

Change in Occupancy Requirements

Discontinuation of Occupy Only Permits

Effective April 4, 2022, the Planning, Property & Development Department will no longer require Building Occupancy Permits for a change in tenant/occupant only in an effort to realign requirements for occupancy permits with the provisions of the Manitoba Building Code. This includes:

- No change in use as per the Manitoba Building Code and/or Winnipeg Zoning By-Law is planned,
- No construction work that would otherwise trigger the need for an occupancy permit is being carried out,
- No increase in size, or change in dimensions of the occupant/tenant space is planned,
- No increase in the Occupant Load (number of persons utilizing the occupant/tenant space) from the previous use is planned,
- Administrative changes to business names and/or business owner.

By deleting the regulatory process for businesses moving into existing buildings without proposing any alterations, the Division is refocusing its mandate and resources on matters of life/fire safety and general Building Code compliance.

The Manitoba Fire Code contains provisions for the ongoing maintenance of certain life/fire safety features in buildings where alterations are not undertaken.

Building Occupancy Permits for commercial, industrial and residential (single and two-family dwellings and some multi-family dwellings without shared exits are exempt) will still be required when:

- Constructing a new building or addition,
- There is a change of use as per the Manitoba Building Code or Winnipeg Zoning By-law (may or may not be alterations),
- Construction work that triggers the need for a Building Occupancy permit,
- There is an increase in size, or change in dimensions of the tenant space,
- There is an increase in the Occupant Load (number of persons utilizing the occupant/tenant space).

For more information about occupancy permits, visit winnipeg.ca/occupancypermits.