

## Application for Fee/Penalty Review Fee Waiver Committee

Only one fee/monetary penalty can be submitted per application. If you are requesting a fee waiver for multiple fees/monetary penalties, please submit a separate application for each.

**All fields are mandatory.**

### Application Information

|                                     |  |
|-------------------------------------|--|
| Date of request (mm/dd/yyyy):       | Fee amount:<br>\$  |
| *Name:                              | *Email address:  |
| Address of affected property:       | Permit number:   |
| Are there any attachments included? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

\*Name and email address included must be either the property owner or a contact listed on the permit file associated with this fee waiver request. If you do not have an email address, submit your application via mail.

### Indicate the fee/monetary penalty you are requesting to be waived (select one):

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Administration fee for issuance of an Order  |
| <input type="checkbox"/> | Fee for work without permit  |
| <input type="checkbox"/> | Fee for work not ready for inspection when inspection arranged                                 |
| <input type="checkbox"/> | Fee for inspector unable to gain access  |
| <input type="checkbox"/> | Fee for inspection cancelled same day  |
| <input type="checkbox"/> | Fee for unsafe work site   |
| <input type="checkbox"/> | Fee for incorrect or insufficient information provided / no address on site, building or suite |
| <input type="checkbox"/> | Fee for failing to call for a re-inspection of a defect within 30 days of being identified     |
| <input type="checkbox"/> | Fee for occupying without an occupancy permit  |
| <input type="checkbox"/> | Other fee – please specify:  |

**Describe reasons for the fee waiver request in as much detail as possible. You may include an attachment if more space is required.**

**Submit completed application via email or mail to:**

Secretary to the Fee Waiver Committee  
Development & Inspections Division  
Planning, Property & Development Department  
4th Floor - 65 Garry Street, Winnipeg, MB R3C 4K4

Email: [PPD-FeeWaiver-Committee@winnipeg.ca](mailto:PPD-FeeWaiver-Committee@winnipeg.ca)

Your personal information is being collected consistent with the requirements and limitations set out under The Freedom of Information and Protection of Privacy Act. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for the administration and operation of The Planning, Development and Building Fees By-law No. 66/2016. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.