.e. City of Winnipeg sewer or swale easements)		986-5858
Proximity to Landfill sites		986-5858
<b>Health Departments (City and Provincial)</b>		
Food Handling Establishment		986-2443
<b>License Branch</b>		
Food Handling Establishment		986-6420
Amusement and Billiard Parlour		986-6420
Amusement Devices		986-6420
For complete listing of licenses....		986-6420

## 8. Building Permit Process Flow Chart

### Construction of new and additions to Non-Residential





## Building and Site Design Summary

### Commercial New Construction and Additions Feedback Form

Your feedback on this pilot is critical to ensure that the Building and Site Design Summary and Guide are clearly communicating the submission requirements for commercial new construction and addition projects. Please take a few moments to consider the questions listed below in light of your experience with the process, then submit your feedback to **Patti Regan, Project Manager, Permits X-Press**, using one of the following methods:

- 1) **Email:** forward your comments to [pregan@winnipeg.ca](mailto:pregan@winnipeg.ca)
  - 2) **FAX:** FAX your completed Feedback form to 986-3045, attention Patti Regan
  - 3) **Phone:** Call Patti with your comments at 986-8040
  - 4) **Mail:** your completed Feedback Form to:  
Mezzanine 61- 30 Fort Street  
Winnipeg, Manitoba  
R3C 4X7
- 

#### Building and Site Design Summary:

- 1) **Format:**
  - What aspects of the Summary format worked well?
  - What aspects could be improved and in what ways?
- 2) **Instructions**
  - What aspects of the instructions for completion worked well?
  - What aspects of the instructions could be improved and in what ways?
- 3) **Submission and Review Process:**
  - What aspects of the Summary submission and review process worked well?
  - What aspects could be improved and in what ways?

#### Guide to Building Permit Submissions for Commercial Projects:

- What aspects of the **Guide** were particularly helpful to you and why?
- What aspects could be improved and in what ways?
- What information is missing from the Guide?

#### Other Comments:

- Please provide any other feedback regarding the process

**Building Permit Plans RESUBMISSION FORM Page 1 OF 2**



**Commercial Permit Tracker**

Zoning and Permits Branch  
 Planning, Property and Development Department  
 City of Winnipeg, Manitoba www.winnipeg.ca  
 Unit 31 - 30 Fort Street, Winnipeg, Manitoba R3C 4X7  
 Telephone: 1-204-986-7007  
 Fax: 1-204-986-6347

Date: \_\_\_\_\_

Reference No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax. No. \_\_\_\_\_ Email \_\_\_\_\_

**Submission type and Review Disciplines addressed by Submission:**

- Resubmission       Changes to Previously Approved Plans

**Submission Documents:**

Please list all documents and the number of copies in the submission. Please note that drawings must be identified by sheet number/name and that such plans shall bear the seal of the design professional registered to practice in the Province of Manitoba.

**Copies required:**

- **Site Plan changes – 6 copies**
- **Building Code changes – 4 copies**

Sheet No.	Sheet Name	Description of Change

*Must be attached to all plans that are resubmitted*



**Building Permit Plans – RESUBMISSION FORM Page 2 of 2**

Please attach a letter that keys this response to the specific plans review comments of the City departments noted in the letter. Note: Submissions will not be accepted without such letter

Certified by: \_\_\_\_\_

Date:: \_\_\_\_\_

Print name: : \_\_\_\_\_

Telephone: \_\_\_\_\_

Company: : \_\_\_\_\_

Office Use Only:

PLANS FORWARDED TO:			
<input type="checkbox"/>	PLAN EXAMINATION	<input type="checkbox"/>	ZONING
<input type="checkbox"/>	FIRE PROTECTION	<input type="checkbox"/>	PUBLIC WORKS
<input type="checkbox"/>	ELECTRICAL	<input type="checkbox"/>	WATER AND WASTE
<input type="checkbox"/>	MECHANICAL	<input type="checkbox"/>	HEALTH
<input type="checkbox"/>	STRUCTURAL		
		DATE FORWARDED	_____
		FOLDER NO.	_____
		SIGN OFF:	_____

