



Planning, Property & Development
Urbanisme, biens et aménagement

Planning, Property & Development Department

Overview of Licenced Contractor Program and
Updates from Commercial Inspections

MCAM, October 15, 2020

Introductions/Presentation Overview

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Presentation Overview

- Licenced Mechanical Contractor Program
- Commercial Inspections
- Permits Online
- Questions & Discussion

Licensed Mechanical Contractor Program – History

- City of Winnipeg/MCAM collaboration 2005 to 2008
- Building By-law unclear on what constituted a “mechanical system” that required a permit, so work often undertaken without permit
- Interested in ensuring that:
 - individuals performing mechanical are qualified, and
 - permits obtained where required
- Licensed plumbing contractor program used as a template

Licensed Mechanical Contractor Program – Purpose

Why licence contractors?

- Licensed contractors are:
 - Trained to a specific standard – nationally accredited program and/or provincially licensed in a trade
 - Knowledgeable installers so on-site defects are minimized
 - Aware of region-specific By-laws and procedures
- Ensure qualified people are performing installations by necessitating that a contractor's licence is required to obtain a permit.
- Ability for the City to revoke a licence if a contractor is found to be non-compliant

Licensed Mechanical Contractor Program – License Types

Mechanical permits/Licensed mechanical contractor program adopted by Council in 2008 for:

- **M1** (HVAC)
- **M2** (Sprinkler)
- **M3** (defined high hazard for specific installations) contractors.
- M1 & M2 are required to hold nationally accredited certification specific to their trade while M3 must hold manufacturer product specific certification.

Licensed Mechanical Contractor Program – License Types (Cont.)

- **M-Prime** (2018) to accommodate contractors who function in a contract administration role but do not have licensed trades on staff
 - Manage and coordinate HVAC or sprinkler projects
 - Sheet metal or sprinkler installation work is subbed to a licensed M1 or M2 contractor
 - Allows them to be the main point of contact for the project for the City but still have qualified installers

Licensed Mechanical Contractor Program – Online Support

The screenshot shows the 'Mechanical Information Centre' page on the 'Planning, Property & Development' website. The page features a central green hexagon labeled 'Mechanical & Plumbing Info Centre' surrounded by six blue hexagons: 'Downloadable Forms & Checklists', 'Information Bulletins', 'Fees & Related By-Laws', 'Contractor Licencing & Exams', 'Inspectors & District Maps', and 'Related Brochures'. Below the central hexagon are two blue buttons: 'Permits Online' and 'Related Links'. At the bottom right, there is a button labeled 'Access Permits Online' with a downward arrow. The left sidebar contains a search bar and a navigation menu with categories like 'Building & Renovating', 'Mechanical Info Centre', and 'Contractor Licencing & Exams'.

- Access to Permits Online
- Information Bulletins
- Online list of contractors
- Important Info document
 - Qualifications
 - Responsibility
 - Emails
 - Retirement, not renewing
 - Licence active for duration of projects
 - Close permits before expiry

<https://www.winnipeg.ca/ppd/InfoCentre/MechanicalAndPlumbing/default.stm>

Changes to Inspections

New Booking Process:

Online form at Winnipeg.ca/commercialinspectionrequest

Benefits:

- Request information goes directly to scheduler
- Web-form live 24/7
- Enables business analysis and ongoing improvement

Now customers will use the online form to **request** your inspection or call 204-986-5190.

Commercial Inspection Request Form

All fields with an asterisk (*) are mandatory.

Please complete and submit this form to request a building, trade inspection, or occupancy re-inspection. If you have not submitted your first occupancy permit request or would like to add additional areas to an existing partial interim occupancy permit, please complete the [Building Occupancy Permit Request Form](#).

*Applicant Name:

*Phone Number:

*Email Address:

*Confirm Email Address:

*Address for Inspection:

Floor(s):

Unit(s):

*Name of Contact Person On Site:

*Site Contact Category:

Name of Company:

*Contact Phone Number:

*Permit Number(s) and Inspection Type:

*Is this a re-inspection? Yes No

Describe the Inspection Request - Location (in Building), Size of Inspection, any Other Information:

Preferred Inspection Time Period:

	Morning	Afternoon
Thursday, Oct 8	<input type="checkbox"/> 08:15 - 12:00	<input type="checkbox"/> 13:00 - 15:00
Friday, Oct 9	<input type="checkbox"/> 08:15 - 12:00	<input type="checkbox"/> 13:00 - 15:00
Tuesday, Oct 13	<input type="checkbox"/> 08:15 - 12:00	<input type="checkbox"/> 13:00 - 15:00

Please note that requests are not guaranteed. You will be contacted to confirm your inspection date.

24 hours' notice is required when cancelling a scheduled inspection or a \$162.00 fee may be assessed.

Please call 204-986-5190 for cancellations.

Office hours are Monday to Friday, 8:30 am to 4:30 pm, excluding statutory holidays.

Inspection hours are 8:15 am - 3:00 pm, excluding statutory holidays.

For after-hours emergency electrical inspections please call 311. Please note, additional after hours fees apply.

All work must be inspected prior to being covered and at final inspection.

Failure to schedule mandatory inspections may result in additional fees/removal of covered installations to allow for inspections.

"Your personal information is being collected under the authority of The Freedom of Information and Protection of Privacy Act, section 25(1)(b). This information will be used for permit management and administration by the City of Winnipeg's Planning Department."

Mandatory Commercial Inspections

Online request form includes rough-in (prior to cover) and final completion inspections.

Applicants must call for a progress inspections prior to requesting final inspections.

*Permit Number(s) and Inspection Type: [Permit Search by Address](#)

*Is this a re-inspection? Yes

Describe the Inspection Request -
Location (in Building), Size of Inspection,
any Other Information:

Preferred Inspection Time

Morning

Thursday, Oct 8 08:15 - 12:00

Friday, Oct 9 08:15 - 12:00

- Select subtype...
- M1 - HVAC - Final
- M1 - HVAC - Rough In
- M2 - Fire Sprinkler System - Final
- M2 - Fire Sprinkler System - Rough In
- M3 - Defined High Hazard - Final
- M3 - Defined High Hazard - Rough In
- Occupancy Re-Inspection
- Plumbing - Final
- Plumbing - Rough In
- Plumbing - Underground

Commercial Inspection Scheduling

Key Steps:

1. Once the form is submitted, you will receive a confirmation email that your request was received.
2. A Scheduler will then review the inspection request vs the inspector calendar and call to confirm the inspection appointment and available times.
3. Once the inspection appointment is determined, you will receive another email confirmation.

Target response time for scheduling (from receipt of online form to booked appointment = 24 hours).

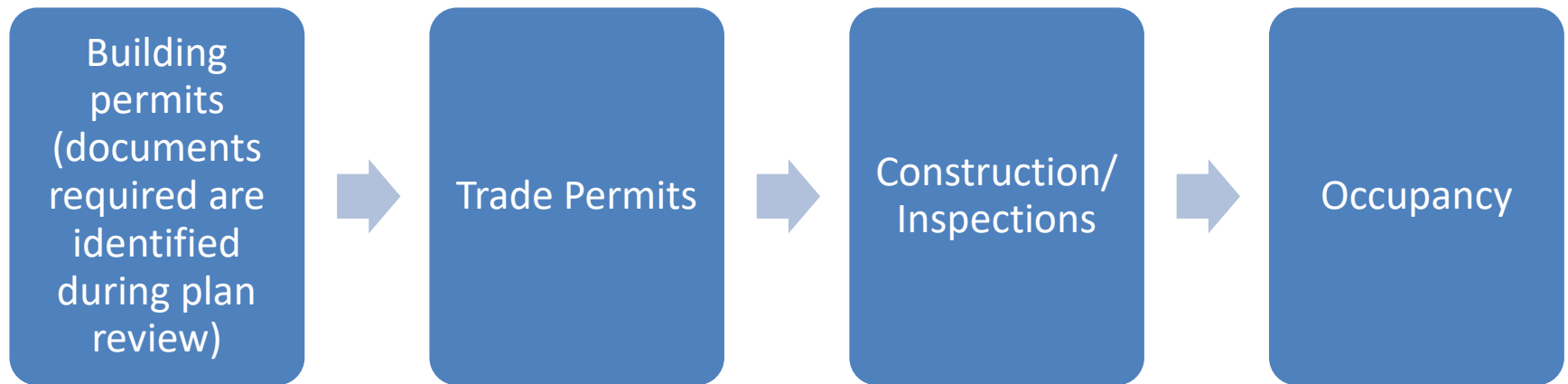
Different Permit Types

- M1 (HVAC)
- M2 (Fire Sprinkler System)
- M3 (Defined High Hazard)
- Plumbing (Separate underground plumbing permits available)

How to apply:

- Permits Online account Winnipeg.ca/permitsonline by licenced contractors
- Permit application available on Commercial permit resources page.
 - Drop off at Zoning & Permit Office, 31-30 Fort St
 - Email ppd-permit@winnipeg.ca

Permit Process Overview



When Occupancy is required (as part of the building permit), all documentation is uploaded through the Portal (typically submitted by engineer, GC).

Permits Online

PERMITS ONLINE

Permits Online Login

Permits Online is your one-stop-shop to manage the permit process. A variety of permits are available for online application. All customers can benefit from an account to apply for select permits, view the status of active permits and applications, submit documents and make payments.

REGISTERED USERS LOGIN HERE

Email Address:

Password:

[LOGIN](#)

[Forgot Password?](#)

NOT REGISTERED?

[CREATE ACCOUNT](#)

If you have any questions regarding the permit process, please call 204-986-5140 or email ppd-permit@winnipeg.ca

If you are experiencing technical problems with Permits Online, please contact [ppd-help](#)

Currently supports:

- Licenced Contractor Program
- Application/document submissions (specific application types)
- Payment
- Viewing status of applications & inspections
- Occupancy requests

Digital improvements 2021-22

- Digital platform upgrade enabling new web-based experience for customers and staff
- Focus on improvements to customer portal (Permit Online) to better support the customer through all stages of permitting (submission, payment, permit review and issuance, inspections and occupancy).

[Winnipeg.ca/permitsonline](https://winnipeg.ca/permitsonline)

Questions & Discussion