Change in Occupancy Requirements
Discontinuation of Occupy Only Permits
Updated: March 2023

As of April 4, 2022, the Planning, Property & Development Department no longer requires Building Occupancy Permits for a change in tenant/occupant only, to align requirements for occupancy permits with the Manitoba Building Code. A new occupancy permit is not required if:

- No change in use is planned as per the Manitoba Building Code

  Note: A zoning use is different than a building code use and must be established or changed through a development permit application. If you have any questions, contact zoning by calling 204-986-5140 or ppd-zoningapplications@winnipeg.ca.

- No construction work is planned that would otherwise trigger the need for an occupancy permit
- No increase in size, or change in dimensions of the occupant/tenant space is planned
- No increase in the occupant load (number of people using the occupant/tenant space) from the previous use is planned
- Administrative changes are being made (business name and/or business owner)

By removing the regulatory process for businesses moving into existing buildings without proposing any alterations, life/fire safety matters and Manitoba Building Code compliance are the focus.

The Manitoba Fire Code contains provisions for the ongoing maintenance of certain life/fire safety features in buildings where alterations are not undertaken.

Building Occupancy Permits for commercial, industrial and residential (single and two-family dwellings and some multi-family dwellings without shared exits are exempt) are required when:

- Constructing a new building or addition
- There is a change of use as per the Manitoba Building Code (this may or may not include alterations)
- Construction work triggers the need for a Building Occupancy permit
- There is an increase in size, or change in dimensions of the tenant space
- There is an increase in the occupant load (number of people using the occupant/tenant space)

For more information about occupancy permits, visit winnipeg.ca/occupancypermits.