How to Avoid/Reduce Vacant Building Inspection & Boarded Building Permit Fees

Don’t leave a building vacant for an extended period of time.

- If a building is maintained and occupied, there will be no vacant building inspection, Occupancy Certificate, or Boarded Building Permit fees.
- Vacant buildings are subject to community complaints forwarded to the City.

If your building becomes vacant and needs legitimate construction/renovation work, immediately apply for a Boarded Building Exemption Certificate.

- There is no charge for a Boarded Building Exemption Certificate.
- During the period when a Boarded Building Exemption Certificate is active, the property is not subject to the requirements for a boarding permit, but is still required to be boarded securely and in compliance with the By-law. In the event that a Boarded Building Exemption Certificate is issued and a ‘No-Occupancy Order’ has not been issued, the property will not be subject to a Schedule A Inspection Fee or the requirements to obtain an Occupancy Certificate prior to re-occupancy.
- If the conditions of a Certificate of Exemption are not met, all requirements and fees will apply.

If you need to board your vacant building, take out the Boarded Building Permit in advance of boarding. A penalty of $1,000 will be applied in addition to the Boarded Building Permit fee if a property owner is ordered to acquire a Boarded Building Permit. Additionally, if the City takes out a Boarded Building Permit on behalf of the property owner due to non-compliance with an Order, additional administrative time (minimum $100) will be charged.

- A portion of the residential Boarded Building Permit fees may be refunded if the building is conventionally secured, demolished, OR if an Occupancy Certificate has been issued within one year of your Boarded Building Permit being issued.

Please note: The City will deduct any outstanding inspection and/or permit fees from the refund.
Vacant Residential Boarded Building Permits & Fees

Residential Boarded Building Permit fees are intended to ensure boarding standards, discourage long-term boarding, and, through the partial, time-limited refund, encourage rehabilitation and removal of boards in a timely manner.

- The 2020 Residential Boarded Building Permit fee is $2,420 for a single one-year permit.
- A portion of this fee may be refundable if during the life of the permit the building is conventionally secured (i.e., secured in a non-boarded fashion with glazed windows and locked doors), meets all vacant building standards, demolished with permit, or an Occupancy Certificate is issued.

Vacant Residential Building Occupancy Inspections, Occupancy Certificates & Fees

(i.e., single family dwellings, duplexes, and rooming houses)

Vacant residential buildings that have been boarded or that have been subject to an order prohibiting use or occupancy must not be reoccupied until an Occupancy Certificate has been issued by the City of Winnipeg.

In order to obtain an Occupancy Certificate for a vacant residential building, a property owner must make arrangements for an occupancy certificate inspection.

- A printable application can be obtained at winnipeg.ca or in person at Main Floor–395 Main Street (204-986-2234).
- The 2020 Occupancy Certificate fee is $543. This fee must be paid prior to the occupancy certificate inspection. After the fee is paid, a By-law Enforcement Officer will conduct an inspection.
- Upon meeting the Neighbourhood Liveability By-law (see winnipeg.ca) standards and other standards if required (i.e., public health, Winnipeg Building By-law, etc.), an Occupancy Certificate will be issued and the building can be occupied.
- A residential Occupancy Certificate will expire if a new no-occupancy order is issued or if the building is re-boarded.

Empty Building Fee

Effective January 1, 2020, owners of any vacant building that has been subject to five (5) or more Schedule A Inspections will be assessed an annual Empty Building Fee equal to 1% of the most recent assessed value of the vacant building.

The Empty Building Fee will be applied annually until such time that the vacant building has been inspected and is determined by the designated employee to be reoccupied in accordance with the Vacant Buildings By-law 79/2010.

Vacant Commercial Boarded Building Permits & Fees

Residential Boarded Building Permit fees are intended to ensure boarding standards, discourage long-term boarding, and, through the partial, time-limited refund, encourage rehabilitation and removal of boards in a timely manner.

- The 2020 Residential Boarded Building Permit fee is $2,420 for a single one-year permit.
- A portion of this fee may be refundable if during the life of the permit the building is conventionally secured (i.e., secured in a non-boarded fashion with glazed windows and locked doors), meets all vacant building standards, demolished with permit, or an Occupancy Certificate is issued.
- Property owners of buildings requiring boarding as a result of a construction process can obtain a Boarded Building Exemption Certificate from the City at no charge.

Annual Inspections

Schedule A Inspections of vacant buildings are conducted in order to ensure compliance with the Vacant Buildings By-law (see winnipeg.ca). These inspections focus on both property maintenance standards and safety issues of dwelling interiors, exteriors, and yards.

2020 Schedule A inspections of both residential and commercial vacant buildings are completed annually.

Schedule A Inspection Fees for both Residential and Commercial Properties are:

- Compliant with Schedule A .................................. $605
- Not compliant with Schedule A ............................. $1,200

Fees will apply maximum once per year. All fees subject to annual inflationary increases.