

Wording for Professional Certification Letters No Occupancy

The Winnipeg Building By-law and the Winnipeg Electrical By-law no longer prescribe the wording for professional certification required at the time of project completion. The bylaws give the authority to the designated employee to develop and require certification wording.

The City of Winnipeg collaborated with the Engineers Geoscientists Manitoba (EGM) and the Manitoba Association of Architects (MAA) in 2012 to develop certification wording which is consistent across disciplines. The certificate is required by the City of Winnipeg without modification.

The certification requires a header, indicating the address, project description, tenant name, unit number (if applicable), related permit numbers (both trade and building permit numbers are required for mechanical, plumbing and electrical certifications), date, and must be signed and sealed. The required wording is as follows:

Certification for Architectural, Structural & Mechanical Aspects (no occupancy required)

"I, [insert name of design professional], hereby certify that I or another suitably qualified person reporting to me have completed periodic reviews at appropriate stages of the [select one or more of the following: architectural, structural, mechanical] aspects of construction of the building located at [insert address]. I hereby represent that:

- In my professional opinion the construction was carried out in substantial compliance with the applicable provisions of the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Plumbing Code and the Manitoba Fire Code and the plans submitted in support of the application for the [building permit and/or mechanical/plumbing permit]. This includes any additional plans, documents, review of plans and design decisions that have been part of my responsibility and related to Code issues applicable to my discipline that were not detailed as part of the submitted permit application.
- I have informed the City in cases where I am aware that the construction has materially deviated from the submitted plans.
- I am not aware of any substandard work, materials or assemblies that would compromise code compliance."

Electrical Certification (no occupancy required)

"I, [insert name of design professional], hereby certify that I or another suitably qualified person reporting to me have completed periodic reviews at appropriate stages of the electrical aspects of construction of the building located at [insert address]. I hereby represent that:

- In my professional opinion the construction was carried out in substantial compliance with the applicable provisions of the [insert Winnipeg Electrical By-law or Manitoba Electrical Code as applicable*], the Manitoba Building Code and the Manitoba Energy Code for Buildings and the plans submitted in support of the application for the [building permit and/or electrical permit]. This includes any additional plans, documents, review of plans and design decisions that have been part of my responsibility and related to Code issues applicable to my discipline that were not detailed as part of the submitted permit application.
- I have informed the City in cases where I am aware that the construction has materially deviated from the submitted plans.
- I am not aware of any substandard work, materials or assemblies that would compromise code compliance."

Winnipeg Building By-law No. 4555/87 – relevant provisions requiring the submission of final certification documents

5.1 Where the Manitoba Building Code, or the designated employee under subsection 9.13 of this By-law, requires that plans, drawings and related documents submitted as part of an application for a permit must be signed and sealed by an architect or a professional engineer or both, it is the responsibility of the owner to...

(b) subject to subsection 5.3,

(i) ensure that each aspect of the construction of the building is reviewed periodically during the course of construction by the same design professional who signed and sealed the plans, drawings and other documents submitted as part of the application for the permit with respect to that aspect of the building, and

(ii) submit, as part of an application for a building occupancy permit, a certificate concerning the compliance of the construction with the Codes which is in a form acceptable to the designated employee and has been signed and sealed by the design professional who reviewed the construction.

5.3 Subject to the Manitoba Building Code, where the review of an aspect of the construction of a building is not carried out by the same design professional or professionals who signed and sealed the plans, drawings and other documents submitted as part of the

application for the permit with respect to that aspect, the owner must notify the designated employee of this fact in writing as soon as possible and must 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. If, during the construction of a building, a new design professional is appointed to review the construction of the building, the owner must immediately notify the designated employee of this fact in writing.

Winnipeg Electrical By-law No. 118/2025 – relevant provisions requiring the submission of final certification documents

9(3) The responsible design professional shall submit such certificate as may be required by the designated employee under this By-law concerning the compliance of the construction or installation of the electrical installations with the Code and all applicable referenced standards associated with the installation prior to issuance of an interim or final building occupancy permit or, where a building occupancy permit is not required, upon completion of the construction.

9(4) The plans, specifications and certificates referred to in this section shall not be accepted by a designated employee unless they have been signed and sealed by a design professional...

25(4) Without restricting the generality of subsection 25(3), but subject to subsection 9(2), designated employees are authorized to establish the text of a certificate signed and sealed by a professional engineer that the owner must submit as part of an application for a building permit, a permit, an interim building occupancy permit or a building occupancy permit.

***Clarification:**

- For building permits or standalone electrical permits submitted before April 1, 2026, the design professional should refer to the Winnipeg Electrical By-law in this certification letter. The design professional must certify that the electrical aspects of the construction were carried out in accordance with the Winnipeg Electrical By-law that was enforced at the time of the permit application. For example, if the relevant building or electrical permit application was submitted in January 2024, the Winnipeg Electrical By-law 72/2022 would apply to the construction. If the permit application had been submitted in May 2019, the Winnipeg Electrical By-law 86/2018 would apply.
- For building permits or standalone electrical permits submitted on or after April 1, 2026, the design professional should refer to the Manitoba Electrical Code in this certification letter. The design professional must certify that the electrical aspects of the construction were carried out in accordance with the Manitoba Electrical Code, approved by the Lieutenant Governor in Council pursuant to section 28 of *The Manitoba Hydro Act* that was in effect at the time of the permit application.