

Commercial Alteration Design Summary (CADS)

Application for Part 3/9
Commercial Buildings for

Interior and/or Exterior Alterations
and Change of Use

December 2022

Tenant Name:

or Landlord Work

Project Address:

Unit Number:

For assistance in completing this document it is recommended that applicants refer to the [Guide to the Commercial Alteration Design Summary \(CADS\)](#).

Note: Commercial projects, **not** including – Single Family Dwellings, Duplexes or Multi-Family Dwellings without shared exits.

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Before Starting

- Review the Guide to the Commercial Alteration Design Summary (CADS).
- Are the skills of an architect or professional engineer required? Refer to Section 3 of the Guide to CADS.
- If the skills of an architect and/or engineer are not required, retain someone who can provide drawings indicating the scope of the project in a clear and professional manner (refer to section 1.4 of the Guide to CADS).

Prerequisite Approvals (select one)

Does your project require a prerequisite development permit prior to building permit application? Learn more about prerequisite approval requirements at: winnipeg.ca/permitprocess

- Yes, my development permit number is _____ (e.g. 12-345678)
- No, I do not require a prerequisite development permit. I understand that my building permit application will be refused if it is determined that I have an outstanding prerequisite approval.

If you have questions about which application you require for your project, call Permits Direct Line at 204-986-5140 or email ppd-zoningapplications@winnipeg.ca.

Understanding this document

This document is arranged into four (4) sections, as follows:

- a) Section I relates to the overall building, tenant and contact information that is required for all permit applications.
- b) Section II relates to the actual nature of the work being carried out to determine its complexity and whether or not an architect and/or engineer(s) are required to be involved in the project.
- c) Section III outlines the specific documents that are required for all permit applications.
- d) Section IV relates to the contact information required when an architect and/or engineer(s) are involved with the project

Responsibility to complete each section

- a) Section I must be completed by the applicant**
- b) Section II must be completed by the applicant**
- c) Section III must be completed by the applicant** and verified for quality and completeness of submission by the City.
- d) Section IV must be completed and coordinated for completeness of submission by the applicant**

**The applicant is understood to be either the owner, or a representative acting on behalf of the owner, proposing to undertake permitted work or occupancy on the subject premises. The applicant can be the tenant, contractor, design professional, property manager, owner or similar authorized person.

Section I – Building / tenant information

This section must be completed by the applicant.

A. General information

Address		
Street Number: _____	Street Name: _____	Unit Number: _____
Building type		
<input type="checkbox"/> Single storey, single tenant building		
<input type="checkbox"/> Single storey, multi-tenant Building (strip mall, CRU's, etc.)		
<input type="checkbox"/> Multi-storey, single tenant building		
<input type="checkbox"/> Multi-storey, multi-tenant building (identify floor) _____ (office tower, large shopping centre, etc.)		
<input type="checkbox"/> Other _____		
Construction location (indicate all that apply) <input type="checkbox"/> N/A		
<input type="checkbox"/> Interior of tenant space	<input type="checkbox"/> Interior (public/common areas)	
<input type="checkbox"/> Exterior of building		
Tenant area		
Tenant floor area: _____ m ²		Building floor area: _____ m ²

B. Tenant use information

Describe previous use of the space and how the new tenant will use the space (e.g. previous tenant – doctor's office to a new tenant – jewelry store)

Previous tenant use: _____

New tenant use: _____

Major occupancy classification of new tenant use (see note below): _____

Note: A change of use from one major **building** or **occupancy classification** to another, under the Winnipeg Building By-law article 15.1.4, or which significantly affects the life safety integrity of the building (see Section II - B), may require the involvement of an architect and/or engineer(s). See table at the end of the Guide to the Commercial Alteration Design Summary (CADS) for a listing of Major Occupancy Building Classifications.

C. Adjacent tenants

N/A

List all adjacent tenants (fire separation requirements vary depending on tenant uses)

1. _____

2. _____

D. Contact information

Notes:

- Not all fields may be applicable. Provide as much contact information as possible to ensure deficiencies or omissions are addressed to the appropriate contacts, and do not delay permit issuance.
- Contact information for architects and engineers must be provided in Section IV, if applicable.

<input type="checkbox"/> Property owner <input type="checkbox"/> Building owner <input type="checkbox"/> Authorized property manager (check one)	
Company name:	Phone number:
Contact:	
Email:	
Mailing address:	
Applicant <input type="checkbox"/> Same as above	
Company name:	Phone number:
Contact:	
Email:	
Mailing address:	
Interior Designer <input type="checkbox"/> Same as applicant <input type="checkbox"/> N/A	
Company name:	Phone number:
Contact:	
Email:	
Mailing address:	
Contractor <input type="checkbox"/> Same as applicant <input type="checkbox"/> N/A	
Company name:	Phone number:
Contact:	
Email:	
Mailing address:	
Tenant <input type="checkbox"/> Same as applicant <input type="checkbox"/> N/A	
Company Name:	Phone Number:
Contact:	
Email:	
Mailing address:	
Additional Tenant <input type="checkbox"/> N/A	
Company name:	Phone number:
Contact:	
Email:	
Mailing address:	

Section II – Description of work

Please indicate who has completed this section	
<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer
<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner
<input type="checkbox"/> Interior Designer	<input type="checkbox"/> Property Manager
<input type="checkbox"/> Contractor	<input type="checkbox"/> Tradesperson
<input type="checkbox"/> Other (please describe): _____	

A. Describe nature of work

Include scope of work for all disciplines. If a separate, detailed, written scope of work is attached to the application, you may indicate that here. Drawing details cannot be used in place of a written scope of work.

- Change of use as per the Manitoba Building Code**
 No work proposed or limited to cosmetic upgrades (proceed to Section II, Part C)

Architectural – walls, doors, windows, occupant increase, etc.	<input type="checkbox"/> N/A – no architectural work proposed

Structural – foundation, lintels, roof top units (RTU's), etc.	<input type="checkbox"/> N/A – no structural work proposed

Mechanical	<input type="checkbox"/> N/A – no mechanical work proposed
a) Alteration of the building's heating, ventilating, air-conditioning ductwork	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Installation/replacement of mechanical units (RTUs, MUAs, UHs, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Alteration of the building's sprinkler system	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Alteration of the building's standpipe system	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe additional mechanical work: _____	

Electrical	<input type="checkbox"/> N/A – no electrical work proposed
a) Indicate tenant electrical supply or panel rating (200 amp, 400 amp, etc.) _____ amp	
b) Installation/relocation of electrical service panels	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Installation/relocation of plugs, lights, switches	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Modifications/additions to the building’s fire alarm system	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Modifications/additions to the building’s emergency lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Electrical work involving patient care areas	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Work involving electrically hazardous, wet or corrosive locations	<input type="checkbox"/> Yes <input type="checkbox"/> No
h) Installation/relocation of generators	<input type="checkbox"/> Yes <input type="checkbox"/> No
i) Modifications/additions to the building’s exit signage	<input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> If yes, please confirm type of exit sign(s) to be installed: </div> <div style="width: 50%;"> <input type="checkbox"/> Red EXIT sign to match existing <input type="checkbox"/> Green “Running Man” Pictogram <input type="checkbox"/> Photoluminescent Green “Running Man” Pictogram </div> </div>	
Please describe additional electrical work: _____	

B. Identify complex work

If any item is marked as yes, an architect or engineer(s) must be involved in the project.*

a) Significant alterations/additions to fire safety systems (fire alarm, sprinklers, standpipes, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Change in major occupancy classification of a Part 3 building	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) An increase or change in occupant load in assembly occupancies with an occupant load greater than 100 persons	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Significant alterations that include changes to exits, lobbies (being used as exits) and public corridors in Part 3 buildings	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Significant work relating to fire separations in a Part 3 building	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Alteration of a floor space through the addition of a mezzanine, infill or other similar element in a Part 3 building	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Significant alterations to the environmental separation systems, including the building envelope in a Part 3 building	<input type="checkbox"/> Yes <input type="checkbox"/> No
h) Any changes to the structural systems of the building	<input type="checkbox"/> Yes <input type="checkbox"/> No
i) Significant alterations to the heating, ventilation and air-conditioning systems resulting from a change of use and/or change of major occupancy of the building or tenant space	<input type="checkbox"/> Yes <input type="checkbox"/> No
j) Installation of complex/specifically hazardous HVAC equipment (dust collection, fume hoods, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
k) Any changes of the service, distribution, high voltage systems and/or transformers in buildings where the electrical service requirements exceed 750 kVA	<input type="checkbox"/> Yes <input type="checkbox"/> No
l) Installation and/or alteration of photoluminescent exit signs	<input type="checkbox"/> Yes <input type="checkbox"/> No

*The plans, drawings and related documents submitted with the application must be prepared, signed and sealed by an architect and/or engineer(s), as determined by the authority having jurisdiction.

C. Declared construction value

\$ _____

Note: Declared construction value includes total project cost similar to what will be considered as the capital assets improvements at the end of the project – to include design fees, project management fees, building construction, all sub-trades, including electrical, mechanical, plumbing, building equipment such as HVAC, fire alarms, elevators, roofing, exterior finishing, windows, painting, interior finishing, carpet/flooring, millwork and fixed cabinetry. Specialty equipment core to the occupant's operations are typically not included in the valuation. However, items such as spray booths should be included.

D. Sign authorized declaration

Provide signature to acknowledge accuracy of information and understanding of rules of occupancy provided below.

Responsibilities of owner/tenant regarding occupancy after a permit has been issued:

- a) Before occupying the premises, a Building Occupancy Permit must be issued.
- b) Generally, the installation of affixed furniture, such as cupboards and shelving, is considered a part of the construction process. However, moving of stock or goods, inventory, or personal belongings into the premises is considered occupancy and requires an approved Building Occupancy Permit. For further details, see the Defining Occupancy Information Bulletin at: winnipeg.ca/occupancypermits
- c) An Occupancy Permit Request Form is available through [Permits Online](#) once all required documents have been submitted.

I declare the information provided in Sections I & II to be a true representation of the work to be carried out under this permit application.

Signature

Date

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.

Section III – Document checklist

This section must be reviewed and completed by the applicant to ensure a complete application.

A. Required documentation – one copy, fully dimensioned (select all that apply)

When alterations made to a commercial building require a building permit, drawings and specifications (where applicable) specific to those alterations must be provided for all disciplines affected as part of the building permit. All construction drawings must be labeled as “Contract Documents” or “For Construction”.

a) Cover page and sections I to III of this document (CADS)	<input type="checkbox"/> Yes
b) Section IV, in addition to sections I to III of this document (CADS), if professionals are involved	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
c) Letter of Authorization from building owner/property manager for intended use (substitute the Owner Statement if professionals are involved – refer to the Commercial Permit Resources webpage for Owner Statement template)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
d) Declaration Form for Building Permit Application (required if you have a prerequisite Development Permit) – refer to the Commercial Permit Resources webpage for template	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
e) Design summaries from each professional, where applicable – refer to the Commercial Permit Resources webpage for design summary documents <ul style="list-style-type: none"> o Architectural Design Summary o Structural Design Summary o Mechanical Design Summary o Electrical Design Summary 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
f) Architectural drawings (not required to be prepared by an architect) <ul style="list-style-type: none"> o Site plan – the plan shall include the legal description of the property and show all buildings on the property, property dimensions, etc. (required for exterior alterations and change of major occupancy classification as per the MBC article 3.1.2.1.) Note: If scope includes roof mounted solar photovoltaic panels that do not extend past the roof line, the site plan only requires the location and dimension of the solar photovoltaic panels on the roof. o Key plan – the plan shall show the location of the tenant space in relation to the overall building floor plan. o Tenant floor plan(s) – the plan(s) shall be drawn to scale with dimensions, have room uses labelled, walls (proposed/existing/demolished), etc. o Building elevations – If scope includes roof mounted solar photovoltaic panels that are greater than 6 in. high, provide building elevations, including height of structure to top of the solar panel. Note: If solar photovoltaic panels are less than 6 in. high, no building elevations are required. 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
g) Structural drawings	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
h) Mechanical drawings	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
i) Sprinkler drawings – details provided if the building is fully or partially sprinklered (locations indicated)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
j) Electrical drawings	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
k) Specifications – Architectural	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
l) Specifications – Structural	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
m) Specifications – Mechanical	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

n) Specifications – Electrical	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
o) Specifications – All disciplines	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
p) Required Professional Designer’s Certificate (from each professional)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
B. May be required documentation – one copy (select all that apply)	
Based on the scope of work for a permit application and/or the proposed use of a tenant space, additional documentation may be required. The following is a list of the most commonly required additional documentation. Refer to the Guide to CADS for details and documents, where applicable.	
a) Alternative Solution (if proposed)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
b) Manitoba Energy Code for Buildings Declaration – refer to the Commercial Permit Resources webpage for template	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
c) Letter of Intent describing the function and services of the business. Required when the use of the space requires a detailed explanation in order to be properly evaluated.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
d) ASHRAE Compliance Analysis/Calculation/Statement. Required when proposing a change of use type as per the ASHRAE Standard 62.1 – 2010.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
e) Electrical Patient Care Areas Declaration. Required when medical treatment, diagnosis, therapy, monitoring or care of people is taking place in a tenant space (e.g. dental clinics, hospital facilities, physicians offices, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
f) Manitoba Early Learning and Child Care Design Summary. Required for facilities that care for children 12 years of age or younger.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
g) Electromagnetic Lock Checklist. Required when installing or modifying electromagnetic locks.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
h) Photoluminescent Exit Signs Checklist. Required when installing or modifying photoluminescent exist signs.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

C. How to apply

Submission Options

Submit your application package to the Zoning & Permits Branch using one of the following options:

- Email ppd-permit@winnipeg.ca (PDF attachment or link to online file transfer)
- One paper copy package – drop off or mail (Unit 31-30 Fort Street, Winnipeg, MB R3C 4X7)

Digital Submission Requirements (select all that apply)

To submit your application via email, provide a separate PDF file, named as indicated, for each of the following groups of documents that are applicable to your application:

- PDF 1** Application Forms (Professional Design Summaries, Letter of Authorization/Owner Statement, Declaration Forms)
- PDF 2** Architectural Drawings (include site plan)
- PDF 3** Structural Drawings
- PDF 4** Mechanical Drawings
- PDF 5** Sprinkler Drawings
- PDF 6** Electrical Drawings
- PDF 7** Specifications – Architectural
- PDF 8** Specifications – Structural
- PDF 9** Specifications – Mechanical

- PDF 10** Specifications – Electrical
- PDF 11** Specifications – All disciplines
- PDF 12** Alternative Solution
- PDF 13** Required Professional Designer's Certificate (from each professional)
- PDF 14** Other (please specify) _____

If professionals are not involved or required, this is the end of the permit application.

Section IV – Building Design Summary

This section must be completed and submitted when an architect and/or engineer(s) are required or involved with the project.

A. Professional contact information

Architect	<input type="checkbox"/> N/A
Company name:	Phone number:
Contact:	
Email:	
Mailing Address:	
Structural Engineer	<input type="checkbox"/> N/A
Company name:	Phone number:
Contact:	
Email:	
Mailing address:	
Mechanical Engineer	<input type="checkbox"/> N/A
Company name:	Phone number:
Contact:	
Email:	
Mailing address:	
Electrical Engineer	<input type="checkbox"/> N/A
Company name:	Phone number:
Contact:	
Email:	
Mailing address:	
MECB Coordinating Registered Professional (CRP)	<input type="checkbox"/> N/A
Company name:	Phone number:
Contact:	
Email:	
Mailing address:	