



Owner Statement – Version 1.5

Planning, Property & Development Department – City of Winnipeg

Address or Legal Description of Project: _____

Authorization Statement (if applicable)

- I (we) hereby give authorization to _____ (applicant's name) to apply for a building permit for the above address.

Owner Statement

- I am aware that the City of Winnipeg will rely upon professional certificate(s), and will not conduct any plan examination of the plans except by way of possible screening for completeness or audit for code compliance, as they relate to the current editions of the Manitoba Energy Code for Buildings (MECB), the Canadian Electrical Code – Part I, as adopted and varied by the Winnipeg Electrical By-law, and the following provisions of the Manitoba Building Code (MBC), Division B:
 - Section 3.7 – Health Requirements
 - Section 3.8 – Barrier-Free Design
 - Part 5 – Environmental Separation
 - Article 6.2.2.1. – General ventilation requirements
 - Part 7 – Plumbing Services
- I understand that the construction resulting from this application needs to comply with:
 - the permit(s) issued in response to this application;
 - the sealed plans submitted as part of the application; and,
 - the Winnipeg Electrical By-law and the Winnipeg Building By-law, which includes the applicable editions of the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Fire Code, and the Manitoba Plumbing Code.

I further acknowledge that the Winnipeg Building By-law and Winnipeg Electrical By-law impose on me, as owner of the property, the responsibility to ensure that any elements of construction or occupancy be compliant or be brought into compliance with the above-noted by-laws and codes.
- Unless written acknowledgement has been provided by the City that Subsection 5.1 of the Winnipeg Building By-law does not apply and the professional(s) concerned will not be involved in construction reviews, I agree to notify the designated employee as soon as possible, if and when a design professional or professionals who signed and sealed the plans, drawings and other documents submitted as part of the application will not be carrying out review of certain aspects of the construction and will provide the designated employee, in writing, the name and address of the design professional who will be conducting the review of that aspect of construction as soon as that person is known.
- Subject to any appeal to which I am entitled, I hereby agree to immediately bring into compliance any construction pursuant to this application that is found not to comply with the Winnipeg Electrical By-law, or the Winnipeg Building By-law, which includes the applicable editions of the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Fire Code, and the Manitoba Plumbing Code.
- I understand that the City of Winnipeg does not accept responsibility for any errors and omissions in the sealed plans.
- I further understand that it is my responsibility, as registered owner(s)/agent of the project, to review liability exposures, including those posed by potential third party claims, and ensure that any and all parties involved in the design and construction of the project carry a level of insurance that is appropriate and/or acceptable to me, based on the occupancy type and classification, value, size and complexity of the building and the risks to me associated with the City of Winnipeg's reliance on professional certificates as outlined above.
- I understand that the City of Winnipeg will not be checking for insurance coverage.
- I understand that I must notify the City of Winnipeg in writing of any change in the design professional or professional who signed and sealed the plans, drawing and other documents submitted as part of the application for the permit, as required by Section 5.3 of the Winnipeg Building By-Law 4555/87.

Any personal information being collected is done so under the authority of The City of Winnipeg Charter Act, and is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for the administration of permits and may be made available publicly in accordance with the disclosure provisions of FIPPA. If you have any questions about the collection, use, or disclosure of this information, contact the responsible Access and Privacy Coordinator by email at FIPPA@winnipeg.ca.

ADDITIONAL REQUIREMENTS RE: MANITOBA ENERGY CODE FOR BUILDINGS (MECB)

NOTE: This section only applicable to:

- new buildings
- additions
- initial tenant improvements in a base building that is subject to the MECB requirements.

Effective December 1, 2014, new Part 3 buildings and additions to Part 3 buildings are required to comply with the Manitoba Energy Code for Buildings (MECB). The City of Winnipeg is enforcing the MECB through a certificate of compliance from a Coordinating Registered Professional (CRP). As such, it is a requirement that, prior to submitting a permit application on or after December 1, 2014, the owner shall:

- Retain a coordinating registered professional (architect or engineer) to:
 - take responsibility to both coordinate compliance with the MECB between the design professionals of record in terms of design and field reviews, and
 - provide a Final MECB Certificate of Compliance to the City of Winnipeg prior to a final occupancy permit.

Note: The CRP may be (but is not required to be) a member of the design team.

The CRP will likely need to rely on, and therefore will require, certificates of compliance from each of the members of the design team. These certificates of compliance will include, but might not be limited to, the pre- and post-construction certificates that the City of Winnipeg requires of these professionals.

In the event that the CRP will require other certificates or statements under seal from professionals in order to issue a Final MECB Certificate of Compliance, I will ensure that the contractual obligations of such professionals allows for these to be issued to the CRP.

In the event that the CRP must be replaced,

- I will notify the City in accordance with Article 5.3 of the Winnipeg Building By-law 4555/87, and
- I understand that the City will not issue final occupancy or building permits associated with tenant spaces until a new CRP is engaged and submits the requisite MECB Declaration of Professional Responsibility to the City.

RE: BASE BUILDING PERMIT APPLICATIONS

For buildings or additions constructed initially as base building only, MECB requirements apply to all of the interior alterations or tenant improvements as determined by final occupancy permits for the entire building or addition. The City of Winnipeg requires a Final MECB Certificate of Compliance from a Coordinating Registered Professional (CRP) for the entire building to ensure that each tenant space complies with the MECB and that the building 'as a whole' complies with the MECB.

I therefore take responsibility to ensure that each tenant and their designers will be made aware of the requirement to apply the MECB as it pertains to their respective interior alterations, and their responsibility to the CRP. I will engage the CRP to continue their role from the beginning of the project through to completion of every tenant space (as determined by initial final occupancy permits issued to each of the tenant spaces and common areas).

Registered Owner(s) on the Status of Title or Certificate of Title or Authorized Agent:

Name (please print)	Signature	Date (d/m/y)
Name (please print)	Signature	Date (d/m/y)

Owner's Delegate Contact Information (required): Note: The general practice is for City staff to directly contact the relevant professional (if different from the applicant) for questions or requests associated with his/her involvement with a building permit application. Usually the applicant is notified as well if relevant, or if an issue is not resolved quickly. However, there may be occasion when the City staff may wish to notify the owner about outstanding issues associated with permits. Since each property ownership and project situation could be different, we ask that the owner identify who they wish to assign as their delegate in those situations. For example, this could be the owner (him/herself), an owner representative or agent, a tenant, the applicant, or simply any individual assigned by the owner to be the main point of contact for the City of Winnipeg regarding matters relating to this permit application.

Owner or Delegate contact information (required):**

Name **	Position/Title **
Company Name **	Alternative Phone number
Main Phone number **	Email **

Personal information is collected under the authority of The City of Winnipeg Charter Act, and is used for the administration and enforcement of **The City of Winnipeg Building By-law No. 4555/87**. This information will be disclosed publicly in accordance with the disclosure provisions of the Province of Manitoba - **Freedom of Information and Protection of Privacy Act**. If you have questions about the collection, use, or disclosure of your information, contact the Corporate FIPPA Coordinator: bymail to the City Clerk's Department, Administration Building, 510 Main Street, Winnipeg, MB, R3B 1B9; by telephone to 311; or by email to FIPPA@winnipeg.ca.