

March 2019 – News from the Division

## **Procedural Change to Structural Shop Drawing Submissions for Occupancy Permits**

The purpose of this memorandum is to communicate an upcoming procedural change in the processing of structural shop drawings, which is being undertaken to better align departmental practices with our mandated responsibilities under the Manitoba Building Code and the Winnipeg Building By-Law.

### **Background**

Previously, the Planning, Property & Development Department did not always require the submittal, review and acceptance of structural shop drawings prior to the issuance of Interim Occupancy permits. However, these drawings contain necessary information to verify that premanufactured components used in construction meet the applicable code requirements.

### **Code and By-Law Requirement**

Division C, Article 2.2.4.4 states that “structural drawings of parts or components including guards designed by a person other than the designer of the building shall be dated and shall bear the authorized professional seal and signature of the designer of such parts or components”.

Additionally, Article 2.2.7.3 requires that “the designer or another suitably qualified person responsible to the designer shall review all shop drawings and other related documents relevant to the design to determine conformance with the design”.

Furthermore, Section 9.3 of the Winnipeg Building By-Law authorizes designated employees to require the submission of such documentation as proof that the design conforms to the requirements of the code.

### **Procedural Changes**

As part of an upcoming overhaul of the way occupancy requests are made and related documentation is submitted, the Department is introducing the following procedural changes.

- Structural shop drawings will have to be submitted before the occupancy permit request. The drawings must be reviewed and accepted by the City’s Structural Plan Examination Engineers before any Occupancy Permit is issued.

### **Shop Drawing Submission**

A list of the required shop drawings will be identified during the initial plan review process. Submission will be facilitated through the City’s Permits Online system, where real time updates on the documents’ review and acceptance will be available.

The City strongly recommends shop drawings be submitted for review as soon as they are available. Shop drawing submissions are often incomplete, which should be identified and communicated early in the process.

This procedural change will require applicants to coordinate with design professionals prior to submission, but will also contribute to a smoother process, while dramatically decreasing the chances of receiving a denied occupancy request.