

Owner Statement for Housing* Development and Building Permits

*includes all residential development, buildings and related accessory structures

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 behalf of the property owner.

Subject address

If the address has not been established, please contact propertyaddressing@winnipeg.ca prior to applying for a permit.

Street number:	Street name:	Unit/suite number:	City:	Province:	Postal Code:
			Winnipeg	MB	

This document coincides with an application for a permit required under the Winnipeg Zoning By-law or Winnipeg Building By-law. This document must be read, completed, signed and submitted with the permit application in order to process the permit application.

The following notes **must be initialed** as indication of understanding and acceptance by the owner of the subject property. For more information related to post-permit issuance inspections and fees, refer to the Housing Permit Inspections guide on the [Residential Permit Resources](#) webpage.

Note 1	<p>Permit issuance A permit is not valid until it has been issued. An accepted application for a permit is not sufficient permission to start proposed work.</p>	<div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">Initial here</div>
Note 2	<p>Scheduling building and trade permit inspections When a permit is issued, the property owner or applicant to whom the permit has been issued, must 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.</p>	<div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">Initial here</div>
Note 3	<p>Post issuance fees There may be additional permit fees assessed on an issued permit in the following situations. As owner of the subject property, you understand the following:</p> <p>1. Number of inspections Each building and trade 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.</p> <p>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.</p> <p>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.</p>	<div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">Initial here</div> <div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">Initial here</div> <div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">Initial here</div>
Note 4	<p>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.</p>	<div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">Initial here</div>

Owner Statement

I (we) hereby authorize _____ to apply for permits(s) for the above
(indicate authorized applicant)
address, related to the following (owner to provide brief work description below):

Owner information

Authorized applicant information

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

Name: _____
Phone: _____
Email: _____

Owner Signature(s): _____ Date: _____

Applicant Signature: _____ Date: _____

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. 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