How to Avoid/Reduce Vacant Building Inspection & Boarded Building Permit Fees

Don’t leave a building vacant for an extended period of time.

- If a building is maintained and occupied, there will be no vacant building inspection, Occupancy Certificate, or Boarded Building Permit fees.
- Vacant buildings are subject to community complaints forwarded to the City. Complaints will be investigated.

If your building requires temporary boarding to enact immediate and legitimate construction/renovation work, immediately apply for a Boarded Building Exemption Certificate before boarding the building.

- If the conditions of a Certificate of Exemption are not met, a Boarded Building Permit will be required.
- If qualified, and a certificate is issued there is no charge for a Boarded Building Exemption Certificate.
- During the period when a Boarded Building Exemption Certificate is active, the property is not subject to the requirements for a boarding permit, but is still required to be boarded securely and in compliance with the By-law.

If you intend on boarding your vacant building for any other reason, take out a Boarded Building Permit in advance of boarding.

If the City takes out a Boarded Building Permit on behalf of the property owner due to non-compliance with an Order, the following may be charged to your property taxes:

- Cost of the Boarded Building Permit Fee and
- Administrative costs (minimum $100) and
- A penalty of $1,000

A portion of the residential Boarded Building Permit fees may be refunded if the building is conventionally secured, demolished, or if an Occupancy Certificate has been issued within one year of your Boarded Building Permit being issued.

Please note: The City will deduct any outstanding inspection and/or permit fees from the refund.

Boarded Building Exemption Certificates for Vacant Buildings (BBEC)

Property Owners can apply for a Boarded Building Exemption Certificate for buildings that will require boarding for the purposes of securing a building during a construction process. The application must be approved before boards are applied. The Boarded Building Exemption Certificate allows the building to be boarded without a Boarded Building Permit. There is no charge for the exemption certificate.

In order to be given consideration for an exemption certificate, an owner must apply in writing by submitting a letter of undertaking that contains and/or addresses the following requirements:

1. A definitive statement/commitment that the building will be renovated to at least a state of compliance with the minimum requirements of the By-law (preferably to re-occupancy standards).
2. Contain a time frame for the renovation work (both start and completion). The time frame for the renovation must be reasonable to the extent of the work required to bring the building into compliance or to occupancy standards.
   - A Boarded Building Exemption Certificate can be revoked if, in the opinion of the Administrator, adequate construction progress is not being made and/or the nature of the work no longer necessitates the building to be boarded.
3. Any required approvals and permits, such as building, electrical and plumbing, are obtained.
4. Once permits are obtained, active work commences and continues steadily and at a reasonable pace to completion.
5. Any and all work is done in a manner accepted as good workmanship in the trade concerned, using materials suitable/approved.

A BBEC can be requested by submitting the required Letter of Undertaking to:

Administrative Coordinator
Community By-Law Enforcement Services
Main Floor–395 Main Street
Winnipeg, MB, R3B 3N8
Fax: 204-986-4094
winnipeg.ca/bylawenforcement

An exemption request should include:
1. Address / location
2. Date of boarding
3. Estimated length of time the building will be boarded (maximum 1 year)
4. Explanation why boarding is required.

Residential and commercial Boarded Building Permits can be obtained at Community By-law Enforcement Services, 395 Main Street.
Boarded Building Permits & Fees
Boarded Building Permits are intended to ensure boarding standards, discourage long-term boarding, and encourage the rehabilitation and removal of boards in a timely manner through a partial refund when eligible.

Residential Boarded Building Permits & Fees
2023 Residential Boarded Building Permit ........$2,600

- A portion of the residential permit fee may be refunded if the building is brought into compliance with Schedule A and Schedule B–Part I of the Vacant Building By-law before the expiration of the Boarded Building Permit.

Commercial Boarded Building Permits & Fees
2023 Commercial Building Permits:
- First permit ..........................................................$2,600
- Second permit .....................................................$4,562
- Third permit .........................................................$6,430
- Fourth permit ......................................................$8,370
- Each subsequent year increase ..........................$1,950

Exemption from Permit
In some cases of legitimate construction an exemption from this permit may be granted. For more information see Boarded Building Exemption Certificates section of this brochure.

Penalties
A $1,000 penalty will be applied in all cases for owners who do not obtain a Boarded Building Permit when ordered to obtain one. The fee for the applicable permit and the penalty will be added to the property taxes.

All fees are current as of Jan. 1, 2023 and are subject to annual inflationary increases. Please refer to: winnipeg.ca/cms/BLES/LS/business_licenses/licence_fees.stm