

November 2018 – News from the Division  
E-Permitting for Residential Building and Trade Permit Applications

*The purpose of this communique is to inform our customers that over the coming weeks, the Division will be testing in real time expanded features of its e-permitting services for all residential building and trade permit applications.*

*The Division's long term vision for permitting services includes a full online service program, where applicants are able to:*

- ✓ *Apply online,*
- ✓ *Pay online,*
- ✓ *View the status of an application online,*
- ✓ *Provide additional information online, and*
- ✓ *Receive their permit and supporting documentation electronically.*

*Over the past year, the Division has been working hard to put in place internal processes and capacity to support this vision. Two important changes include:*

- *The installation of Bluebeam® software to enable the Housing Plan Examination team to review proposed building plans electronically, and*
- *The restructuring of the Division's internal scanning service to provide scanning/uploading of hard copy application materials at the beginning of the application review process (enabling electronic review).*

*These changes enable the Division to move forward with the delivery of permits and supporting documentation in digital form. In the coming weeks, all new Residential Building and Trade Permits (applied for after November 26, 2018) will be reviewed electronically, with customers receiving their permits and supporting documentation in electronic format. When a permit is issued, the customer will receive a customized email with their individual permit information, a PDF copy of their permit, and a link to access a personal ZIP file where supporting documentation (e.g. site and building plans) can be accessed. The ZIP file will remain available for download for 30 days.*

*In addition, the Division is launching a new web-based Housing Request for Inspections form. Customers are now able to request housing inspections using this friendlier format. Simply fill out online and submit.*

*The Division will be monitoring this new process closely to ensure that it is working smoothly, both internally and for our customers. If you have not had the opportunity to register for Permits Online with the City of Winnipeg, we would encourage you to do so today. The table on the following page explains what online features are currently in place for our customers through the Permits Online service. We are also in the process of updating our website to provide additional information for Permits Online. If in the meantime, we can be of any assistance to you in regards to registration or Permits Online, please call [204-986-5140](tel:204-986-5140) or email [ppd-permit@winnipeg.ca](mailto:ppd-permit@winnipeg.ca).*

*Kind regards,*

*Stan Dueck,  
Manager of Development & Inspections*

**E-Permitting Features:  
Residential Building and Trade Permits, November 2018**

E-Permitting Features	Description and Status of Service
Registration for Permits Online	Any customer is currently able to register to access Permits Online. New customers applying for a permit in person are automatically provided with an opportunity to access Permits Online and are sent an email to activate their account.
Apply Online	<p>Currently, the following contractor groups can apply for permits online:</p> <ul style="list-style-type: none"> <li>- Eligible Contractors can apply for new single-family detached homes (with or without an attached garage),</li> <li>- Garage Contractors can apply for detached garages,</li> <li>- Licensed Electrical Contractors can apply for residential electrical permits, and</li> <li>- Licensed Plumbing Contractors can apply for residential plumbing permits.</li> </ul> <p>The Division's goal is to expand this functionality to more applicant types in the future.</p>
Pay Online	Any applicant registered for Permits Online may pay online using a credit card (up to maximum permit fees of \$10,000).
View Status of Application Online	Any registered individual linked to an application may view its status on Permits Online.
Provide Additional Information Online	Any registered individual that has been authorized to manage an application may upload additional information online for the application.
<b>NEW</b> Receive Permit and Supporting Documentation Electronically	<p>All new Residential Building and Trade Permits applied for after November 26, 2018 will be reviewed electronically with customers receiving their permits and supporting documentation in electronic format.</p> <p>When a permit is issued, customers will receive their permit via email which will include a personal ZIP file location from which supporting documentation can be downloaded. The ZIP file will remain available for 30 days.</p>
<b>NEW</b> Web-based Housing Request for Inspection	Customers are now able to request housing inspections using a friendlier web-based form. <a href="#">Simply fill out this form online</a> and submit.