Why is a building permit required?

A building permit helps to protect the health, safety, and accessibility requirements of the public. A permit application allows staff to review the project design before construction begins to determine if the design complies with building codes, by-laws and regulations. As well, a Zoning Development Permit is required for any change in land use or for site development.

After the permit has been issued, a City of Winnipeg inspector will visit the site, after being contacted by the permit holder, to perform mandatory inspections as established by the Department.

A fee schedule summary is enclosed, for your reference.

To book an inspection, complete and submit the housing inspection request form found at housinginspection.winnipeg.ca, or by calling 204-986-5300, Monday to Friday, between 8:30 am and 4:00 pm. Be aware that wait times vary for phone-in requests.

A building permit from the City of Winnipeg provides legal authorization to begin construction of a building project.

You have obtained your permit, and are now ready to undertake your home renovation project. Before you begin, there is a few important points to keep in mind.

As the homeowner, it is your responsibility to:

- Ensure the work, authorized by your permit, is inspected by a City of Winnipeg inspector at the required stages of construction.
- Correct any defects that may be identified by the inspector.
- Arrange an inspection to confirm the correction of any identified deficiencies so the permit may be closed.

Once a permit has been issued, fees may be charged in certain circumstances related to the number of inspections, time to undertake the work, and administration associated with a residential permit.

1. Fees associated with number of inspections

Inspections are part of the permit process and a defined number are included in the permit price. Your permit is not complete until your work has passed all required inspections.

**Inspection Limits by Permit Type**

a. Each permit has a clearly defined number of inspections as part of the initial permit application fee. Additional inspections will be charged after the fact.** Limiting the number of inspections included in the initial permit application fee allowed the City to significantly reduce house renovation permit fees in 2016, and is an incentive for permit holders to make the most efficient use of resources through coordinating inspections and performing defect-free work.

b. Permit holders can combine the inspection counts for projects (as an example, a bathroom renovation project with an electrical permit and a plumbing permit can now count as a total combined four (4) inspection site visits, rather than limiting it as two (2) for electrical and two (2) for plumbing). This enables permit holders and property owners to combine inspections (call for a single inspection for electrical/plumbing rough-in rather than separate inspections).

**Combining Allowed Inspections on a Project Basis**

b. Permit holders can combine the inspection counts for projects as part of a residential permit.

**The inspections included as part of the initial permit application fee will be sufficient in most cases to adequately cover the mandatory inspections, and in projects where inspection site visits can be coordinated for multiple permits, it will allow for re-inspection of defects.**

**Set enclosed Fee Schedule for Housing Permits**

2. Fees associated with time to complete the work

a. Permits expire if work has not begun within six (6) months of issuance.

A fee is applied if the permit holder does not:

i. Initiate a call to the Inspections Branch to confirm that work has started within six (6) months, OR

ii. Call for at least one required inspection prior to six months, OR

iii. Call to request an extension of time prior to the six month expiry date. A request for an extension will most likely require a time framed work plan.

b. Timely correction of defects: Once a defect is identified by an inspector, it needs to be corrected and re-inspected within 30 days or a fee will be applied. Alternatively, an extension of time may be requested prior to the 30 day deadline and may, or may not be granted.

c. Permits that are not closed (final inspection with no outstanding defects) within 3 years of issuance (unless an extension is obtained) are assessed a fee for non-compliance.

3. Fees associated with administration

The City of Winnipeg imposes additional fees (in addition to the initial permit fees) when:

a. Inspection appointments are cancelled without 24 hours’ notice

ii. Permits expire if work has not begun within six (6) months of issuance.

b. An appointment has been scheduled and the work requiring inspection is not ready or accessible when the inspector arrives

i. Not having the work ready for inspection also has the same effect as not cancelling with sufficient notice.

ii. The site is not safe for the inspection to be conducted, or

iii. The site is not addressed appropriately, or proper access to the site is not provided.

ii. Not cancelling an appointment in advance results in lost time that could have been allocated to another customer. Without sufficient notice to re-allocate the appointment time, this results in costs to both the City and other customers.

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**See enclosed Fee Schedule for Housing Permits**

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**Set enclosed Fee Schedule for Housing Permits**
### Permits required per project type

A. Building, Plumbing and Electrical permits are required.
B. Building and Electrical permits are required.
C. Building and Plumbing permits are required.
D. Building permit only.
E. Plumbing permit only.
F. Electrical permit only.
G. Electrical and Plumbing permits are included in the cost of the building permit.

### Mandatory inspections required per project

1. All-trades, pre-boarding, pipe & pit, electrical service and final.
2. All-trades, pre-boarding, pipe & pit (if required) and final inspections.
3. All-trades, pre-boarding and final inspections.
4. Rough-in and final inspections.
5. Can be inspected after project is complete or prior to any interior covering.
6. Pre-demolition, pre-backfill and final inspections. NOTE: Pre-backfill and final inspections are not required if a Construct New permit has been issued.
7. Final only.
8. Electrical service completed prior to Hydro connection.

### Inspection Definitions

| All-trades | Roofing membrane (shingles) is in place; windows and doors are installed and lockable; rough plumbing, electrical and HVAC are complete. |
| Bonding | Pool and spa operational equipment, metal components and all reinforcing steel to be encased in concrete has been bonded back to the distribution panel. |
| Electrical Service | When the new electrical service and distribution panel is ready to be hooked up by Manitoba Hydro. Hydro will not energize a new service without the City's recommendation. |
| Final | All work is complete under all permits related to the work being done. Project is ready for occupancy and/or use. |
| Pipe & Pit | Sump pit and all interior foundation drainage lines are installed and adequately sloped to the sump pit. All domestic waste water (sewer) lines that are to be located below the basement floor slab are complete and adequately sloped. |
| Pre-backfill (demolition related) | All building and foundation materials resulting from the demolition have been removed from the excavation and the site and before any backfill material is placed in the excavation. |
| Pre-backfill (foundation related) | All work that will be underground has been completed and before any backfill material is placed in the excavation. |
| Pre-boarding | Insulation and air/vapour barrier are complete and sealed. |
| Pre-demolition | This inspection is conducted prior to the issuance of the demolition permit and does not have to be scheduled by the permit holder. |
| Rough-in | Prior to covering any structural, electrical and/or plumbing work performed under the permit. |