

## 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  
Licensing & Bylaw Enforcement  
Main Floor-395 Main Street  
Winnipeg, MB, R3B 3N8  
Fax: 204-986-4094

[winnipeg.ca/vacantbuildings](http://winnipeg.ca/vacantbuildings)

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 Licensing & Bylaw Enforcement, 395 Main Street.

## 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.**



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## Vacant Buildings

### By-law No. 79/2010



## Vacant Buildings By-law

The intent of the Vacant Buildings By-law No. 79/2010 (see [winnipeg.ca/vacantbuildings](http://winnipeg.ca/vacantbuildings)) is to discourage the boarding of vacant buildings and regulate the conditions of vacant buildings in order to:

- reduce the risk of fire
- reduce safety hazards for firefighters and emergency personnel (i.e., gaping holes in floors, broken steps, etc.)
- reduce urban blight
- contribute positively to neighbourhood renewal by discouraging vacant buildings to remain inactive for extended periods of time
- reduce illegal activities
- ensure vacant buildings are brought to habitable standards prior to occupancy.

## Annual Inspections

Schedule A Inspections of vacant buildings are conducted in order to ensure compliance with the Vacant Buildings By-law (see [winnipeg.ca/vacantbuildings](http://winnipeg.ca/vacantbuildings)). These inspections focus on both property maintenance standards and safety issues of dwelling interiors, exteriors, and yards.

Schedule A inspections of residential and commercial properties will be conducted at least once per year.

Schedule A Inspection Fees for both Residential and Commercial Properties are:

- Compliant with Schedule A .....\$685
- Not compliant with Schedule A .....\$1,355

*Fees will apply maximum once per year. All fees subject to annual inflationary increases.*

## Empty Building Fee

Effective January 1, 2020, owners of any vacant building that has been subject to five (5) or more Schedule A Inspections will be assessed an annual Empty Building Fee equal to 1% of the most recent assessed value of the vacant building.

The Empty Building Fee will be applied annually until such time that the vacant building has been inspected and is determined by the designated employee to be reoccupied in accordance with the Vacant Buildings By-law 79/2010.

## Vacant Residential Building Occupancy Inspections, Occupancy Certificates & Fees

(i.e., single family dwellings, duplexes, and rooming houses)

Vacant residential buildings that have been boarded or that have been subject to an order prohibiting use or occupancy must **not** be reoccupied until an Occupancy Certificate has been issued by the City of Winnipeg. In order to obtain an Occupancy Certificate for a vacant residential building, a property owner must make arrangements for an occupancy certificate inspection.

- A printable application can be obtained at [winnipeg.ca/vacantbuildings](http://winnipeg.ca/vacantbuildings) or in person at Main Floor-395 Main Street (204-986-2234).
- The 2024 Occupancy Certificate fee is \$615. This fee must be paid prior to the occupancy certificate inspection being scheduled. The vacant building cannot be occupied until a By-law Enforcement Officer has completed all required inspections and issues a certificate.
- An Occupancy Certificate cannot be issued until a By-law Enforcement Officer deems the building compliant with Division 3–Sec. 13(1) or 13(2) of the Vacant Building By-law 79/2010.
- A residential Occupancy Certificate will expire if a new order prohibiting occupancy is issued or if the building is re-boarded.

## 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

2024 Residential Boarded Building Permit.....\$2,730

- 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

2024 Commercial Building Permits:

First permit .....	\$2,730
Second permit .....	\$4,790
Third permit.....	\$6,750
Fourth permit .....	\$8,790
Each subsequent year increase .....	\$2,050

### 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, 2024 and are subject to annual inflationary increases. Please refer to: [winnipeg.ca/vacantbuildings](http://winnipeg.ca/vacantbuildings)*

