



VERSION I.5 NEW CODE  
Effective Date March 28, 2007

**SUBMISSION FOR AN  
APPLICATION TO BUILD  
BUILDING AND SITE DESIGN SUMMARY**

**COMMERCIAL PROJECTS**

**NEW CONSTRUCTION AND ADDITIONS**

**Submission requirements\***

**\*Departments**

- **Planning, Property and Development**
  - **Zoning and Permits Branch**
  - **Plan Examination Branch**
  - **Fire Prevention Branch**
- **Public Works**
- **Water & Waste Departments**

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

*For Office Use Only*

**Folder Number:** \_\_\_\_\_

***If you have any questions, concerns or feedback regarding completion of this document,  
please email Patti Regan at [pregan@winnipeg.ca](mailto:pregan@winnipeg.ca)***

**It is recommended that applicants refer to the  
“*Guide – Building Permit Submissions for Commercial Projects*”  
for assistance in completing this document**

City of Winnipeg  
Planning, Property and Development Department  
Unit 31 - 30 Fort Street, Winnipeg, Manitoba  
Telephone: 1-204-986-5140

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### Section I - Application Information

- This form **MUST** be completed by the applicant and attached to the submission.
- For Partial Permits complete shaded sections – For explanation of permit types refer to document “Guide – Building Permit Submissions for Commercial Projects”
- Failure to fully complete submission will delay processing your permit application

#### A. General Information

1. Construction Address  
Street No. \_\_\_\_\_ Street Name: \_\_\_\_\_ Unit No. \_\_\_\_\_
2. Value of Construction: \_\_\_\_\_
3. Construction Start Date: \_\_\_\_\_
4. Gross Floor Area: \_\_\_\_\_
5. Number of Storeys: \_\_\_\_\_

#### B. Plans, Documents and Fee required

##### 1. Number of Plans required

- a) 4 copies of complete construction drawings (with site plan) and 2 sets of specs
- b) 2 additional copies of architectural drawings (with site plan)
- c) 1 additional copy, if Health Department approval required (with site plan)

##### 2. Documentation required

- a) A current copy of status or Certificate of Title
- b) Letter of authorization from the owner
- c) 2 copies of the appropriately completed Building Design Summary

##### 3. Fee

- a) Plan deposit of \$524.00 for construction over \$100,000 dollars in construction value

#### C. Checklist for type of permit request: select one process

1. **Full Plan Submission** (for details see 3.2 of Guide – Building Permit Submissions for Commercial Projects)

A FULL plan submission is a complete set of final architectural, structural, mechanical and electrical drawings and site plans. Partial permits may be issued to allow construction to proceed before a full plan review has been completed.

**NOTE:** Mechanical or electrical systems such as commercial cooking operations and manufacturing processes are permitted to be excluded from the Full Plan Submission, however, separate permits will be required for those mechanical and electrical systems.

- a) Request for a Partial Building (foundation) Permit (for details see 3.4.(1) of Guide)
- b) Request for a Partial Building (structural frame) Permit (for details see 3.4.(2) of Guide)

2. **Shell Only Plan Submission** (for details see 3.3 of Guide – Building Permit Submission for Commercial Projects)

A SHELL ONLY plan submission is a set of plans for a completed building to a shell only stage and with no occupancy. *Note: Separate permits will be required for the development to the final stages of occupancy.*

- a) Request for a Partial Building (foundation) Permit (for details see 3.4.(1) of Guide)

3. **Partial Plan Submission** (for details see 3.4 of Guide – Building Permit Submissions for Commercial Projects)

A PARTIAL plan submission is a set of plans that are either preliminary drawings or missing the final drawings of either the architectural, structural mechanical or electrical drawings. Permits will be issued in stages based on the extent of the final drawings submitted for review.

**NOTE:** Mechanical or electrical systems such as commercial cooking operations and manufacturing processes are permitted to be excluded from the Partial Plan Submission, however, separate permits will be required for those mechanical and electrical systems.

- a) Request for a Partial Building (foundation) Permit (for details see 3.4.(1) of Guide)

- b) Request for a Partial Building (structural frame) Permit *(for details see 3.4.(2) of Guide)*

**Section I - Application Information cont'd**

**D. Checklist of information submitted**

**1. Design Summaries**

- a) Development Design Summary *(refer to Section IIIA of Submission for an Application to Build)*  
Fully completed (mandatory)
  
- b) Building Design Summary *(refer to Section IIIB of Submission for an Application to Build)*
  - 1. Fully completed for Building (full) Permit *(for details see 3.2.(1) of Guide)*
  - 2. Complete for partial Building (foundation) Permit *(for details see 3.4.(1) of Guide)*
  - 3. Complete for partial Building (structural frame) Permit *(for details see 3.4.(2) of Guide)*
  - 4. Complete for Building (Shell Only) Permit *(for details see 3.3.(1) of Guide)*

**2. Plans – Status of plan submission**

**Note: For a foundation permit the plans in BOLD must be submitted**

- 1). Site Plans *(refer to Section II of Submission for an application to Build)*
  - a) General site plan
    - Final
    - **Preliminary site plan, final to follow by \_\_\_\_\_**
  
  - b) Lot Grade Plan
    - **Final**
    - Final to follow by \_\_\_\_\_
  
  - c) Sewer and Water Site Servicing Plan
    - **Final**
    - Final to follow by \_\_\_\_\_
  
- 2). Construction Drawings *(refer to Section 2 of Guide)*
  - a) Architectural drawings
    - Final architectural
    - **Preliminary architectural, final to follow by \_\_\_\_\_**
  
  - b) Structural drawings
    - Final structural
    - **Final foundation and preliminary structural drawings**
    - Final structural drawings to follow by \_\_\_\_\_
  
  - c) Mechanical drawings
    - Final mechanical
    - Partial mechanical, others to follow
    - Mechanical drawings to follow by \_\_\_\_\_
  
  - d) Electrical drawings
    - Final electrical
    - Partial electrical, final drawings to follow
    - Electrical drawings to follow by \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

*(Applicant)*

**Office Use Only:**

Modifications made to this Section must be initialed by the Applicant, and signed and dated below:

Modified by: \_\_\_\_\_ Date: \_\_\_\_\_

**Section I - Application Information cont'd**

**E. People** (applicant to complete)

<b>Applicant</b>		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
<b>Contractor</b>		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
<b>Owner</b>		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
<b>Architect</b>		
Company Name:		Phone No:
Architect:		Fax No:
Address:		Email:
<b>Code Consultant</b>		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
<b>Structural Engineer</b>		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
<b>Mechanical Engineer</b>		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
<b>Electrical Engineer</b>		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
<b>Municipal Engineer</b>		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
<b>Geotechnical Engineer</b>		
Company Name:		Phone No:
Engineer:		Fax No:
Address:		Email:
<b>Other:</b>		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:
<b>Other:</b>		
Company Name:		Phone No:
Contact:		Fax No:
Address:		Email:

**Section II - Site Plan Checklists**

**Folder No.** \_\_\_\_\_

All applications for new construction and building additions must be accompanied by a well-drawn, legible, detailed site plan that matches the construction drawings submitted with the application. *(This checklist MUST be completed and attached to the submission, and The City will not begin processing the permit application until the following information is provided:*

**A. General Site Plan**

**This general site plan addresses the requirements of all departments involved in plan review**

General Information	Yes	NA
1. North Arrow	<input type="checkbox"/>	
2. Drawing scale (not less than 1:500)	<input type="checkbox"/>	
3. Civic Address (if assigned)	<input type="checkbox"/>	<input type="checkbox"/>
4. Legal Description	<input type="checkbox"/>	
5. Street names	<input type="checkbox"/>	
6. Property lines, lot lines and all adjacent public rights-of-way	<input type="checkbox"/>	
7. Lot Dimensions	<input type="checkbox"/>	
8. Total lot area	<input type="checkbox"/>	
9. Construction access route(s) (indicated)	<input type="checkbox"/>	
10. Existing structures	<input type="checkbox"/>	
11. Proposed structures	<input type="checkbox"/>	
12. Existing sewer and water connections	<input type="checkbox"/>	
13. Location of fire hydrant(s) and sprinkler and/or standpipe connections	<input type="checkbox"/>	
14. Access routes / lanes for fire fighting	<input type="checkbox"/>	
15. Indicate site-surfacing material and show all curbs, wheel stops, parking fences and lighting. (Refer to Sections 1140 – 1142 inclusive of Zoning By-law No. 6400/94 or Section 230 of Downtown Zoning By-law No. 100/04.	<input type="checkbox"/>	
16. Dimensions of all projections (i.e. eaves, steps, landings, architectural features.)	<input type="checkbox"/>	<input type="checkbox"/>
17. Garbage enclosure(s)	<input type="checkbox"/>	<input type="checkbox"/>
18. Proposed on-site lighting	<input type="checkbox"/>	<input type="checkbox"/>
19. Proposed signage	<input type="checkbox"/>	<input type="checkbox"/>
20. Dimensions, location and type of surface of existing and proposed approaches, aisles/driveways, vehicle parking areas, loading, storage, etc.	<input type="checkbox"/>	
21. Proposed and existing private sidewalks with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
22. Accessory structures (e.g. booths, fences, parking lots, planters, retaining walls, curbing, lamp standards, free standing signs, awnings, etc.) with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	<input type="checkbox"/>
23. Aisle, driveway(s) and approach locations. (Refer to Sections 1120, 1130, and 1140 of Zoning By-law No. 6400/94 or Sections 230 and 250 of Downtown Zoning By-law No. 100/04) and Private Approaches By-law No. 6546/95	<input type="checkbox"/>	<input type="checkbox"/>
24. Indicate total number of parking spaces. Spaces must be 8 ft. wide x 20 ft. deep, or 10 ft. wide if abutting a wall or a fence. (Refer to Sections 1120 and 1130 of Zoning By-law No. 6400/94 or Section 230 of Downtown Zoning By-law No. 100/04).	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	NA
25. Indicate total number of loading spaces. Spaces must be 12 ft. wide x 33 ft. deep, or 50 ft. deep depending on use and floor area. (Refer to Section 1151 of Zoning By-law No. 6400/94 or Section 240 of Downtown Zoning By-law No. 100/04).	<input type="checkbox"/>	<input type="checkbox"/>
26. Indicate all landscaping areas and identify material e.g. grass, trees, shrubs, ornamental paving, etc. (Refer to Section 1140 of Zoning By-law No. 6400/94 or Sections 230 and 250 of Downtown Zoning By-law No. 100/04).	<input type="checkbox"/>	<input type="checkbox"/>
27. For automobile sales, vehicle display areas shall be shown indicating surfacing and type of fencing (post and chain or bumper guard)	<input type="checkbox"/>	<input type="checkbox"/>
28. Vent racks and underground storage tanks complete with fuel re-filling areas	<input type="checkbox"/>	<input type="checkbox"/>
29. Storage Compounds with the surfacing indicated and the type and height of fencing around the compound.	<input type="checkbox"/>	<input type="checkbox"/>
30. Proposed surface alterations and enhancements or improvements in the public right-of-way including all landscaping, ditch modifications, and proposed hard surfacing. (Refer to Appendix "A")	<input type="checkbox"/>	<input type="checkbox"/>
31. Location of any proposed structures, portions of structures or services in the public right-of-way, including utility service connections. (Refer to Appendix "A").	<input type="checkbox"/>	<input type="checkbox"/>
32. Areas of the public right-of-way that will be encumbered, occupied or obstructed as a result of the proposed construction, including the installation of any hoarding, fencing, covered walkways, piles or shoring, or any portion of a construction crane that occupies or projects into the right-of-way. (Refer to Appendix "A")	<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Applicant)

**Office Use Only:**

Modifications made to this Section must be initialed by the applicant, and signed and dated below:

Modified by: \_\_\_\_\_ Date: \_\_\_\_\_



**Section II - Site Plan Checklists cont'd**  
**B. Lot Grade Plan**

Folder No. \_\_\_\_\_

*This checklist MUST be completed and attached to the submission*

*The City will not begin processing the permit application until the following information is provided:*

	<b>Yes</b>	<b>NA</b>
1. Lot grading plan(s) prepared and sealed by a Professional Engineer, Landscape Architect, or Architect.	<input type="checkbox"/>	
<b>This information is required on all site plans:</b>		
2. Civic address and legal description of the property	<input type="checkbox"/>	
3. Drawing scale (metric) and North arrow (no less than 1:500)	<input type="checkbox"/>	
4. Project location with reference to adjoining streets (street names) or dimensions to street corners at mid-block locations	<input type="checkbox"/>	
5. Legal dimensions of all property lines and total gross area	<input type="checkbox"/>	
6. Building location(s) and distances to other buildings, property lines, driveways, etc.	<input type="checkbox"/>	
7. Entrances to buildings and proposed geodetic floor elevation(s)	<input type="checkbox"/>	
8. Existing and proposed geodetic lot grade elevations (in metric) both on the site and on adjacent property, public right-of-ways, or easements.	<input type="checkbox"/>	
9. Drainage patterns indicated by flow arrows and slopes described in percentages	<input type="checkbox"/>	
10. Location of roof drain downspouts and sump pump discharge outlets	<input type="checkbox"/>	
11. Dimensions and location of all paved or impervious areas such as parking lots, lanes, driveways, sidewalks, curbs and gutters, roofs, etc.	<input type="checkbox"/>	
12. Catch basin locations with rim and invert elevations	<input type="checkbox"/>	
13. Location and elevation of sewer and water connections	<input type="checkbox"/>	
14. Lot grades to confirm drainage	<input type="checkbox"/>	
15. Distances to flood line if development is located within flood fringe area	<input type="checkbox"/>	<input type="checkbox"/>
16. Indicate Flood Protection Level (FPL) if development is located within flood fringe area	<input type="checkbox"/>	<input type="checkbox"/>
17. Size, location, and configuration of private approaches off of public right-of-ways including slopes described in percentages	<input type="checkbox"/>	<input type="checkbox"/>
18. Proposed location of garbage enclosures	<input type="checkbox"/>	<input type="checkbox"/>

For questions and/or additional information contact: **Water and Waste Department**  
**Customer Technical Services Branch**  
**849 Ravelston Avenue W.**  
**Winnipeg, Manitoba R3E 1S8**  
**Phone: (204) 986-3484**  
**Fax – (204) 222-2168**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Applicant)

*Office Use Only:*  
Modifications made to this Section must be initialed by the Applicant, and signed and dated below:

Modified by: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II - Site Plan Checklists cont'd**

Folder No. \_\_\_\_\_

**C. Site Service Plan**

*This checklist MUST be completed and attached to the submission.*

*The City will not begin processing the permit application until the following information is provided.*

	Yes	No	NA
1. Site Servicing Plan(s) prepared and sealed by a Professional Engineer <u>experienced in municipal design works (Municipal Engineer preferred)</u> .	<input type="checkbox"/>		
2. Size and location of sewer (waste water/sanitary and/or land drainage / storm water) and water (domestic/fire) service connections, fire hydrants, and siamese connections, including the connection details (i.e. – connection type, invert elevations, etc.) to the common mains. Wastewater/sanitary and land drainage/storm water connections shall be separate connections to the common sewer mains.	<input type="checkbox"/>		
3. Size, location (alignment), and material type of sewer and water mains and other underground utilities in the public right-of-ways or easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Isolation details of water meter (including locations proposed for multiple metering) and meter by-pass c/w backflow prevention, inter-connections, location and layout. Include <u>fixture count</u> for large commercial sites to aid in meter sizing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Size, location, and configuration of storm water control devices including overflow locations. Sites greater than 1,000 m <sup>2</sup> (10,750 ft <sup>2</sup> ) shall be serviced with an internal land drainage system including catch basin(s). (Normally, sites less than or equal to 1,000 m <sup>2</sup> (10,750 ft <sup>2</sup> ) with no potential for future expansion may be drained via private approaches). Drainage is not permitted across sidewalks and boulevards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The pre-development and post-development peak discharge rates for 1:5 and 1:25 year City of Winnipeg design storms (storm water discharge must be controlled in accordance with Sewer By-Law 7070/97). In areas where gravel parking lots are permitted, the same storm water control conditions shall apply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Maximum depth and extent of ponding (not to exceed 0.3 metres of depth on paved surfaces) for a 1:25 year City of Winnipeg design storm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Size, location and type of roof drains where roof storage is used to restrict peak discharge rates or where roofs exceed 1,000 m <sup>2</sup> (10,750 ft <sup>2</sup> ) in area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Construction note (recommended) indicating services are to be installed in accordance with latest revision of the City of Winnipeg Standard Construction Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Size and location of grit interceptors. Grit interceptors shall be constructed for all indoor parking and loading area applications. Interceptors installed in indoor areas shall be connected to the building's internal wastewater sewer system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Size, location, and configuration of drainage safety features must be constructed in accordance with City of Winnipeg Culvert and Drainage Inlet/Outlet Safety Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For questions and/or additional information contact:

**Water and Waste Department  
 Customer Technical Services Branch  
 849 Ravelston Avenue W.  
 Winnipeg, Manitoba R3E 1S8  
 Phone: (204) 986-3484  
 Fax – (204) 222-2168**

Signed: \_\_\_\_\_  
 (Applicant)

Dated: \_\_\_\_\_

**Office Use Only:**

Modifications made to this Section must be initialed by the Applicant, and signed and dated below:

Modified by: \_\_\_\_\_

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

**Section II - Site Plan Checklists cont'd**

**D. Appendix "A" – Site Plans**

SUPPLEMENTARY INFORMATION

1. The Private Approaches By-law No. 6546/95 regulates the location, dimensions, and material types. An approval is required for new private walks and approaches or for relocating or widening existing private walks and approaches. A construction permit is required prior to the construction of private walks and approaches.
2. The City of Winnipeg Standard Construction Specifications which are available in Adobe Acrobat (pdf) format @ <http://www.winnipeg.ca/matmgt>, are applicable to work in the public right-of-way including private walks and approaches.
3. Permission to construct and maintain an encroachment must be obtained independently from the Building Permit Approval. Encroachment applications are received at the following office:
  - Planning, Property and Development Department
  - Zoning and Permits Branch
  - 31 – 30 Fort Street
  - Winnipeg, MB R3C 4X7For further information, call 986-5140.
4. 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.)
5. Cutting, breaking, tearing or removing of a road surface, or excavating within the right-of-way requires the City's permission, an excavation permit and the payment of street cut repair fees prior to commencing any work. Only Contractors licensed under the Streets By-law are permitted to work within the City's right-of-way. (See sections 4.06, 4.07,4.08,4.09 & 4.10 of the Streets By-law No 1481/77.)
6. For any work within the street right-of-way drawings must be submitted to the City of Winnipeg, Underground Structures and Microfilm Services Branch to obtain approval for construction within the right-of-way.

**Section III - Design Summaries**

**Folder No.** \_\_\_\_\_

**A. Development Design Summary (Zoning) 986-5140**

*(This form MUST be fully completed and attached to the submission.)*

1. Legal Description \_\_\_\_\_  
\_\_\_\_\_

2. Zoning By-law No.  Zoning By-law No. 6400/94  Zoning By-law No. 100/2004

3. Existing or previous use(s): \_\_\_\_\_

4. Proposed use(s): (specify) \_\_\_\_\_

*(The existing and proposed uses are needed to determine if more or less parking spaces are required.)*

Parking and Loading

5. Parking - number of stalls: Required \_\_\_\_\_ Provided \_\_\_\_\_

6. Parking surface: (specify) \_\_\_\_\_

7. Loading spaces required Required \_\_\_\_\_ Provided \_\_\_\_\_

8. Loading space dimensions: \_\_\_\_\_

Approvals

9. Zoning Agreements: (specify) \_\_\_\_\_

10. Conditional Use \_\_\_\_\_

11. Variance \_\_\_\_\_

12. Other approvals: \_\_\_\_\_

Site Coverage

14. Total Main Floor \_\_\_\_\_ square metres

15. Lot Area \_\_\_\_\_ square metres

16. Maximum allowed site coverage \_\_\_\_\_ square metres

17. Lot Coverage Provided \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_ %

Main floor area      Lot area      Lot Coverage

Floor Area Ratio

18. Total area of building (all floors) \_\_\_\_\_ square metres

19. Lot Area \_\_\_\_\_ square metres

20. Maximum allowed floor area ratio \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_ / \_\_\_\_\_

Total building area      Lot area      Floor area ratio

21. Building Height (feet/metres) Required \_\_\_\_\_ m Provided \_\_\_\_\_ m

Yard Setbacks

22. Front Required \_\_\_\_\_ m Provided \_\_\_\_\_ m

23. Sides Required \_\_\_\_\_ m Provided \_\_\_\_\_ m

24. Rear Required \_\_\_\_\_ m Provided \_\_\_\_\_ m

25. Encroachments: (specify)  Yes  No (specify type) \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

*(Applicant, Architect, Landscape Architect, Surveyor, Other Qualified Professional)*

**Office Use Only:**

Modifications made to this Section must be initialed by the Applicant, and signed and dated below:

Modified by: \_\_\_\_\_ Date: \_\_\_\_\_

**Section III - Design Summaries cont'd**

**Folder No.** \_\_\_\_\_

**B. Building Design Summary (Plan Examination / Fire Prevention)**

**General Information for Section III**

1. This form MUST be fully completed, including the seals of the respective design professionals, and attached to the submission. When necessary, additional analyses shall be provided and included with this Submission.
2. All references in Building Design Summary refer to the Manitoba Building Code.
3. Please indicate all items that are not applicable.

**The City will not begin processing the permit application until the following information is provided:**

**1. Fire Protection, Occupant Safety and Accessibility (MBC Part 3 – Division B)**

***For Shell Only or Partial permits, for Part 3 only the shaded areas must be completed with the initial submission.***

**MBC - Section 3.1- General**

- a. Major occupancy classification (3.1.2): \_\_\_\_\_  
 (Note: for multi-use/storey buildings, more than one major occupancy classification may be necessary)
- b. Other intended occupancy group(s): \_\_\_\_\_  
 \_\_\_\_\_
- |                      |       |                   |                            |
|----------------------|-------|-------------------|----------------------------|
| c. Building Area(s): | _____ | Square metres     | (Note: see MBC definition) |
| d. Building Height   | _____ | Number of storeys | (Note: see MBC definition) |
| e. Building Facing   | _____ | Number of streets |                            |
- f. Building is sprinklered  Yes  No
- g. Firewall(s) (3.1.10) (Rating and grid line location) \_\_\_\_\_
- h. High Building (3.2.6)  Yes  No If Yes, additional analysis included
- i. Design occupant load(s) (3.1.17): *(specify occupant loads for various spaces when applicable)*  
 \_\_\_\_\_  
 \_\_\_\_\_
- j. Alternative Solution(s):  Yes  No If yes, see attachment

**MBC Section 3.2 - Building Fire Safety**

**3.2.2 - Building Size and Construction Relative to Occupancy**

- a. Construction article(s) *(select from articles 3.2.2.20 to 3.2.2.83)*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Note: for multi-use, multi-storey buildings, more than one classification or construction article may be necessary)
- b. Construction: Non-combustible  Non-combustible or combustible construction, singly or in combination
- |  |       |                                   |
|--|-------|-----------------------------------|
| c. Floor assembly above basement (see 3.2.1.4) | _____ | (hr) fire separation (FS)         |
| d. Crawl space (see 3.2.2.9 and 3.1.11.6)      | _____ |                                   |
| e. Other floor assemblies                      | _____ | (hr) FS                           |
| f. Mezzanine assemblies                        | _____ | (hr) fire-resistance rating (FRR) |
| d. Roof assembly                               | _____ | (hr) FRR                          |
| e. Roof assembly (see 3.1.14.2)                | _____ |                                   |
| f. Load bearing beams and columns              | _____ | (hr) FRR                          |

**Section III – Design Summaries cont’d. B. Building Design Summary cont’d.**

**3.2.3 - Spatial Separation (Note: See Tables 3.2.3.1. A to D and Sentences 3.2.3.7.(1) to (6))**

**North Wall**

- a. Limiting distance (LD) = \_\_\_\_\_ metres
- b. Exposing building face (EBF) = \_\_\_\_\_ sq m (area)
- c. Unprotected openings (allowable) \_\_\_\_\_ % (specify) > unprotected openings (actual) \_\_\_\_\_ % (specify)
- d. FRR = \_\_\_\_\_ (hr)
- e. Construction: non-combustible  combustible  f. Cladding: non-combustible  combustible

**South Wall**

- a. Limiting distance (LD) = \_\_\_\_\_ metres
- b. Exposing building face (EBF) = \_\_\_\_\_ sq m (area)
- c. Unprotected openings (allowable) \_\_\_\_\_ % (specify) > unprotected openings (actual) \_\_\_\_\_ % (specify)
- d. FRR = \_\_\_\_\_ (hr)
- e. Construction: non-combustible  combustible  f. Cladding: non-combustible  combustible

**East Wall**

- a. Limiting distance (LD) = \_\_\_\_\_ metres
- b. Exposing building face (EBF) = \_\_\_\_\_ sq m (area)
- c. Unprotected openings (allowable) \_\_\_\_\_ % (specify) > unprotected openings (actual) \_\_\_\_\_ % (specify)
- d. FRR = \_\_\_\_\_ (hr)
- e. Construction: non-combustible  combustible  f. Cladding: non-combustible  combustible

**West Wall**

- a. Limiting distance (LD) = \_\_\_\_\_ metres
- b. Exposing building face (EBF) = \_\_\_\_\_ sq m (area)
- c. Unprotected openings (allowable) \_\_\_\_\_ % (specify) > unprotected openings (actual) \_\_\_\_\_ % (specify)
- d. FRR = \_\_\_\_\_ (hr)
- e. Construction: non-combustible  combustible  f. Cladding: non-combustible  combustible

**3.2.8 - Mezzanines and Opening through Floor Assemblies**

*(Note: Mezzanine(s) – Sentences 3.2.8.2.(1) and see also Sentences 3.2.1.1.(3) to (7).)*

	<b>Yes</b>	<b>N/A</b>
a. Open mezzanine (max. 40%).	<input type="checkbox"/>	<input type="checkbox"/>
b. Enclosed mezzanine (max. 10%).	<input type="checkbox"/>	<input type="checkbox"/>
c. Interconnected floor space - (Sentence 3.2.8.2.(6).)	<input type="checkbox"/>	<input type="checkbox"/>
d. Interconnected floor space - (Articles 3.2.8.3 to 3.2.8.9) <i>(Note: see 3.4.3.2.(6) Exits from Interconnected Floor space)</i>	<input type="checkbox"/>	<input type="checkbox"/>

**MBC Section 3.3 - Safety within Floor Areas**

- a. Suite separation (3.3.1.1) \_\_\_\_\_ (Hour) Fire separation
- b. Major occupancy separation (Table 3.1.3.1) \_\_\_\_\_ (Hour) Fire separation
- c. Public corridor (3.3.1.4) \_\_\_\_\_ (Hour) Fire separation

d. Dead-end corridor (3.3.1.9) \_\_\_\_\_ (m) (Maximum 6 m)

**Section III – Design Summaries cont'd. B. Building Design Summary cont'd**

- e. Suite egress (3.3.1.5) \_\_\_\_\_ No. of egress doors
- f. Janitor's room (3.3.1.21) \_\_\_\_\_ (Hour) Fire separation
- g. Common laundry room(s) (3.3.1.22) \_\_\_\_\_ (Hour) Fire separation
- h. Welding and Cutting room(s) (3.3.1.25) \_\_\_\_\_ (Hour) Fire separation
- i. Repair garage (3.3.5.5) 2 hr fire separation
- j. Storage garage (3.3.5.6) 1.5 hr fire separation
- k. Additional occupancy requirements (see Subsections 3.3.2 to 3.3.5) – (specify)

**MBC Section 3.4 - Exits**

- a. Minimum two exits [3.4.2.1.(1)] required. Number of exits provided \_\_\_\_\_ (specify number)
- b. Mezzanine exits/egress stairs (3.4.2.2) \_\_\_\_\_
- c. Distance between exits (3.4.2.3) = \_\_\_\_\_ m
- d. Travel distance (3.4.2.5) = \_\_\_\_\_ m
- e. Exit stair enclosure (3.4.4.1) \_\_\_\_\_ (hr) fire separation
- f. Exit lobby (3.4.4.2) \_\_\_\_\_ (hr) fire separation
- h. Exit capacity (3.4.3.2) - stair (width) \_\_\_\_\_ mm = \_\_\_\_\_ (number) persons
- i. Exit capacity (3.4.3.2) - door (width) \_\_\_\_\_ mm = \_\_\_\_\_ (number) persons
- g. Horizontal exit (3.4.1.6 and 3.4.6.9).  Yes  No
- j. Exit schematic provided (optional)  Yes  No

**MBC Section 3.5 – Vertical Transportation**

- a. Elevator shaft (3.5.3.1) \_\_\_\_\_ (Hour) Fire separation
- b. Elevator machine room (3.5.3.3) \_\_\_\_\_ (Hour) Fire separation
- c. Elevator size (3.5.4.1) = \_\_\_\_\_ mm x \_\_\_\_\_ mm

**MBC Section 3.6 - Vertical Service Space**

- a. Service (furnace) room (3.6.2.1) \_\_\_\_\_ (Hour) Fire separation
- b. Service (other) room(s) (3.6.2.1) \_\_\_\_\_ (Hour) Fire separation
- c. Incinerator room(s) (3.6.2.4) \_\_\_\_\_ (Hour) Fire separation
- d. Refuse (garbage) room(s) (3.6.2.5) \_\_\_\_\_ (Hour) Fire separation

**MBC Section 3.7 – Washrooms Fixtures** (See 3.7.2.2 and Tables 3.7.2.2 A to C)

- a. Occupant Load \_\_\_\_\_ /2 = \_\_\_\_\_ /sex
- b. Female Water closet Number Required \_\_\_\_\_ Number Provided \_\_\_\_\_
- c. Lavatory Number Required \_\_\_\_\_ Number Provided \_\_\_\_\_
- d. Male Water closet Number Required \_\_\_\_\_ Number Provided \_\_\_\_\_
- e. Lavatory Number Required \_\_\_\_\_ Number Provided \_\_\_\_\_

**Section III – Design Summaries cont’d. B. Building Design Summary cont’d.**

**MBC Section 3.8 – Barrier- Free Design**

- a. Barrier-free protection (3.3.1.7) – (specify type) \_\_\_\_\_
- b. Barrier-free access provided to all main floor tenants (3.8.2.1)  Yes  No
- c. Barrier-free access to upper floor(s) by elevator (3.8.2.1)  Yes  No
- d. Barrier-free washrooms are provided (3.8.2.3)  Yes  No
- e. Public entrance doors equipped with power door operators (3.8.3.3)  Yes  No

**Building Code Electrical Life Safety Systems**

- a. 3.2.4 – Fire Alarm and Detection Systems: Fire alarm is required  Yes  No
- b. 3.2.7 – Emergency Lighting: Emergency lighting is required  Yes  No
- c. 3.4.5 – Exit Signs: Exit signage is required.  Yes  No

**Fire Paramedic Service – Fire Prevention Branch – MBC/MFC**

**Manitoba Building Code**

**3.2.5 - Provisions for Fire Fighting**

- a. Access for fire fighting provided to basement, above grade storeys, roof  Yes  No
- b. Access routes provided for firefighters vehicles, including turnaround  Yes  No
- c. Location of hydrants indicated.  Yes  No
- d. Standpipe system is required (3.2.5.8, Table 3.2.5.8.)  Yes  No
- e. Sprinkler system fire department connections indicated  Yes  No
- f. Standpipe system fire department connection indicated.  Yes  No

**Manitoba Fire Code**

- a. Part 3 – Indoor and Outdoor storage – Dangerous goods, etc.  Yes  No
- b. Part 4 – Flammable and Combustible Liquids  Yes  No
- c. Part 5 – Hazardous Processes and Operation, e.g. spray booths, laboratories.  Yes  No
- d. Other conditions/features. (specify) \_\_\_\_\_

Note: Additional analysis may be required. \_\_\_\_\_

**Responsibilities of the Designer:**

I will provide construction reviews as required by Subsection 6.1 of the Winnipeg Building By-Law 4555/87 and, upon completion of the work, will provide a letter of certification in conformance with Subsection 6.3 of the By-Law.

Signature \_\_\_\_\_

Date \_\_\_\_\_



***Affix Seal over signature***

**Section III - Design Summaries cont'd. B. Building Design Summary cont'd.**

**2. Structural Design (MBC Part 4)**

*For Shell Only or Partial permits, only the shaded areas must be completed with the initial submission.*

**MBC Section 4.1 Structural Loads and Procedures**

- a. Design loads indicated on drawings  Yes  No
- b. Other effects/loads  Yes  No

**MBC Section 4.2 Foundations**

- a. Subsurface investigation (soils) report included  Yes  No

**MBC Section 4.3 Design Requirements for Structural Materials** (check applicable references)

Material reference standards indicated:

- a. Wood: CSA 086, Engineering Design in Wood
- b. Masonry: CSA S304.1, "Design of Masonry Structures".
- c. Concrete: CSA A23.3, "Design of Concrete Structures"
- d. Steel: CAN/CSA S16, "Limit States Design of Steel Structure"
- e. CSA S136, "Cold Formed Steel Structural Members"
- f. Others – if applicable

**Shop Drawings (Div.C-2.2.7.3.)**

*Note: Documents listed below will be submitted prior to installation, if applicable*

	<b>Yes</b>	<b>N/A</b>
a. Rigid steel frame, including design summary sheet	<input type="checkbox"/>	<input type="checkbox"/>
b. Open web steel joists	<input type="checkbox"/>	<input type="checkbox"/>
c. Structural connections	<input type="checkbox"/>	<input type="checkbox"/>
d. I-Joists, open-web wood joists, etc.	<input type="checkbox"/>	<input type="checkbox"/>
e. Roof trusses, including girder trusses	<input type="checkbox"/>	<input type="checkbox"/>
f. Glulam/Structural Composite Lumber (SCL) beams	<input type="checkbox"/>	<input type="checkbox"/>
g. Hollow-core slabs	<input type="checkbox"/>	<input type="checkbox"/>
h. Pre-cast structural members	<input type="checkbox"/>	<input type="checkbox"/>
i. Stairs, handrails and guards	<input type="checkbox"/>	<input type="checkbox"/>

**Responsibilities of the Designer:**

I will provide construction reviews as required by Subsection 6.1 of the Winnipeg Building By-Law 4555/87 and Article 2.2.7.2 (Division C) of the MBC and upon completion of the work, will provide a letter of certification in conformance with Subsection 6.3 of the By-Law.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Affix Seal over signature**

**Section III - Design Summaries cont'd. B. Building Design Summary cont'd.**

**3. Environmental Separation (MBC Part 5)**

*(Design Professionals to initial their items of responsibility)*

**MBC Section 5.2 Loads and Procedures**

- a. Operating temperature \_\_\_\_\_
- b. Operating relative humidity range \_\_\_\_\_
- c. Operating static pressure \_\_\_\_\_
- d. Wind load calculations for environmental separation done by \_\_\_\_\_

**MBC Section 5.3 Heat Transfer**

- a. Analysis of condition control done by \_\_\_\_\_
- b. Placement and types of primary insulating layers in environmental separations (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MBC Section 5.4 Air Leakage**

- a. Air-barrier systems utilized (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Specified leakage rate (not mandatory) for building (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MBC Section 5.5 Vapour Diffusion**

- a. Vapour barrier materials used and location (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MBC Section 5.6 Precipitation**

- a. Roofing and flashing systems (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Drainage and disposal systems (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MBC Section 5.7 Surface Water**

- a. Methods used to control surface water (Describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section III – Design Summaries cont’d. B. Building Design Summary cont’d.**

**MBC Section 5.8 Moisture in the Ground**

- a. Methods used to control moisture in the ground (Describe) \_\_\_\_\_  
\_\_\_\_\_
- b. Penetration of service elements \_\_\_\_\_
- c. Methods used to accommodate penetrations by windows, doors, electrical services, mechanical services, etc. (Describe) \_\_\_\_\_  
\_\_\_\_\_

**MBC Section 5.9 Sound Transmission**

- a. Walls \_\_\_\_\_  
\_\_\_\_\_
- b. Floors \_\_\_\_\_  
\_\_\_\_\_

**Responsibilities of the Designer:**

*(Note: Seal applies to those items initialed)*

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Signature \_\_\_\_\_ Date: \_\_\_\_\_  
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Signature \_\_\_\_\_ Date: \_\_\_\_\_  
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Signature \_\_\_\_\_ Date: \_\_\_\_\_  
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**Section III - Design Summaries, B. Building Design Summary cont'd.**

**4. Heating, Ventilating and Air-Conditioning (MBC Part 6)**

*(Design professionals to initial their items of responsibility)*

**NOTE:** Electrical systems such as commercial cooking operations and manufacturing processes are permitted to be excluded from the Full or Partial Plan Submission, however, separate permits will be required for those electrical systems.

**MBC Section 6.2 Design and Installation**

**MBC Subsection 6.2.2 Ventilation**

General ventilation (ASHRAE 62) - 6.2.2.1

- a. Use(s): \_\_\_\_\_ (specify type of use(s))
- b. Rate(s): \_\_\_\_\_ (cfm/person)
- c. Occupant Load(s): \_\_\_\_\_ (specify number of persons)
- d. Ventilation capacity required = \_\_\_\_\_ (specify)
- e. Ventilation capacity provided = \_\_\_\_\_ (specify)
- f. Ventilation based on \_\_\_\_\_ (specify)

Other space ventilation

- a. Storage garage - 6.2.2.3  Yes  No
- b. Emergency generator ventilation - 6.2.2.4  Yes  No
- c. Air contaminant exhaust - 6.2.2.4  Yes  No
- d. Dust collection system - 6.2.2.4 & 6.2.2.5  Yes  No
- e. Welding and cutting operations (NFPA 51) - 6.2.2.4 & 6.2.2.5  Yes  No
- f. Crawl Space/Attic or Roof Spaces - 6.2.2.7  Yes  No
- g. Other conditions /features \_\_\_\_\_ (specify)

**MBC Subsection 6.2.3 Air Duct Systems**

- a. Fire Dampers (See Article 3.1.8.9) - 6.2.3.6  Yes  No
- b. Smoke Detector Control (see Article 3.2.4.12) - 6.2.3.7  Yes  No
- c. Exhaust Ducts and Outlets – 6.2.3.8
- d. Interconnection of Systems - 6.2.3.9  Yes  No
- e. Make-up Air - 6.2.3.11  Yes  No

**MBC Subsection 6.2.4 Carbon Monoxide Alarms**

- a. Carbon Monoxide Alarms - 6.2.4.1  Yes  No

**Responsibilities of the Designer:**

*(Note: Seal applies to those items initialed)*

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**Responsibilities of the Designer:**

*(Note: Seal applies to those items initialed)*

I will provide construction reviews as required by Subsection 6.1 of the Winnipeg Building By-Law 4555/87 and upon completion of the work, will provide a letter of certification in conformance with Subsection 6.3 of the By-Law.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Affix Seal over signature**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Affix Seal over signature**

**Section III - Design Summaries cont'd, B. Building Design Summary cont'd.**

**4. Heating, Ventilating and Air-Conditioning (Part 6) cont'd**

*(Design Professionals to initial their items of responsibility)*

**Other Systems**

**1. Repair Garage/Spray Booths**

- a. Auto-body repair shop - 6.2.2.4  Yes  No
- b. Service/repair garage (NFPA 30A) - 6.2.2.5  Yes  No
- c. Spray Booth (NFPA 33) - 6.2.2.4 & 6.2.2.5  Yes  No

**2. Cooking Equipment**

- a. Cooking equipment (NFPA 96) - 6.2.2.6  Yes  No

**3. Manitoba Fire Code (MFC)– Dangerous and Hazardous Goods**

- a. Flammable and Combustible Liquids  Yes  No
- b. Hazardous Processes and Operations  Yes  No

**4. Mechanical Systems Requiring Separate Permit**

Yes  No

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**Responsibilities of the Designer:**

*(Note: Seal applies to those items initialed)*

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**Responsibilities of the Designer:**

*(Note: Seal applies to those items initialed)*

I will provide construction reviews as required by Subsection 6.1 of the Winnipeg Building By-Law 4555/87 and upon completion of the work, will provide a letter of certification in conformance with Subsection 6.3 of the By-Law.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
***Affix Seal over signature***

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
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**Section III - Design Summaries, B. Building Design Summary cont'd.**

**4. Heating, Ventilating and Air-Conditioning (Part 6) cont'd**

*(Design Professionals to initial their items of responsibility)*

**Fire Suppression Systems**

**1. Sprinkler Systems**

- a. Sprinkler Systems (3.2.5.13) - NFPA 13 , 13R , 13D  (check if applicable)
- b. Type of system: Wet \_\_\_\_\_ Dry \_\_\_\_\_ Other \_\_\_\_\_ (specify)
- c. Hazard \_\_\_\_\_
- d. Sprinkler shop drawings under engineers seal to be supplied by contractor  (check if applicable)

**2. Standpipe Systems**

- a. Standpipe and Hose System - NFPA 14  Yes  No
- b. Fire Pump (see 3.2.5.19) - NFPA 20  Yes  No

**Responsibilities of the Designer:**

*(Note: Seal applies to those items initialed)*

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**Responsibilities of the Designer:**

*(Note: Seal applies to those items initialed)*

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
***Affix Seal over signature***

Signature \_\_\_\_\_ Date \_\_\_\_\_  
***Affix Seal over signature***



**Section III - Design Summaries cont'd. B. Building Design Summary cont'd.**

**5. Electrical - By-Law 36/2003** (Including Canadian Electrical Code)

*This MUST be completed and attached to the submission*

**NOTE:** Electrical systems such as commercial cooking operations and manufacturing processes are permitted to be excluded from the Full or Partial Plan Submission, however, separate permits will be required for those electrical systems.

**5.1. General**

- a. Non-combustible construction is required  Yes  No
- b. Sprinklered  Yes  No
- c. Service: \_\_\_\_\_ V \_\_\_\_\_ A \_\_\_\_\_ Phase \_\_\_\_\_ Wire
- d. Service conductor routing: O/H \_\_\_\_\_ U/G \_\_\_\_\_

Details \_\_\_\_\_

- e. Ground fault protection required  Yes  No
- f. Single line diagram provided  Yes  No
- g. U/G cable ampacities: diagram: \_\_\_\_\_ detail: \_\_\_\_\_ table: \_\_\_\_\_
- h. Rule 8-104 cable ampacity compliance  Yes  No
- i. Grounding conductor size: (specify) \_\_\_\_\_
- j. Grounding electrode: Water pipe \_\_\_\_\_ Artificial \_\_\_\_\_

**IC ratings:**

- k. Service entry \_\_\_\_\_ KA
- l. 600V CDP \_\_\_\_\_ KA
- m. 600V panel \_\_\_\_\_ KA
- n. 208V CDP \_\_\_\_\_ KA
- o. 208V panel \_\_\_\_\_ KA
- p. Dielectric filled transformer clearance >3m \_\_\_\_\_
- r. Transformer as per 26-242(3) if <3m \_\_\_\_\_
- s. Working space requirements 2-308(1m) \_\_\_\_\_ 2-310(1.5m) \_\_\_\_\_
- t. Panel locations shown  Yes  No
- u. Exits from electrical rooms as per 2-310  Yes  No
- v. Sprinkler shielding provided  Yes  No
- w. Flood plain requirement details \_\_\_\_\_
- x. Landfill requirement details \_\_\_\_\_

**5.2. Exit Signage – (see MBC Subsection 3.4.5)**

- a. Exit signs required  Yes  No
- b. Exit signs provided  Yes  No
- c. Exit sign locations shown  Yes  No
- d. Dedicated exit light cct./emergency lighting cct.  Yes  No

**5.3. Emergency Lighting – (see MBC Subsection 3.2.7)**

- a. Emergency lighting required  Yes  No
- b. Emergency lighting provided  Yes  No
- c. Emergency lighting locations shown  Yes  No
- d. Emergency power supply DC \_\_\_\_\_ Generator \_\_\_\_\_
- e. Emergency power duration  ½ hr.  1 hr.  2hr
- f. WEB compliance 46-106 \_\_\_\_\_ 46-304(4) \_\_\_\_\_

**Section III - Design Summaries, B. Building Design summary cont'd.**  
**5. Electrical cont'd** (This MUST be completed and attached to the submission)

**5.4. Fire Alarm System – (see MBC Subsection 3.2.4)**

- a. Fire alarm system required  Yes  No
- b. Fire alarm system provided  Yes  No
- c. Fire alarm system specifications provided  Yes  No
- d. Type of fire alarm: 1 stage \_\_\_\_\_ 2 stage \_\_\_\_\_ addressable \_\_\_\_\_
- e. Annunciator location(s) shown  Yes  No
- f. Manual pull stations shown  Yes  No
- g. Fire alarm detectors shown  Yes  No
- h. Sprinkler system supervision provided  Yes  No
- i. Latching supervisory zones provided  Yes  No
- j. Zone schedule provided  Yes  No
- k. Elevator control/alternate floor homing provided  Yes  No
- l. Air-handling detector(s) provided for shutdown  Yes  No
- m. Central vacuum shutdown required/provided  Yes  No
- n. Cooking exhaust hood extinguisher connection provided  Yes  No
- o. Audible signals shown  Yes  No
- p. Visual signals provided  Yes  No
- r. Central reporting required  Yes  No
- s. Emergency power supply DC \_\_\_\_\_ Generator \_\_\_\_\_

**5.5. Door Hardware/Control**

- a. Door holders provide  Yes  No
- b. Door holder FA release provided  Yes  No
- c. Smoke detection located per CAN/ULC-S524  Yes  No
- d. Electro-magnetic door locks provided  Yes  No
- e. Electro-magnetic door locks comply with MBC - 3.4.6.15.(4)  Yes  No

**5.6. Emergency Generator**

- a. Emergency generator location shown  Yes  No
- b. CAN/CSA C-282 compliance  Yes  No
- c. Trouble supervision  Local  Remote
- d. Unit equipment provided in generator room  Yes  No
- e. Unit equipment provided in transfer switch room  Yes  No

**5.7. Fire Pump**

- a. Fire pump required / provided  Yes  No
- b. Shown on single line diagram  Yes  No
- c. Required emergency generator provided  Yes  No
- d. Remote trouble supervision provided  Yes  No
- e. Fire alarm supervision provided  Yes  No
- f. Transfer switch approved for fire pump service  Yes  No

**Section III – Design Summaries. B. – Building Design Summary cont’d**

**5.8. 5. Electrical cont’d.**

**Barrier Free Requirements**

- a. Fire resistance for elevator conductors required. MBC 3.3.1.7.(1)(a)  Yes  No
- b. Assistive listening system required. MBC 3.8.3.7  Yes  No

**5.9. Dwelling Units**

- a. Panel location shown  Yes  No
- b. Smoke alarms/circuiting/interconnection  Yes  No
- c. Heat detection required / provided  Yes  No
- d. Fire alarm audible device provided  Yes  No
- e. Kitchen receptacles  Yes  No
- f. Mandatory circuits  Yes  No
- g. Lighting / switched outlets  Yes  No
- h. Switches/communication outlets in bathrooms  Yes  No
- i. GFCI protection provided  Yes  No
- j. AFCI protection provided  Yes  No
- k. Voltage  Yes  No
- l. Electric heat control  Yes  No

**6.0 Electrical Systems Requiring Separate Permit**

Yes  No

- a. \_\_\_\_\_
- b. \_\_\_\_\_

**Responsibilities of the Designer:**

I will provide construction reviews as required by Subsection 6.1 of the Winnipeg Building By-Law 4555/87 and upon completion of the work, will provide a letter of certification in conformance with Subsection 6.3 of the By-Law

Signature \_\_\_\_\_  
**Affix Seal over signature**

Date \_\_\_\_\_

**Section III - Design Summaries,**

**B. Building Design Summary cont'd.**

**6. Schedule A (SHELL ONLY permits) This MUST be completed and attached to the submission**

**6.1 Electrical**

**1. Site Work Responsibility for:**

- a. Transformer/CSTE / Utility Coordination  Yes  No
- b. Service Conduit to building(s)  Yes  No
- c. Service conductors to building(s)  Yes  No
- d. Site Lighting (conduit / conductors)  Yes  No
- e. Communications Pedestals, Conduits  Yes  No
- f. Related Mechanical Site-works (pumping stations etc.)  Yes  No
- g. Other \_\_\_\_\_

**2. Building(s) Shell Responsibility for:**

- a. Utility / Site Services  Yes  No
- b. Service Entrance Conductors  Yes  No
- c. Service Entrance Equipment  Yes  No
- d. Metering / Meter Centre  Yes  No
- e. Communications Service Conduit  Yes  No
- f. Code Review related to Occupancy  Yes  No
- g. Fire Alarm System and FA panel location – local /central reporting  Yes  No
- h. Exits/Emergency Lighting (Battery backup)  Yes  No
- i. Site Lighting (conduit / conductors)  Yes  No
- j. Building (exterior) outlet rough-in  Yes  No
- k. Building (interior) outside wall rough-in  Yes  No
- l. Vapour Barrier Integrity  Yes  No
- m. Other \_\_\_\_\_

**3. Electrical Design Assumptions**

- a. Service Size \_\_\_\_\_ V \_\_\_\_\_ A \_\_\_\_\_ phase \_\_\_\_\_ wire \_\_\_\_\_ KAIC  
Service Conductor:  underground  overhead \_\_\_\_\_ CU AL  
Ampacity \_\_\_\_\_ Detail / Table \_\_\_\_\_
- b. Connected Load (est) \_\_\_\_\_ kVA
- c. Demand Load (est) \_\_\_\_\_ kVA; based on WEB Rule 8-2 \_\_\_\_\_  
(fill in applicable rule)
- d. Metering (circle): single meter OR multiple meters (circle one)  
For multiple metering, service includes for the following sub-services with meters:
- e. \_\_\_\_\_ x 60A \_\_\_\_\_ x 100A \_\_\_\_\_ x 200A \_\_\_\_\_ x 400 A \_\_\_\_\_ x 600 A \_\_\_\_\_ x 800 A
- f. Block Heaters Number \_\_\_\_\_ (circle): controlled / uncontrolled
- g. Building is intended for Group \_\_\_\_\_ occupancy
- h. Fire Alarm system required  Yes  No
- i. Central Reporting  Yes  No
- j. Sprinkler System installed  Yes  No

**Responsibilities of the Designer:**

To the best of my knowledge, these design assumptions reflect the best-known estimates of the electrical requirements for the subject building. I agree that this form and the information hereon may be provided to others for future verification as part of further building and occupancy permit processes. It is my understanding that the building may not be occupied under a "Shell Only" permit.

Signature \_\_\_\_\_  
**Affix Seal over signature**

Date \_\_\_\_\_

**Section III - Design Summaries,**

**B. Building Design Summary cont'd.**

**6. Schedule A (SHELL ONLY permits) cont'd** *(This MUST be completed and attached to the submission)*

**6.2 Mechanical**

**NOTE:** Mechanical systems such as commercial cooking operations and manufacturing processes are permitted to be excluded from the Full or Partial Plan Submission, however, separate permits will be required for those mechanical systems.

**1. Building(s) Shell Responsibility for:**

- a. Roof Drainage and run-off / control flow  Yes  No
- b. Oil Interceptors  Yes  No
- c. HVAC: Roof Top Unit(s), furnace, boiler, ventilation assumptions and equipment capacities  Yes  No
- d. Provincial Inspections Required (gas / boiler)  Yes  No
- e. Dampers / Fire Separations  Yes  No
- f. Vapour Barriers – Roof Penetrations  Yes  No
- g. Code Review –Occupancy considerations  Yes  No
- h. Sprinklering of building  Yes  No
- i. Fire Fighters (Siamese) connections – location(s)  Yes  No
- j. Back-flow prevention  Yes  No
- k. Commercial Kitchen requirements  Yes  No
- l. Other \_\_\_\_\_

**2. Mechanical Design Assumptions**

- a. Heat Transfer Ceiling \_\_\_\_\_
- b. (Heat Gain / Loss) Walls \_\_\_\_\_
- c. Floor \_\_\_\_\_
- d. Dew Point Acceptable  Yes  No
- e. Air Barrier Type \_\_\_\_\_
- f. Drainage From building: \_\_\_\_\_
- g. From site: \_\_\_\_\_
- h. Ventilation: Use 1 (per ASHRAE 62) \_\_\_\_\_ Based on \_\_\_\_\_ occupants
- i. Use 2 (per ASHRAE 62) \_\_\_\_\_ Based on \_\_\_\_\_ occupants
- Use 3 (per ASHRAE 62) \_\_\_\_\_ Based on \_\_\_\_\_ floor area
- j. Additional Uses attached  Yes  No
- k. Commercial Kitchen  Yes  No
- l. Interlock Exhaust / MUA  Yes  No
- m. Fire Alarm System Interface?  Yes  No
- n. Sprinkler System Required?  Yes  No
- o. Water Metering: single, multiple size(s) \_\_\_\_\_ x \_\_\_\_\_ (to be located in one room)
- p. Gas Metering: single, multiple (number) \_\_\_\_\_

- q. Fire Suppression: Included  Yes  No
- r. If Yes: Separate Pipe Size \_\_\_\_\_ Combined pipe size \_\_\_\_\_
- s. Based on NFPA \_\_\_\_\_
- t. Plumbing Fixtures w.c. \_\_\_\_\_ sinks: \_\_\_\_\_ other: \_\_\_\_\_ (fill in number)

To the best of my knowledge, these design assumptions reflect the best-known estimates of the mechanical requirements for the subject building. I agree that this form and the information hereon may be provided to others for future verification as part of further building and occupancy permit processes. It is my understanding that the building may not be occupied under a "Shell Only" permit.

**Responsibilities of the Designer:**

*(Note: Seal applies to those items initialed)*  
Engineer completing this form (include seal)  
Responsible for *(Indicate all that apply)*

**Responsibilities of the Designer:**

*(Note: Seal applies to those items initialed)*  
Engineer completing this form (include seal)  
Responsible for *(Indicate all that apply)*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Affix Seal over signature**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Affix Seal over signature**

**Section III - Design Summaries**

**B. Building Design Summary cont'd.**

**6. Schedule A (SHELL ONLY) cont'd**

*This MUST be completed and attached to the submission*

**6.3 Municipal**

**1. Site Work Responsibility for:**

- a. Grading / Catch basins  Yes  No
- b. Connection to underground infrastructure for site drainage  Yes  No
- c. Building water run-off  Yes  No
- d. Site Service Connections Water and Sewer  Yes  No
- e. Other \_\_\_\_\_

**2. Building(s) Shell Responsibility for:**

- a. Connection to Infrastructure  Yes  No
- b. Site Drainage  Yes  No
- c. Site Service Connections water and sewer  Yes  No

Engineer completing this form (include seal)  
Responsible for (*Indicate all that apply*)

Signature \_\_\_\_\_  
**Affix Seal over signature**

Date \_\_\_\_\_