



Occupancy Inspection Fees Overview

Planning, Property & Development Department

Fee Payment

The fee for the final Occupancy Permit is paid for upfront at the time of Building Permit or 'Occupy Only' Building Permit application. The fee pays for required inspections from each inspection discipline, and processing of documentation and records. Fees are calculated as a combination of a base fee and rate per area as per the Planning, Development, and Building Fees and Charges of the current year.

The following example outlines an ideal Occupancy Permit process, where no additional fees are due prior to receiving an Occupancy Permit:

1. Applicant applies for a Building Permit or 'Occupy Only' Building Permit and pays fees.
2. The Building Permit or 'Occupy Only' Building Permit is issued.
3. Applicant schedules Building Permit inspections and submits all required certifications and documentation (not applicable for 'Occupy Only' applications).
4. Applicant submits the Occupancy Request Form.
5. Applicant schedules occupancy inspections. The inspections are conducted and no defect(s) or work without permit is identified.
6. A final Occupancy Permit is issued and subsequent occupancy occurs.

Fee Refund

The City will refund the original Occupancy Permit fee if certain conditions are met, as per the Planning, Development, and Building Fees and Charges of the current year. The City provides this refund as an incentive for applicants to submit all required documentation and complete construction work prior to requesting occupancy inspections.

Additional Fees

Additional fees apply when there are variations to the process. Variations increase the number of inspections and processing costs. Additional fees must be paid prior to receiving a deficiency list, scheduling additional inspections, and/or receiving an Occupancy Permit.

Fee Structure

Occupancy Inspection fees were adopted by City Council and align with the following:

1. **'User Pay' principle:** By including additional fees on those applications where variations to the process occur, it allows the City to keep the fee low for applications that proceed according to plan.

2. **To discourage specific activity:** In the 2016 Comprehensive Fee Review for Planning, Property and Development, it was determined that fees should be introduced to specifically discourage activities that are contrary to by-law, or contribute to an inefficient administration of public service processes, thus increasing costs. As such, the following fees serve this purpose:
 - a. **Denial:** Charging a fee for a denied occupancy creates a financial incentive for applicants to not request an Occupancy Permit pre-maturely, when work is not yet ready, or when certificates / required documentation have not yet been completed. In most cases, this also results in additional inspections.
 - b. **Interim occupancy:** In some situations where an Occupancy Permit has been requested but there are outstanding defects, the City will agree to issue an Interim Occupancy Permit that is time-limited. This is not ideal. Fees for the initial and subsequent Interim Occupancy Permits serve to create an incentive for applicants to ensure they align with the ideal process, as well as fund the additional inspections and processing costs incurred by the City.
 - c. **Occupancy Without Permit:** Fees for non-compliance or penalty notices associated with occupancy without a permit, occupancy after a denied Occupancy Permit, or occupancy with an expired Interim Occupancy Permit, discourage the activities as well as alleviate the costs of enforcement.

Timing of Fee Payment

Original Occupancy Fees: Fees are paid upfront at the time of Building Permit or Occupy Only Permit application prior to receiving plan review, inspections, or permits from the City.

Denial / Interim Fees: If the first round of inspections results in a denied or Interim Occupancy Permit, additional fees must be paid prior to receiving a deficiency list, scheduling additional inspections, and/or receiving an Occupancy Permit. These additional fees cover the next round of inspections and associated administrative costs.

Additional Interim Fees: Fees increase with every subsequent Interim Occupancy Permit as per the Planning, Development, and Building Fees By-Law No. 66/2016 and the Planning, Development, and Building Fees and Charges of the current year. These fees must be paid prior to receiving an additional Interim Occupancy Permit. This acts as a disincentive to unnecessarily delaying the completion of outstanding work and compensates for the additional processing and possible inspections involved.

Non-Compliance Fees: Non-compliance fees are issued for occupying without permit and must be paid within 30 days of receipt. If fees are not paid, enforcement action may be taken.

Fee Waiver Committee

If you believe that any additional fees imposed by the City in association with an Occupancy Permit have been applied unfairly or in error, you can contact the Fee Waiver Committee to dispute them. This should be done within 14 days of receiving the fee notification. Please refer to our website for more information on the fee waiver process and requirements: <https://winnipeg.ca/ppd/fees/FeeWaiverCommittee.stm>

Resources

For general and administrative provisions under the By-Law, please reference:

- Planning, Development, and Building Fees By-Law No. 66/2016:
<http://clkapps.winnipeg.ca/DMIS/Documents/DocExt/BL/2016/2016.66.pdf>

For current fee schedules, please reference:

- Planning, Development, and Building Fees and Charges: <https://winnipeg.ca/ppd/fees/pdf/Planning-Development-and-Building-Fees-and-Charges.pdf>

Questions?

If you have any questions about Occupancy Permit Fees please contact the occupancy office by emailing Occupancy@winnipeg.ca or by calling 204-986-5136.