

## 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](mailto:occupancy@winnipeg.ca)

phone: 204-986-5136

website: [winnipeg.ca/occupancypermits](http://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](mailto:ppd-permit@winnipeg.ca)