Winnipeg | Planning, Property & Development
Urbanisme, biens et aménagement

Occupancy Permit Flowchart

Part 1: Plan Submission & Approval

Pre Application
Determine the information that must be submitted with your application, and what type of application form you need to complete.

Interior / Exterior Alterations

New Construction /Additions

Optional Professional Certificate Program **(OPCP)**

Applicant to determine program eligibility prior to application

Complete the **Commercial Alteration Design Summary (CADS)** application form

Complete the **Building and Site Design Summary (BSDS)** application form

Submit complete application package
(pay applicable permit fees)

Applicant registers for Permits Online to track permit status

Building Permit application is under review
A number of review areas may be required.

Determination is made if a **Life Safety Test** is required

Building Permit application is approved & issued
Note: This is not an Occupancy Permit.
The Building Permit provides approval to begin new construction and /or establishes a new use.

Part 2: Inspections

Progress Inspections
Progress inspections under related building and trade permits are mandatory prior to requesting occupancy.

Request Occupancy
Complete 'Building Permit Occupancy Request Form' when all construction is substantially complete and applicable certifications / test reports have been submitted.

Schedule Occupancy Inspections
You will be contacted by the occupancy office. Three potential results:

Request Re-inspections
Once all deficiencies have been rectified.

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Interim Building Occupancy Permit
Approval to occupy until expiry date, while completing identified deficiencies. Contact Commercial Clerks for applicable inspections after completion, or if extension is sought (updated interim certifications may also be required). Additional fees apply.

Final Building Occupancy Permit
Full occupancy approval provided.

Denied Building Occupancy Permit
No occupancy permitted. Rectify deficiencies and arrange for re-inspection(s). Additional fees apply.

Receive Occupancy Permit
You will receive your Occupancy Permit via email once you pass all inspections and outstanding fees have been paid. Post the Occupancy Permit in a visible location.