

Development Permit Application Checklist Single/Two Family Residential*

Use this checklist to make sure your application has all the documents needed for the work you plan to do. You must include this checklist when you send in your development permit application.

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

Project scope: (select all that apply)

Application type:		
<input type="checkbox"/> Single/two-family dwelling		
Project type:		
<input type="checkbox"/> Construct new	<input type="checkbox"/> Alter exterior	<input type="checkbox"/> Accessory structure
<input type="checkbox"/> Construct addition	<input type="checkbox"/> Alterations	<input type="checkbox"/> General – other
<input type="checkbox"/> Change of use	<input type="checkbox"/> Repair	<input type="checkbox"/> Install
<input type="checkbox"/> Locate		

Construction and private access:

<p>Is construction access crossing City property? If crossing City property, other than where a private approach exists, a Crossing Permit must be obtained. Contact the Public Works Department 204-986-6006 or pwd-uos-permits@winnipeg.ca to obtain a permit.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>Are you adding, removing or modifying private access (private approach, private walk, turning lane, loading bay, or median opening)? If yes, a Private Access Permit must be obtained. To start this process, complete the application form found at winnipeg.ca/publicworks/permitsApprovals/approaches/commercialApproach.stm and submit to pwdprivateaccess@winnipeg.ca.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes

Development near a waterway:

<p>Is your property located near a waterway (i.e. within 110 m of a river, or 77 m of a creek</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<p>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 need to pay additional permit fees and may be required to submit 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 to determine whether a Waterway Permit is required, and what the submission requirements are for your specific project.</p>	

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

Existing use:		
<input type="checkbox"/> Single family dwelling	<input type="checkbox"/> Two-family dwelling	<input type="checkbox"/> Multi-family dwelling - triplex
<input type="checkbox"/> Licenced care facility	<input type="checkbox"/> Rooming house	<input type="checkbox"/> Multi-family dwelling - fourplex
<input type="checkbox"/> Neighbourhood care	<input type="checkbox"/> Daycare	<input type="checkbox"/> Multi-family dwelling – row house
Proposed use:		
<input type="checkbox"/> Single family dwelling	<input type="checkbox"/> Two-family dwelling	<input type="checkbox"/> Multi-family dwelling - triplex
<input type="checkbox"/> Licenced care facility	<input type="checkbox"/> Rooming house	<input type="checkbox"/> Multi-family dwelling - fourplex
<input type="checkbox"/> Neighbourhood care	<input type="checkbox"/> Daycare	<input type="checkbox"/> Multi-family dwelling – row house

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:			
	Second floor:			
	Lower level:			
	Total area:			
Unfinished space:	Main floor:			
	Second floor:			
	Lower level:			
	Porch/covered deck:			
	Attached garage:			
	Total area:			
Is there a secondary suite?	<input type="checkbox"/> No <input type="checkbox"/> Yes			
Proposed floor area:	Secondary suite:			
	Secondary suite mechanical room:			
	Secondary suite stairwell:			

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

Document and digital submission requirements: To submit your application via email, provide a separate PDF file, named as indicated, for each of the documents that are applicable to your application.

 Required	Documents must be submitted with the initial application package, unless they are not applicable to the context of the proposed development application.
 May be required	Documents do not need to be submitted with the initial application package. Once your application is received, you will be notified if any of the “may be required” documents need to be submitted for the application to be deemed complete for processing.

Key documents

Type of document	Explanations & notes
 Letter of authorization	From the owner/property manager or Owner Statement (not required if owner is the applicant)
 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
 Site and landscape plans	<ul style="list-style-type: none"> <input type="checkbox"/> Street/lane locations and names <input type="checkbox"/> Property lines and lot dimensions <input type="checkbox"/> All existing and proposed structures (e.g. house, garages, pools, etc.), including offsets/setbacks from property lines <input type="checkbox"/> All proposed landscaping <input type="checkbox"/> All proposed exterior lighting and parking lighting <input type="checkbox"/> 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"> <input type="checkbox"/> Projections (e.g. eavestroughs, canopies, steps, etc.) <input type="checkbox"/> Downspouts and sump-pump discharge <input type="checkbox"/> Approaches/driveways <input type="checkbox"/> Vehicle parking area, surfacing material (if no attached garage or detached garage) <input type="checkbox"/> Fences, curbs and wheel stops <input type="checkbox"/> 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"> <input type="checkbox"/> Location and dimensions of the solar photovoltaic panels on the roof <p>Note: A Building Location Certificate may be requested.</p>
 Letter of Intent	From the owner/tenant describing the intended function, if scope includes change of use
 Interior floor plans (all levels)	<p>If scope includes adding interior floor space, secondary suites or change of use:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interior layout of the building (walls, doors, and window locations) <input type="checkbox"/> Room labels (intended use)
 Civil drawings (lot grade plan, site servicing plan)	<p>If scope includes infill home construction or site work.</p> <p>For information required, refer to the Water and Waste Department website at: winnipeg.ca/waterandwaste/drainageFlooding/lotGrading/permit.stm</p> <p>For questions, contact the Water and Waste Department by email: WWD-Permits@winnipeg.ca</p>

Type of document	Explanations & notes
 Building elevations	<p>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"> <input type="checkbox"/> height of structure above grade (e.g. deck height, building height, ground solar photovoltaic height, etc.) <input type="checkbox"/> exterior window/door locations <input type="checkbox"/> 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"> <input type="checkbox"/> 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>
 Geodetic survey (and grading design for flood protection)	<p>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>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.</p>	

Development location 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 winnipeg.ca/developmentpermits, including policy considerations

If you have questions about development permit application requirements, call Permits Direct Line **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 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.

We are collecting your personal information to manage and administer your application. *The Freedom of Information and Protection of Privacy Act (FIPPA)* section 36(1)(b) allows us to collect it for this purpose, while FIPPA section 44(1)(a) allows us to disclose it. FIPPA gives you privacy rights, and we do not use or share your personal information for any other purpose unless it is authorized by law or with your consent. Contact the City of Winnipeg Corporate Access and Privacy Officer at FIPPA@winnipeg.ca or dial 311 if you have questions about this collection of your personal information.