

Boarded Building Exemption Certificates for Vacant Buildings (BBEC)

When buildings are boarded for the purposes of securing a building during a construction process, the property owner can apply for a **Boarded Building Exemption Certificate**. This allows the building to be boarded without the Boarded Building Permit fee or permit itself. There is no charge for this certificate.

In order to be given consideration for an exemption certificate, an owner must apply in writing by submitting a letter of undertaking that contains and/or addresses the following requirements:

1. A definitive statement/commitment that the building will be renovated to at least a state of compliance with the minimum requirements of the By-law; preferably to re-occupancy standards.
2. Contain a time frame for the renovation work; both start and completion. The time frame for the renovation must be reasonable to the extent of the work required to bring the building into compliance or to occupancy standards.
 - A Boarded Building Exemption Certificate can be revoked if, in the opinion of the Administrator, adequate construction progress is not being made and / or the nature of the work no longer necessitates the building to be boarded.
3. Any required approvals and permits such as building, electrical and plumbing, are obtained.
4. Once permits are obtained, active work commences and continues steadily and at a reasonable pace to completion.
5. Any and all work is done in a manner accepted as good workmanship in the trade concerned, using materials suitable/approved.

A BBEC can be requested by submitting the required Letter of Undertaking to:

Administrative Coordinator
Community By-Law
Enforcement Services
1st Floor-395 Main Street
Winnipeg, MB, R3B 3N8
Fax: 204-986-3238

winnipeg.ca/cms/bylawenforcement

An exemption request should include:

1. Address / location
2. Date of boarding
3. Estimated length of time the building will be boarded (maximum 1 year)

Residential and commercial Boarded Building Permits can be obtained at the Permits Office of the Planning, Property and Development Department,
Unit #31- 30 Fort St. Winnipeg, MB.

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 and dilapidated 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 \$1000 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.



COMMUNITY BY-LAW
ENFORCEMENT SERVICES

*Working together to improve
neighbourhood liveability*

Vacant Buildings

By-Law No. 79/2010



Vacant Buildings By-Law

On July 21, 2010, City Council passed the *Vacant Buildings By-law No. 79/2010* (see winnipeg.ca).

The intent of the *Vacant Buildings By-law No. 79/2010* is to:

- reduce the risk of fire
- reduce safety hazards for firefighters and emergency personnel (i.e., gaping holes in floors, broken steps, etc.)
- reduce urban blight
- contribute positively to neighbourhood renewal by discouraging vacant buildings to remain inactive for extended periods of time
- reduce illegal activities
- ensure vacant buildings are brought to habitable standards prior to occupancy.

The purpose of the Vacant Building Program is to regulate the condition of vacant buildings and to discourage the boarding of vacant buildings.

Annual Inspections

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

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\$590
- Not compliant with Schedule A.....\$1,170

Fees will apply maximum once per year

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 for an Occupancy Certificate can be obtained at winnipeg.ca or in person at 1st Floor–395 Main Street (986-2234).
- The Occupancy Certificate fee is \$530. 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.

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 Residential Boarded Building Permit fee is \$2,360 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.

Vacant Commercial Boarded Building Permits & Fees

Fees for Boarded Building Permits for commercial buildings:

First permit	\$2,360
Second permit	\$4,150
Third permit.....	\$5,850
Fourth permit	\$7,610
Each subsequent year increase	\$1,770
Penalties	A \$1,000 penalty will be applied in all cases for owners who do not obtain Boarded Building Permits when required. The fee for the applicable permit and the penalty will be added to the property taxes.

All fees subject to annual inflationary increases.