Election office occupancy permit information

This document informs registered election candidates about the applicable legal requirement to get an occupancy permit for their office before occupying the premises.

A building occupancy permit is used by the City of Winnipeg to help regulate building code requirements and other applicable codes and standards. It identifies how a space can be used. Per the Winnipeg Building By-Law No. 4555/87, it is your responsibility to get a permit before occupying a space.

Permit requirements
A building occupancy permit is not required for each new tenant or occupant of a commercial space, as long as all the following conditions have been met:

- There is a valid occupancy permit in place for the space from a previous occupancy
- The previously established use on the occupancy permit is the same as the one proposed by the new occupant
- No alterations to structural and/or life safety systems are being proposed by the new occupant
- Find out if you have an existing building occupancy permit: https://ppdportal.winnipeg.ca/Permits/OccupancyPermitSearch/Start.jsp

Candidates running an election office from home do not need an occupancy permit or a home-based business permit for a short campaign period. But if employees or campaign workers are working out of the home office location, a home-based business permit and conditional use application would be required. These applications are required by the resident to operate a business at the home they live in, to have non-resident employees.

Implications of occupying without a permit
Occupants or tenants who choose to occupy a space without a valid occupancy permit are subject to penalties. Enforcement action escalates until compliance is achieved. It is a legal requirement to ensure an occupancy permit is in place before moving in.

Questions?
email: occupancy@winnipeg.ca
phone: 204-986-5136
website: winnipeg.ca/occupancypermits

Ready to apply?
Visit the Zoning & Permits Office
Unit 31-30 Fort Street, Winnipeg, MB, R3C 4X7
204-986-5140
8:30 am - 4:30 pm, Tuesday to Friday
Applications can also be submitted via email: ppd-permit@winnipeg.ca