

Building Permit Application Form Construct Addition - Single/Two Family Dwelling*

*also used for non-commercial row house buildings

Date: _____

Development permit requirements (select one)

Does your project require a development permit? Your development permit can be reviewed at the same time (concurrent review) or before (sequential review) your building permit application. Learn more about supporting approval requirements at: winnipeg.ca/permitprocess

Yes, I need a development permit. Select application review type.

- Concurrent – my development permit application number is: _____ (e.g. 12-345678)
- Sequential – my development permit number is: _____ (e.g. 12-345678)
- No, I don't need a development permit. I understand that my building permit application will be refused if it is determined that I need a development permit.

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

Location of work

Street number:	Street name:	Unit number:
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Contact information (Provide as much contact information as possible.)

Identify the applicant: Owner Contractor

Owner (required)	Name:	Mailing address (if different from above):
	Email address:	Phone number:
Contractor	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Structural Engineer	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Mechanical Engineer	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Architect	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	

General information

Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>		\$
Type of 9.36 design criteria (energy efficiency compliance method): <input type="checkbox"/> Prescriptive <input type="checkbox"/> Trade-off <input type="checkbox"/> Energy modelling <input type="checkbox"/> N/A* *Only select N/A for non-heated additions		
Type of application:	<input type="checkbox"/> Design Coordinated Application – 5 day <input type="checkbox"/> Design Coordinated Application – non-5 day <input type="checkbox"/> Standard house plan	
Foundation only permit required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of proposed stories:	
<input type="checkbox"/> Imperial <input type="checkbox"/> Metric	Existing house area:	
Additional finished space main floor:	Additional unfinished space main floor:	Additional unfinished space porch / covered deck:
Additional finished space second floor:	Additional unfinished space second floor:	Additional unfinished space attached garage:
Additional finished space lower level:	Additional unfinished space lower level:	
Total area of additional finished space:	Total area of additional unfinished space:	
Is construction access crossing City property? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If crossing City property, other than where a private approach exists, a crossing permit must be obtained. Contact the Public Works Department at 204-986-6006 or pwd-uos-permits@winnipeg.ca to obtain a permit.		

Description of work

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

Refer to the [Residential Permit Resources](#) webpage for document templates.

<input type="checkbox"/> Owner Statement (not required if owner is the applicant) – refer to template
<input type="checkbox"/> Declaration Form for Building Permit Application (refer to template)
<input type="checkbox"/> Site plan <ul style="list-style-type: none"> • street/lane locations • distance from building to all property lines and accessory structures • location of overhead electrical lines if applicable • legal description
<input type="checkbox"/> Building plans <ul style="list-style-type: none"> • building elevations • floor plans with framing, dimensions and room designation (e.g. screened, 3 seasons, 4 seasons) • foundation plan (fully dimensioned) • cross section with construction details
<input type="checkbox"/> Professional Designers Certificate for Housing (if plans are sealed by an engineer or architect) – refer to template
<input type="checkbox"/> Dwellings with more than 5 bedrooms in the entire dwelling unit - Residential Ventilation Record (refer to template) confirming the ventilation system design to be in accordance with CAN/CSA F326-M, or engineered mechanical drawings Note: All dwellings must meet heating season ventilation requirements as per the Manitoba Building Code.

Submission options

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

- Apply online at winnipeg.ca/permitsonline
- 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 (Owner Statement, Declaration Form)
- PDF 2** Site Plan
- PDF 3** Building Plans (elevations, floor plans, foundation plan, sections)
- PDF 4** Professional Designer's Certificate for Housing
- PDF 5** Residential Ventilation Record
- PDF 6** Engineered Mechanical Drawings

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.