

Above Ground Tank Installation Building Permit Application Form

Date: _____

Prerequisite approvals (select one)

Does your project require a prerequisite development permit prior to building permit application? Learn more about prerequisite approval requirements at: winnipeg.ca/permitprocess

- ☐ Yes, my development permit number is _____ (e.g. 12-345678)
- ☐ No, I do not require a prerequisite development permit. I understand that my building permit application will be refused if it is determined that I have an outstanding prerequisite approval.

If you have questions about which application you require for your project, call Permits Direct Line at 204-986-5140 or email ppd-zoningapplications@winnipeg.ca.

Location of installation

Street number:	Street name:	Unit number:
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Contact information (Provide as much contact information as possible.)

Check one: <input type="checkbox"/> Property owner <input type="checkbox"/> Building owner <input type="checkbox"/> Unit owner <input type="checkbox"/> Owner's delegate	Company name: _____	Contact person: _____
	Email address: _____	Daytime phone number: _____
	Mailing address: _____	
Applicant	Company name: _____	Contact person: _____
	Email address: _____	Daytime phone number: _____
	Mailing address: _____	
Petroleum Contractor	Company name: _____	Contact person: _____
	Email address: _____	Daytime phone number: _____
	Mailing address: _____	
Structural Engineer	Company name: _____	Contact person: _____
	Email address: _____	Daytime phone number: _____
	Mailing address: _____	

Electrical Engineer	Company name:	Contact person:
	Email address:	Daytime phone number:
	Mailing address:	
Architect	Company name:	Contact person:
	Email address:	Daytime phone number:
	Mailing address:	

General information

Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>	\$
Tank located inside building:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of new storage tanks:	Number of existing storage tanks:

Description of work

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Required documentation – one copy, fully dimensioned (select all that apply)

For above ground tank installations that are not in a building:	
<input type="checkbox"/>	Declaration Form for Building Permit Application (required if you have a prerequisite development permit)
<input type="checkbox"/>	Letter of Authorization (if no professionals involved) or Owner Statement (if professionals are involved)
<input type="checkbox"/>	<ul style="list-style-type: none"> Site plan indicating: location of the proposed tanks and vents (height of vent) a manufacturer's specification sheet that includes the tank ULC Listing distances of the proposed tanks to buildings and property lines clearance requirements spacing between multiple tanks, if applicable mechanical protection of the tanks (e.g. bollards/ barriers) distances from Liquid Petroleum Gas (LPG) Tanks, if applicable type of bonding and grounding provided
<input type="checkbox"/>	Above Ground Tank Installation Checklist
For above ground tank installations that are inside a building:	
<input type="checkbox"/>	Declaration Form for Building Permit Application (required if you have a prerequisite development permit)
<input type="checkbox"/>	Owner Statement

<input type="checkbox"/> Building floor plan
<ul style="list-style-type: none"> • proposed location of the storage tank inside the building • location of the tank venting and tank fill • location and rating of fire separations, if required • location for hose stations, if required
<input type="checkbox"/> Piping layout
<input type="checkbox"/> Structural drawings
<input type="checkbox"/> Structural Design Summary
<input type="checkbox"/> Required Professional Designer's Certificate (if plans sealed by an engineer)
<input type="checkbox"/> Above Ground Installation of Storage Tank Inside Building Checklist

May be required documentation – one copy, fully dimensioned (select all that apply)

For above ground tank installations that are not in a building and include structural work:
<input type="checkbox"/> Structural drawings
<input type="checkbox"/> Structural Design Summary
<input type="checkbox"/> Required Professional Designer's Certificate (if plans sealed by an engineer)
For above ground tank installations that are inside a building and include architectural and/or electrical work:
<input type="checkbox"/> Architectural drawings
<input type="checkbox"/> Electrical drawings
<input type="checkbox"/> Architectural Design Summary
<input type="checkbox"/> Electrical Design Summary
<input type="checkbox"/> Required Professional Designer's Certificate (if plans sealed by an architect or engineer)

At completion, provide the Work Completion Certificate (refer to the [Commercial Permit Resources](#) webpage for template) from your Petroleum Contractor confirming the installation was in conformance with the approved permit plans and the Manitoba Fire Code. Submit by mail or email:

Fire Prevention Branch
2nd floor - 185 King Street
Winnipeg, MB R3B 1J1
FPS-fp-Inspections@winnipeg.ca

Submission Options

Submit your application package to the Zoning & Permits Branch using one of the following options:
<ul style="list-style-type: none"> • Apply online at winnipeg.ca/permitsonline • Email ppd-permit@winnipeg.ca (PDF attachment or link to online file transfer) • One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)

Digital submission requirements (select all that apply)

To submit your application via email, provide a separate PDF file, named as indicated, for each of the following groups of documents that are applicable to your application:

- ☐ **PDF 1** Application Form (Professional Design Summaries, Letter of Authorization/Owner Statement, Declaration Form, Application Checklist)
- ☐ **PDF 2** Site Plan
- ☐ **PDF 3** Building Plans (floor plans)
- ☐ **PDF 4** Piping Layout
- ☐ **PDF 5** Structural Drawings
- ☐ **PDF 6** Architectural Drawings
- ☐ **PDF 7** Electrical Drawings
- ☐ **PDF 8** Required Professional Designer's Certificate