



Owner Statement (Housing* – Version 1.0)

(Office Use Only)
Folder #:

*includes all non-commercial residential buildings and related accessory structures
Planning, Property & Development Department – City of Winnipeg

The purpose of this document is for the owner of the subject property to authorize someone who is not the owner to apply for permits for the subject property on the behalf of the Property Owner.

SUBJECT ADDRESS: (If address has not been established, please contact propertyaddressing@winnipeg.ca prior to applying for the building permit)

Number _____ Street Name _____ Winnipeg MB _____
City Province Postal Code

NOTE 1:

This document coincides with an application for a permit required under the Winnipeg Building By-law No. 4555/87. This document must be read, completed, signed and submitted along with the permit application in order for the permit application to proceed.

The following notes must be initialed as indication of understanding and acceptance by the owner of the subject property. More detailed information for the notes can be found here: <https://winnipeg.ca/ppd/Documents/Brochures/Housing-Permits.pdf>

NOTE 2: Permit Issuance

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A permit is not valid until it has been issued. An accepted application for a permit is not sufficient permission to start proposed work. The date of issuance and the name of the staff member that issued the permit appear at the bottom of every valid, issued permit.

NOTE 3: Scheduling Inspections

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When a permit is issued, the property owner or applicant to whom the permit has been issued must call the inspections phone number listed on the permit to schedule inspections of the proposed work. All work that requires a permit must be inspected and approved at specific points throughout construction before the work authorized by a permit is considered as completed by the City of Winnipeg.

NOTE 4: Post Issuance Fees

There may be additional Permit fees assessed on an issued permit for the following situations. As owner of the subject property, you understand the following:

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1. Number of Inspections

Each permit is allocated a set number of inspections as part of the permit fee. Permits requiring additional inspections in excess of this number are subject to additional fees. Inspections for building permit work and related trade permit work can be combined to make the best use of the allocated inspections for each type of permit.

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2. Time to Start and Complete the Work

Permits are subject to specific timeframes for the commencement of work, the scheduling of inspections and the completion of work related to the permit. Lack of adherence to these timeframes without first receiving approved extensions will result in additional fees.

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3. Administration

Additional fees apply; when work is not ready at the time of a scheduled inspection, when an inspection is cancelled on the same day that it is scheduled, when an inspector is unable to gain access to perform a scheduled inspection, when a site or building has no visible address, or when required documentation is not provided at a scheduled inspection.

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NOTE 5: Collection of Outstanding Fees

The Property Owner is responsible to ensure that independent contracts are written and fulfilled with persons performing work and/or applying for permits on behalf of the Property Owner. The City of Winnipeg holds the Property Owner responsible for the payment of outstanding fees, incomplete inspections, and defect corrections for all permits applied for on behalf of the Property Owner.

STATEMENT

I (we) hereby authorize _____ to apply for permit(s) for the above address, related to the following work: (Indicate Authorized Applicant)

Owner to provide brief work description here:

Owner Information

Authorized Applicant Information

Name(s): _____
Phone: _____
Email: _____

Name: _____
Phone: _____
Email: _____

Owner Signature(s) _____ Date _____

Applicant Signature _____ Date _____