

Building Permit Application Form Change of Use - Single/Two Family Dwelling*

*also used for non-commercial triplexes, fourplexes & row house buildings

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

- 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.

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:	

Project information

Existing use:	<input type="checkbox"/> Single family dwelling <input type="checkbox"/> Licensed care facility	<input type="checkbox"/> Two family dwelling <input type="checkbox"/> Rooming house <input type="checkbox"/> Daycare	Multi-family dwelling: <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex <input type="checkbox"/> Row house
Proposed use:	<input type="checkbox"/> Single family dwelling <input type="checkbox"/> Licensed care facility	<input type="checkbox"/> Two family dwelling <input type="checkbox"/> Daycare	Multi-family dwelling: <input type="checkbox"/> Triplex <input type="checkbox"/> Fourplex <input type="checkbox"/> Row house
Suite/unit/occupant information (if applicable, provide quantity): Note: If more than 10 care facility occupants or more than 12 daycare occupants, complete the Commercial Alteration Design Summary application form.	Number of suites: _____ added _____ removed	Number of proposed daycare occupants: _____ children _____ infants	Number of proposed care facility occupants: _____ ambulatory _____ non-ambulatory
	<input type="checkbox"/> Adding care facility occupants <input type="checkbox"/> Removing care facility occupants	<input type="checkbox"/> Adding secondary suite <input type="checkbox"/> Removing secondary suite	<input type="checkbox"/> Adding daycare occupants <input type="checkbox"/> Removing daycare occupants
<input type="checkbox"/> Imperial <input type="checkbox"/> Metric	Total occupancy area:		Number of floors affected:
Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>		\$	

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 (required if you have a prerequisite development permit) – refer to template
<input type="checkbox"/> Site plan <ul style="list-style-type: none"> • street/lane locations • distance from building to all property lines • legal description
<input type="checkbox"/> Floor plan(s) <ul style="list-style-type: none"> • complete floor layout, including all rooms and sizes of rooms where work is being done • all rooms labelled as per their use • all doors and windows, labeled with full dimensions (width and height) • electrical layout and plumbing (if applicable) • fire and sound separation details and specifications between suites/dwelling units

- Structural drawings (when structural work is being done). This includes, but is not limited to:
 - Floors: altering or repairing floor structural members such as joists or beams. and installing or relocating stairs.
 - Walls: creating openings in, relocating, or removing interior walls that are load bearing, rebuilding or making openings in exterior walls, including windows or patio doors.
 - Roof: altering, repairing or replacing roof structural members, such as rafters or trusses, installing roof dormers, developing previously unfinished attic spaces, installing skylights
 - Cross section with construction details (if there are proposed upgrades to wall, floor or roof assemblies)

Note: Engineering may be required
 - Engineered structural drawings (when major structural is being done). This includes, but is not limited to:
 - Basement: removing or altering teleposts or beams, making openings or structural repairs to foundation walls
 - Professional Designers Certificate for Housing (if plans are sealed by an engineer or architect) – refer to template
 - Dwellings with more than five bedrooms in each 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/permitonline
- 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 (floor plans, structural drawings, 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.