

Development Permit Application Checklist Single/Two Family Residential*

Complete the following checklist to ensure your application includes all required documentation for the scope of work proposed. This checklist must be submitted with your development permit application package.

***Note:** Single/two family dwelling construction in new greenfield subdivisions with prior development agreements on title do not require a prerequisite development permit prior to building permit application.

Project scope (select all that apply)

Project type:	<input type="checkbox"/> Single/two-family dwelling	<input type="checkbox"/> Accessory structure (ex. garage, deck, pool, etc.)	<input type="checkbox"/> Site work only (no structure proposed)
Work type(s):	<input type="checkbox"/> New structure/building	<input type="checkbox"/> Exterior alteration	<input type="checkbox"/> Add secondary suite
	<input type="checkbox"/> Addition	<input type="checkbox"/> Change of use	<input type="checkbox"/> Remove secondary suite
	<input type="checkbox"/> Site work		

Construction and private access

Is construction access crossing City property? No 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.

Are you adding, removing or modifying private access along a non-regional street (private approach or private walk)?
 No Yes

If yes, a Private Access Permit must be obtained. To start this process, complete the application form found at <https://winnipeg.ca/publicworks/permitsapprovals/approaches/residentialPrivateApproach.stm> and submit to pwdpermits@winnipeg.ca.

Development near a waterway

Is your property located near a waterway (i.e. within 110 m of a river, or 77 m of a creek)? No Yes

If yes, a Waterway Permit application may be required under the City of Winnipeg Waterway By-law 5888/92. In support of your Waterway Permit application, you may be asked to provide a geotechnical engineer's report that provides an assessment of riverbank stability conditions and associated recommendations for the development.

Contact Waterways at ppd-waterwaysapplications@winnipeg.ca or 204-986-5098 to determine whether a Waterway Permit is required, and the submission requirements for your specific project.

Project information (for change of use only) N/A

Existing use:	<input type="checkbox"/> Single family dwelling	<input type="checkbox"/> Two family dwelling	Multi-family dwellings:
	<input type="checkbox"/> Licensed care facility	<input type="checkbox"/> Rooming house	
	<input type="checkbox"/> Daycare		<input type="checkbox"/> Fourplex
			<input type="checkbox"/> Row house
Proposed use:	<input type="checkbox"/> Single family dwelling	<input type="checkbox"/> Two family dwelling	
	<input type="checkbox"/> Licensed care facility	<input type="checkbox"/> Daycare	

General Information (for single/two family dwellings or secondary suites) N/A

Number of proposed stories:		<input type="checkbox"/> Imperial	<input type="checkbox"/> Metric
Finished space – main floor:	Unfinished space – main floor:	Unfinished space – porch/covered deck:	
Finished space – second floor:	Unfinished space – second floor:	Unfinished space – attached garage:	
Finished space – lower level:	Unfinished space – lower level:		

Total area finished space:	Total area unfinished space:
Is there a secondary suite? <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed area of secondary suite:
Proposed mechanical room floor area in secondary suite:	Proposed stairwell floor area in secondary suite:

Project information (for single/two family dwelling applications only) N/A

Are you adding a new window at basement level?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Are you doing floodproofing?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Are you doing fire repair?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Project information (for accessory structure applications only) N/A

Outdoor pool <input type="checkbox"/> In-ground pool <input type="checkbox"/> Above-ground pool	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Hot tub/spa	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Deck	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Detached garage <input type="checkbox"/> New front approach	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Carport <input type="checkbox"/> New front approach	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Other structures over 10 m ² /108 sq. ft. (e.g. storage shed, gazebo, workshop, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Solar photovoltaic panel <input type="checkbox"/> Panel is on the ground <input type="checkbox"/> Panel is on an existing structure <input type="checkbox"/> Upgrade to the existing structure is required	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Required documentation – one copy, fully dimensioned

Letter of Authorization from the owner or Owner Statement (not required if owner is the applicant)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Status of Title , dated within 3 months of the application date along with any City of Winnipeg interests (e.g. caveats) – not required for accessory structures or change of use applications	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<p>Site and landscape plans:</p> <ul style="list-style-type: none"> street/lane locations and names property lines and lot dimensions all existing and proposed structures (e.g. house, garages, pools, etc.), including offsets/setbacks from property lines all proposed landscaping all proposed exterior lighting and parking lighting legal description <p>If scope includes new structures (other than solar photovoltaic panels) or site work, the following should also be included, where applicable:</p> <ul style="list-style-type: none"> projections (e.g. eavestroughs, canopies, steps, etc.) downspouts and sump-pump discharge approaches/driveways vehicle parking area, surfacing material (if no attached garage or detached garage) fences, curbs and wheel stops construction access and types of vehicles entering the property <p>If scope includes roof mounted solar photovoltaic panels that do not extend past the roof line, only the following information is required on the site plan:</p> <ul style="list-style-type: none"> location and dimensions of the solar photovoltaic panels on the roof <p>Note: A Building Location Certificate may be requested.</p>	<input type="checkbox"/> Yes

May be required documentation – one copy, fully dimensioned (select all that apply)

<p>Letter of Intent from the owner/tenant describing the intended function, if scope includes change of use</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>Building elevations, if scope includes new structures or impacts the exterior of existing structures (e.g. deck, house addition, new windows/doors, altered finish material, etc.):</p> <ul style="list-style-type: none"> • height of structure above grade (e.g. deck height, building height, ground solar photovoltaic height, etc.) • exterior window/door locations • exterior finish material (e.g. hardie board, stucco) <p>If scope includes roof mounted solar photovoltaic panels that are greater than 6 in. high:</p> <ul style="list-style-type: none"> • building elevations, including height of structure to top of the solar panel <p>Note: If roof mounted solar photovoltaic panels are less than 6 in. high, no building elevations are required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>Interior floor plans (all levels), if scope includes adding interior floor space, secondary suites or change of use:</p> <ul style="list-style-type: none"> • interior layout of the building (walls, doors, and window locations) • room labels (intended use) 	<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>Civil drawings (lot grade plan, site servicing plan), if scope includes infill home construction or site work</p> <p>For information required, refer to the Water and Waste Department website at: https://winnipeg.ca/waterandwaste/drainageFlooding/lotGrading/permit.stm</p> <p>For questions, contact the Water and Waste Department by email: WWD-Permits@winnipeg.ca</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>
<p>Geodetic survey (and grading design for flood protection), may be requested if your property is located in the Designated Floodway Fringe Area or is at flood risk. This survey does not need to be provided with your complete application package. You will be contacted if it is required to assess your proposal.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>

Note: If the proposed development requires supporting development applications (e.g. variance, plan approval) or permits (e.g. waterway permit, flood fringe variation permit), other documentation may be required for the supporting application. Supporting applications must be approved before a development permit can be issued.

Development Location Policy Considerations

Depending on the location of your project, unique bylaws, regulations or guidelines may apply to your development (e.g. the Small-Scale and Low-Rise Residential Development Guidelines for Mature Communities, Designated Floodway Fringe Area Regulation, etc.). Learn more about [zoning and development permits](#), including policy considerations.

If you have any questions about development permit application requirements, call Permits Direct Line at 204-986-5140 or email ppd-zoningapplications@winnipeg.ca.

Supplementary Information

1. In addition to obtaining the required building permits, the applicant must obtain approvals and Street Cut Permits from the Public Works Department for all remedial work and improvements that occur in the street right-of-way including underground, surface and overhead work. Drawings and specifications shall be submitted for approval through the Underground Structures Branch, ugsapproval@winnipeg.ca, identifying the scope and details of the work. Work in the right-of way shall not commence until approvals are received through the Underground Structures review and the required Street Permits are in place. Failure to obtain the necessary approval, permits or inspections will result in removal of the works by the applicant at their own cost.
2. Crossing permits are required when crossing a City right-of-way onto private property at a location other than at an existing driveway approach, such as mounting a curb and/or crossing a sidewalk. Crossing permits can be obtained by emailing pwd-uos-permits@winnipeg.ca.
3. Private Access By-law No. 49/2008 regulates the modification of rights-of-way to provide access to private real property in the City. An approval is required for the construction, modification, relocation or removal of a private access or walk. A private access permit is required prior to the construction of private accesses and walks.
4. The City of Winnipeg Standard Construction Specifications are available online at <https://winnipeg.ca/matmgt/Spec/Default.stm> and are applicable to all works within the City right-of- way.
5. A 'Use of Streets' permit will be required where any portion of a street (public right-of way) is encumbered, obstructed or occupied. See sections 4.06, 4.07, 4.08, 4.09 & 4.10 of the Streets By-law No 1481/77.

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.