

## Building Permit Application Form Decks

Date: \_\_\_\_\_

### 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](http://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](mailto:ppd-zoningapplications@winnipeg.ca).

### Greenfield subdivision Yes No

Decks in new greenfield subdivisions with prior development agreements on title do not require prerequisite development permit approval if submitted at the same time as a new home application. In this case, your development permit will be processed as part of your combined development/building permit application.

### Location of work

Street number:	Street name:	Unit number:

### Contact information (Provide as much contact information as possible.)

Identify the applicant:  Owner  Contractor

<b>Owner (required)</b>	Name:	Mailing address (if different from above):	
	Email address:	Phone number:	
<b>Contractor</b>	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>		\$
<input type="checkbox"/> Imperial <input type="checkbox"/> Metric	Structural repair or alteration: <input type="checkbox"/> Yes <input type="checkbox"/> No	Area of structure:
Deck complexity: <input type="checkbox"/> Multi-level or complex <input type="checkbox"/> Single-level non-sheltered		
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 <a href="mailto:pwd-uos-permits@winnipeg.ca">pwd-uos-permits@winnipeg.ca</a> to obtain a permit.		
Do you plan to build a structure on the deck in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Note:</b> If the deck (regardless of height or size) will eventually support a structure with a roof, such as a sunroom, family room, etc., it is recommended to apply for the entire project to ensure the deck is designed to support the future structure.		

### Additional permits

Are you installing a hot tub/spa on the deck? If yes, separate permits are required for hot tubs/spas. Provide hot tub/spa specifications, including dry weight and water capacity.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### Description of work

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### 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 <b>Note:</b> For greenfield locations, provide a Letter of Authorization instead of the Owner Statement.
<input type="checkbox"/> Declaration Form for Building Permit Application (required if you have a prerequisite development permit) – refer to template
<input type="checkbox"/> Declaration Form for Development Permit Exemption (Decks) – required if your project is exempt from a development permit (refer to template)
<input type="checkbox"/> Site plan <ul style="list-style-type: none"> <li>• street/lane locations</li> <li>• distance from deck to all property lines</li> <li>• location of the proposed deck and all existing buildings and structures</li> <li>• if a hot tub on the deck is proposed, location of the required fencing and gate</li> <li>• location of overhead electrical lines if applicable</li> <li>• legal description</li> </ul>
<input type="checkbox"/> Construction plans <ul style="list-style-type: none"> <li>• type of foundation and location of any stairs</li> <li>• deck size, and spacing of the beams, posts, and floor joists</li> <li>• type of lumber</li> </ul>
<input type="checkbox"/> Elevations <ul style="list-style-type: none"> <li>• height of deck above ground level</li> <li>• height and type of guardrail and handrail</li> </ul>
<input type="checkbox"/> Deck Checklist (refer to page 4)
<input type="checkbox"/> Professional Designer’s Certificate for Housing (if plans are sealed by an engineer or architect) – refer to template
<b>If installing a hot tub/spa on the deck, the following additional building plans are required:</b>
<input type="checkbox"/> Construction plans of deck to verify that the structure is capable of supporting the additional loads imposed by the placement of the hot tub/spa, and specifications, including dry weight and water capacity.

### Submission options

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

- Apply online at [winnipeg.ca/permitsonline](http://winnipeg.ca/permitsonline)
- Email [ppd-permit@winnipeg.ca](mailto: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 guidelines** (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, Checklist)
- PDF 2** Site Plan
- PDF 3** Building Plans (construction plans, elevations)
- PDF 4** Professional Designer's Certificate for Housing

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.

**Deck checklist (select all that apply)**

Foundation	<input type="checkbox"/> New <input type="checkbox"/> Existing	Foundation designed by an engineer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Foundation type/material:	<input type="checkbox"/> Concrete pads (not permitted if over 1.3 m (4'-3") to underside of floor joists) <input type="checkbox"/> Concrete piers <input type="checkbox"/> Concrete piles <input type="checkbox"/> Screw piles (manufacturer): _____ Model number: _____
Posting	<input type="checkbox"/> Less than 2.4 m (8'-0") o/c <input type="checkbox"/> Greater than 2.4 m (8'-0") o/c Engineer seal required	
Joist projections	<input type="checkbox"/> 2 x 6 joists – Professional Engineer seal required <input type="checkbox"/> 2 x 8 joists – 400 mm (1'-4") maximum allowable <input type="checkbox"/> 2 x 10 joists – 600 mm (2'-0") maximum allowable	
Beam projection beyond post	<input type="checkbox"/> Less than 600 mm (2'-0") <input type="checkbox"/> Greater than 600 mm (2'-0") – engineer seal required	
Deck height above grade	<input type="checkbox"/> Equal to or less than 1.3 m (4'-3") <input type="checkbox"/> Greater than 1.3 m (4'-3")	
Guardrail heights	<input type="checkbox"/> Deck height between 600 mm & 1.8 m (2'-0" – 6'-0") – 914 mm (3'-0") minimum required <input type="checkbox"/> Deck height over 1.8 m (6'-0") – 1.06 m (3'-6") minimum required	
Supported joist length (SJL) and beam size	<input type="checkbox"/> SJL 1.8 m (6'-0") or less – 3 ply 2 X 6 or 2 ply 2 X 8 <input type="checkbox"/> SJL 2.4 m (8'-0") or less – 4 ply 2 X 6 or 2 ply 2 X 8 <input type="checkbox"/> SJL 3 m (10'-0") or less – 3 ply 2 X 8 or 2 ply 2 X 10 <input type="checkbox"/> SJL over 3 m (10'-0") – engineer seal required	
Joist size, spacing, and maximum span	<input type="checkbox"/> 2 X 6 at 12" o/c – maximum span cannot exceed 3.07 m (10'-1") <input type="checkbox"/> 2 X 6 at 16" o/c – maximum span cannot exceed 2.79 m (9'-2") <input type="checkbox"/> 2 X 6 at 24" o/c – maximum span cannot exceed 2.39 m (7'-10")	
	<input type="checkbox"/> 2 X 8 at 12" o/c – maximum span cannot exceed 4.01 m (13'-2") <input type="checkbox"/> 2 X 8 at 16" o/c – maximum span cannot exceed 3.71 m (12'-1") <input type="checkbox"/> 2 X 8 at 24" o/c – maximum span cannot exceed 3.10 m (10'-2")	
	<input type="checkbox"/> 2 X 10 at 12" o/c – maximum span cannot exceed 5.13 m (16'-10") <input type="checkbox"/> 2 X 10 at 16" o/c – maximum span cannot exceed 4.29 m (14'-1") <input type="checkbox"/> 2 X 10 at 24" o/c – maximum span cannot exceed 3.81 m (12'-6")	