**Optional Professional Certificate Program (OPCP) Flowchart**

**Prerequisite development permit approval**
Ensure you have obtained prerequisite zoning and development permit approval, where required, before applying for a building permit.

**Submit OPCP request**
Contact: Commercial Plan Examination Administrator at ppd-bpx@winnipeg.ca

**Receive confirmation to proceed to verification meeting**
Confirmation provided by: Commercial Plan Examination Administrator

**Preparation of plan submission**
Refer to the Building Design Summary or Commercial Alteration Design Summary, if applicable

**OPCP verification meeting (prior to permit application)**
Contact: Commercial Plan Examination Administrator at ppd-bpx@winnipeg.ca

**Approved to proceed with OPCP permit application?**
Decision provided by: Commercial Plan Examination Administrator

**Submit OPCP permit application (electronically)**
Email: ppd-permit@winnipeg.ca

**Mandatory Approvals (5)**

- Architectural
- Structural
- Mechanical
- Electrical
- Fire

**Water and Waste, Public Works, Urban Planning & Design**
(audit may occur to ensure alignment with prerequisite approvals)

**Building permit issuance**

**Inspections**
(no change)

**Potential audit (plan examination)**

**No** Proceed through regular building permit process

**Yes**

Updated: November 2022