

Special Events and Temporary Use Development and/or Building Permit Application Form

Application must be submitted no later than two weeks prior to the event. All fees to be paid in full at time of application. Additional fees may apply if application is made less than two weeks prior to event date, or for events that require inspections on evenings or weekends.

Date: _____

Disclaimer

I hereby understand that by way of submitting this application form, the City will be processing both a development and/or building permit where required for the scope of work requested. I understand that a complete building permit application requires a prerequisite development permit, however due to the nature of this application, the City is offering combined processing.

I acknowledge the above statement and understand my applications will be processed at the same time, where required.

If you have questions, call Permits Direct Line at 204-986-5140 or email ppd-permit@winnipeg.ca.

Location of event

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

Check one: <input type="checkbox"/> Property owner <input type="checkbox"/> Building owner <input type="checkbox"/> Unit owner <input type="checkbox"/> Owner's delegate	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Applicant	Company name:	Contact name:
	Email address:	Phone Number:
	Mailing address:	
Event contact	<input type="checkbox"/> Same as applicant information above	
	Company name:	Contact name:
	Email address:	Phone number:
	Mailing address:	
Structural Engineer	Company name:	Contact name:
	Email address:	Phone Number:
	Mailing address:	
Electrical 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

Event start date:		Event end date:	
Setup date:		Take down date:	
Requested inspection date:			
Operating hours of event:			
Declared construction value (required): <i>This value is used for statistical purposes and does not affect permit cost.</i>			\$

Description of event

Event location inside building? <input type="checkbox"/> Yes <input type="checkbox"/> No		Event location outside? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated maximum number of people attending event at any given time (capacity of space)	Inside:	Outside:	
For indoor events, provide the area of indoor space being used for the event: _____ <input type="checkbox"/> sq. ft. <input type="checkbox"/> m ²			
Food service provided? <input type="checkbox"/> Yes (If yes, indicate type below) <input type="checkbox"/> No		Liquor service provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Method of cooking? <input type="checkbox"/> BBQ <input type="checkbox"/> Grill <input type="checkbox"/> Deep fryer <input type="checkbox"/> Other: _____			
Note: Contact Manitoba Health to submit an Application for a Temporary Food Service Establishment.			

Occupancy acknowledgment

<input type="checkbox"/> I acknowledge understanding of the responsibilities of owner/tenant regarding occupancy after a permit has been issued.
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Required documentation – one copy, fully dimensioned (select all that apply)

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

<input type="checkbox"/> Letter of Authorization from building owner/property manager for intended use (substitute the Owner Statement if professionals are involved – refer to Owner Statement template)
<input type="checkbox"/> Declaration Form for Development Permit Exemption – required if your project is exempt from a development permit (refer to template)

<input type="checkbox"/> Architectural drawings (indoor events, and may be required for some outdoor events), including the following: <ul style="list-style-type: none"> • interior layout of structure(s) • exterior dimensions • location and width of exits • number of occupants inside the building, tent, trailer, etc. • seating plan showing location of aisles and aisle dimensions • emergency light and/or exits signs
<input type="checkbox"/> Site plan (outdoor events): <ul style="list-style-type: none"> • location of buildings, tents, trailers, etc. • location of fire hydrant(s) and fire lane(s)

Additional documentation for tents/stages/bleachers – one copy (select all that apply)

<input type="checkbox"/> Structural drawings <ul style="list-style-type: none"> • sealed framing and foundation plans • wind, rain (and snow when applicable) management plans
<input type="checkbox"/> Letter(s) of responsibility <ul style="list-style-type: none"> • letter of responsibility (sealed, confirming that an engineer has been retained to inspect and certify the stages, tents, etc.) • letter of responsibility (identifying the person who is responsible for carrying out the wind, rain and snow management plans)
<input type="checkbox"/> Certification that tent fabric meets CAN / ULC-S109 or NFPA 701 (required for all tents)
<input type="checkbox"/> Specifications (if applicable)
<input type="checkbox"/> Required Professional Designer’s Certificate (from each professional) – refer to template

Event checklist (select all that apply)

Tents <input type="checkbox"/> Yes <input type="checkbox"/> No Additional documentation not required for tents less than 83.7 m ² (901 sq. ft.).			Will there be cooking or food preparation inside the tents? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Tent dimensions	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft
	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft
Intended use of tent(s):						
Trailers (on wheels) <input type="checkbox"/> Yes <input type="checkbox"/> No			Will there be cooking or food preparation inside the trailer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Trailer dimensions	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft
	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft	__ ft x __ ft
Intended use of trailer(s):						
Event Stages <input type="checkbox"/> Yes <input type="checkbox"/> No (Additional documentation not required for stages 2 ft. or less)						
Dimensions (l x w x h)	__ ft x __ ft x __ ft.	__ ft x __ ft x __ ft.	__ ft x __ ft x __ ft.			
Intended use of stage(s):						

Miscellaneous structures (other than City rental bleachers) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dimensions	_____ ft x _____ ft	_____ ft x _____ ft	_____ ft x _____ ft
Intended use of structure(s):			
Outdoor Beer Gardens <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, see other considerations in the Special Events guide if on City property.			
Fenced rink activities: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Estimated number of occupants: _____			
Intended use of fenced/contained area(s):			

Submission Options

Submit your application package to the Zoning & Permits Branch using one of the following options:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> <input type="checkbox"/> PDF 1 Application Forms (Letter of Authorization/Owner Statement, Declaration Forms) <input type="checkbox"/> PDF 2 Architectural Drawings <input type="checkbox"/> PDF 3 Site Plan <input type="checkbox"/> PDF 4 Structural Drawings <input type="checkbox"/> PDF 5 Fire Department Document (certification that tent fabric meets CAN / ULC-S109 or NFPA 701) <input type="checkbox"/> PDF 6 Specification – Architectural <input type="checkbox"/> PDF 7 Specification – Structural <input type="checkbox"/> PDF 8 Letter of Responsibility <input type="checkbox"/> PDF 9 Required Professional Designer’s Certificate(s) <input type="checkbox"/> PDF 10 Other (specify) _____

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.