

CITY OF WINNIPEG

Planning, Development, and Building Fees and Charges 2019

The City of Winnipeg
Planning, Property and Development Department



January 1, 2019

All Fees are Payable at the Time of Application

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1. HOUSING*

1.1. BUILDING PERMITS

1.1.1. New Construction and Additions

Base Fee - New or Addition to single-family dwellings, two-family dwellings, detached secondary suites, and multi-unit dwellings	\$210
+ Area Fee	
-single-family and two-family dwellings or detached secondary suites for the construction of, or addition to, housing below, at or above grade level	\$4.25/m ²
-multi-unit residential dwellings, including row housing; new and additions	\$8.50/m ²
Additional fee to establish secondary suite or duplex at the time of new construction; including detached secondary suites	\$314
Declared value of \$1000 or less - construction which cannot be described in terms of area, as determined by the designated employee (base fee)	\$158
Each additional \$1000 or portion thereof in declared value - construction which cannot be described in terms of area, as determined by the designated employee (in addition to base fee)	\$10.50

Note:

- Development Permit fees apply (see page 21).
- Area calculations include the total floor area of all floors including finished space, unfinished basements, attached garages, sunrooms, covered porches and covered decks.

1.1.2. Renovations and Alterations

Renovations affecting each floor of previously established habitable floor space including basement development	\$158/floor
Flood Proofing permit (includes electrical, plumbing and foundation repair): Non-structural	\$158
Establishment of any additional units or suites in an existing building. -includes secondary suites or conversion to a duplex or triplex -this fee is in addition to the per floor renovation fee if a building permit is required.	\$630
Establishment of a detached secondary suite in an existing accessory building (e.g. garage)	\$418
Reducing the number of units in a multi-unit dwelling. -including secondary suites, duplexes, converted residential dwellings, etc. -this fee is in addition to the per floor renovation fee if a building permit is required.	\$132
Removal of a dwelling unit / suite in a house with previously established 2 or more units, including those within a Division II building compliant with By-law 4304.	\$132

Notes:

- Development Permit fees may apply (see page 21).
- Alterations of stairs connecting two floors are only allocated to a single floor.
- Alterations on roofs, trusses, and dormers are treated as part of the single floor immediately below.
- Alterations to covered porches/decks, and attached garages are treated as part of the floor.
- Renovations to two or more suites of a multi-unit dwelling would be treated as floors per unit (e.g. renovation to a single floor but involving 2 suites would be considered to be two floors.)
- **Housing includes:**
 - Single-family and two-family dwellings, and
 - Multi-unit dwellings (including row housing) not requiring an Occupancy Permit.

1.1.3. Accessory Structures

Detached Garages and other large structures

Base Fee	
-Construction of detached garage	\$106
-Construction of other accessory structure greater than 10m ²	\$106
+ Area Fee - Construction of detached garage or accessory structure greater than 25m ² in area	\$2.15/m ²
Structural alterations or repairs to existing accessory structures	\$106

Decks (uncovered)

Single-level, simple* deck	\$106
Multi-level or complex* deck	\$158

Other Accessory Structures

In-ground swimming pools	\$158
Accessory structures (multi-owner detached garages) for multi-family buildings	\$8.50/m ²
Radio or communication tower: Single-family & two-family dwellings	\$106
Above ground swimming pools, hot tubs, spa tubs	\$106
All other exterior projects requiring a building permit	\$80

Note:

- Development Permit fees apply (see page 21).

1.1.4. Other Fees

Installation of solar photovoltaic systems with the submission of plans under an engineer's seal	\$80
Installation of solid fuel burning appliance	\$106
Additional fee for multiple plan reviews on a single project: percentage of original permit fee	25%

Notes:

- Development Permit fees may apply (see page 21).
- Deck complexity is determined based on foundation designs. Multiple foundations, multiple foundation types or single foundations with multiple, stacked structural loads would be considered complex.

1.2. ELECTRICAL PERMITS

New / Additions – Single-family dwellings, Two-family dwellings, Multi-unit dwellings, creation of additional, self-contained dwelling units such as a secondary suite

Base Fee - New construction of single-family dwellings, two-family dwellings, multi-unit dwellings and additions - up to 400 Amp service size	\$80
+ Area Fee - for all floors	\$1.03/m ²
Voice, Data, Video (VDV) for structures with 2 or more units -Work undertaken as part of the new construction electrical permit (no base fee applies) -Work undertaken by a separate contractor and/or separate permit (no base fee applies) (Assumes inspections are completed at the time of other inspections. Additional inspection fees immediately apply if work requires VDV only inspections for the initial inspection or due to defects.)	\$0 \$20.70/unit

Renovations / Interior Alterations – Single-family dwellings, Two-family dwellings, Multi-unit dwellings

A “floor” for the purposes of the calculation below is determined by fixtures, switches, outlets, and other electrical elements located on that floor. A project on one floor that passes through another floor to a panel in the basement is considered to be a single floor. That is, a panel only affects the determination of the number of affected floors when the permit involves expansion or replacement of the panel.

Base Fee (includes 1 affected floor)	\$80
Each additional floor affected	\$80
Electrical permit as part of a flood-prevention related building permit	\$0
Voice, Data, Video (VDV) for structures with 2 or more units (no base fee applies) (no multi-floor additional fee applies)	\$80/unit

Additional or ‘Add-on’ fees

Fees are in addition to new construction fees, or in the case of an existing building, in addition to the base fee and /or other fees assessed

Extra fee (in addition to base or per floor fee) for greater than 200 Amp service (initial installation or upgrade)	\$63
Extra fee (in addition to base or per floor fee) for each additional panel board (at time of new construction or later)	\$53
Extra fee (in addition to base or per floor fee) to install or remove renewable energy systems (e.g. solar photovoltaic systems, wind systems, etc.) (at time of new construction or later)	\$184
Extra fee (in addition to base or per floor fee) to install or remove a generator (at time of new construction or later)	\$184
Fee for interview/test if required to establish competency of homeowner to engage in work for a homeowner permit	\$31.50
Installation of fire alarm system: Single-family dwellings, two-family dwellings (no base fee applies unless other wiring is involved)	\$108
Removal of fire alarm system: Single-family, two-family dwellings (no base fee applies unless other wiring is involved)	\$80

HOUSING

Exterior Electrical Permits

(exterior must be separate permits from interior work; no base fee applies)

Air-conditioners: installation, construction, renovation or alteration	\$63
Outdoor, unenclosed swimming pools or hot tubs: installation, construction, renovation or alteration	\$63
Open decks, gazebos, patios, landscape lighting: installation, construction, renovation or alteration	\$63
All other exterior electrical work (excluding exterior plugs installed as part of new construction or clearly those part of an interior project)	\$63
Open decks, detached garages, gazebos, patios, landscape lighting: installation, construction, renovation or alteration	\$63

1.3. PLUMBING PERMITS

New Construction / Additions

Minimum fee: (applied to each suite / dwelling unit)	\$80
Cost per drain	\$26

Renovations/Interior Alterations

Minimum fee:	\$80
Plumbing renovations or repairs – each drain outlet impacted	\$26
Plumbing permit as part of a flood-prevention related building permit	\$0

2. COMMERCIAL

2.1. BUILDING PERMITS

2.1.1. New Construction and Additions

Construction of new buildings, or additions where the area being developed can be clearly determined	Finished	Base Building Only
Base Fee	\$840	\$735
+ Area Fee		
Group A – Assembly Occupancy (Open-air structures)	\$15.75/m ²	\$12.00/m ²
Group A – Assembly Occupancy (All others)	\$19.00/m ²	\$14.25/m ²
+ Area Fee		
Group B – Care, Treatment or Detention Occupancy	\$25.00/m ²	\$19.00/m ²
+ Area Fee		
Group C – Residential Occupancy	\$14.20/m ²	\$10.30/m ²
+ Area Fee		
Group D – Business & Personal Services Occupancy	\$15.75/m ²	\$12.00/m ²
+ Area Fee		
Group E - Mercantile Occupancy	\$13.75/m ²	\$10.30/m ²
+ Area Fee		
Group F1 - Industrial Occupancy	\$15.75/m ²	\$12.00/m ²
Group F2 - Industrial Occupancy	\$10.60/m ²	\$8.00/m ²
Group F3 - Industrial Occupancy	\$8.50/m ²	\$7.20/m ²
+ Area Fee - Any other structure defined in the Building By-law that can be measured in terms of area	\$8.50/m ²	\$6.30/m ²

Temporary open-air structures other than stages and bleachers covered or uncovered (in addition to tent and occupancy fees if applicable)

Minimum Fee	\$210
Area Fee	\$15.75/m ²

Note:

- Area calculations include the total floor area of all floors including below grade floors.

Other Projects

Residential Balcony Enclosures (no base fee)	\$418
Base Fee - Declared value for new construction which cannot be described in terms of area, including base building only	\$418
+ Value Fee - Each \$1000 or portion thereof in declared value for new construction which cannot be described in terms of area, including base building only (in addition to base fee)	\$10.50 per \$1000 of declared value

Spray Booth – install new, alteration or removal (includes fees for electrical and mechanical permits)

Base Fee - first booth	\$945
+ Base Fee - each additional booth	\$530
+ Area Fee	\$10.60/m ²
Alterations to existing booths	Base fee only
Removal of existing booths (no base fee) (includes electrical and mechanical permits)	\$366

2.1.2. Staged Building Permit Fees

Permit fees for each stage of construction	% of Total Permit Fee Payable	Surcharge (as a % of the total permit fee)
Site Preparation, Excavation, Piling, Interior Demolition*	20%	2.5%
Foundation Only	35%	5%
Structural Framing	65%	2.5%
Customized Stage	Determined by the Designated Employee	5%
Superstructure or Final Building Permit	Balance of building permit fees	Not Applicable

Notes:

- Partial permit fees are expressed as a percentage of the total building permit fee less any stage percentage previously paid. Note that an additional staged permit premium will also be applied and is calculated and applied independent of this percentage.
- Interior Demolition can be included along with a staged permit for a building addition only.

2.1.3. Interior/Exterior Alterations and Other

Fees for Work that is evaluated based on Floor Area
(Fee is calculated using either entire floor area of tenant space or entire tenant floor area of one floor level of a tenant space where alterations affect only one floor of a multi-level tenancy)

Alterations where an area calculation is used would include projects that affect an entire tenant space or entire floor level of a tenant space. (e.g. a tenant fit-up, a complete interior demolition or a change of use of a defined occupancy/tenant space)

Base Fee	\$314
+ Area Fee	
Group A – Assembly Occupancy (Open-air structures)	\$6.30/m ²
Group A – Assembly Occupancy (All others)	\$8.00/m ²
+ Area Fee	
Group B – Care, Treatment or Detention Occupancy	\$10.10/m ²
+ Area Fee	
Group C – Residential Occupancy	\$5.50/m ²
+ Area Fee	
Group D – Business & Personal Services Occupancy	\$6.30/m ²
+ Area Fee	
Group E- Mercantile Occupancy	\$5.50/m ²
+ Area Fee	
Group F1- Industrial Occupancy	\$6.30/m ²
Group F2- Industrial Occupancy	\$4.80/m ²
Group F3- Industrial Occupancy	\$4.25/m ²
+ Area Fee - Any other structure defined in the Building By-law that can be measured in terms of area	\$3.40/m ²

Fees for Work that is evaluated based on Declared Value of Construction

Alterations where an area calculation is not used would include small projects within a larger tenant floor area; ‘landlord’ alterations or alterations to a base building only; projects that are mostly exterior alterations, etc. Note that *declared value of construction* is defined in the Winnipeg Building By-law.

Interior/Exterior Alteration Permits

Minimum Fee:	\$314
Declared value of construction – Each \$1000 or portion thereof (based on complete project cost/value)	\$10.50

Other Commercial Building Permit Fees
(Unless indicated, no minimum/base fee applies if a separate permit)

Adding one or more additional suites or units to an existing, compliant multi-unit dwelling including a converted residential dwelling or “rooming house”. The fee is in addition to the area or declared value of construction fee if renovations require a building permit.	\$418
Reducing one or more suites or units in an existing multi-unit dwelling. No base fee applies if no work requiring a building permit is involved. If the work requires a building permit, regular fees would apply and this fee would not.	\$132

Temporary Buildings

Temporary Building Fee – calculated as a new commercial building under section 2.1.1. (including the base fee)	Same as applicable building permit
+ Maintenance Fee per month (in addition to Temporary Building Fee) payable annually	\$69
Nonpayment resulting in an inspection (in addition to monthly fee)	\$210

Miscellaneous Structures

Outdoor swimming pool - above ground or below ground	\$314
Satellite dish or antennae; radio or communication tower	\$263
Storage tanks – removal of one tank (includes Fire Prevention Inspections no longer being charged)	\$158
Storage tanks – installation of one tank (includes Fire Prevention Inspections)	\$366
Storage tanks – for each additional tank, same site	\$53

2.1.4. Special Events

Tents/Bleachers/Stages

**(Tents with 1000 or more occupants and/or electrical and mechanical systems are considered temporary buildings subject to Temporary Building fees)
(All fees for outdoor structures include occupancy and inspection fees)**

Tents greater than 84m ² in area	\$210
Each additional tent greater than 84m ² on the same site	\$15.75
Stages between 0.6 and 1.5 meters in height and less than 84m ² in area	\$106
All other stages	\$530
Bleachers with less than 300 design occupant load	\$106
All other bleachers	\$530
Request for a permit within 3 days or less	Double Fees

Occupancy

Indoor special event occupancy permit: greater than 60 occupants and greater than the established occupant load for the space (no base - maximum permit fee of \$600)	\$.10/m ²
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Development

(Charged on all outdoor and indoor special events)

Temporary event or a temporary use	\$26
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2.1.5. Alternative Solutions and Electrical Code Deviations

Alternative Solutions Fees

	Classification*	New Building	Existing Building
Pre Application Stage	Minor	\$210	\$106
	Major	\$530	\$314
Application Stage	Minor	\$366	\$263
	Major	\$790	\$530
Post Permit Issuance	Minor	\$530	\$418
	Major	\$1050	\$1050

	Example Descriptions
Minor	Sprinkler systems used in lieu of basement fire separation in a house conversion
	Roll-out counter in lieu of flip-top
	Barrier-free washroom size variation in existing building
	Shared washroom with other tenant space
	Mezzanine exceeds % limit
	Provide window or additional measures
	Building area exceeds classification
	Alternative measures are provided such as additional fire compartments
Major	Window sprinkler protection
	School addition requires total building to be non-combustible construction
	Existing wood frame roof
	Racking mezzanine in large stores and warehouses
	Fire protection consultant (fire or time based egress modeling)
	Other types by Architect or P. Eng
	Other types by Architect or P. Eng with detailed reports

Electrical Requests for Code Deviation Fees

	Classification*	New Building or Structure	Existing Building or Structure
Pre Application or During Electrical Plan Examination Review	Standard	\$158	\$106
	Complex	\$314	\$210
Post Electrical Plan Examination Review	Standard	\$366	\$314
	Complex	\$630	\$530

Resubmission of Alternative Solutions or Electrical Requests for Code Deviations

Resubmission Fee	50% of original fee
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Note:

- Classification of an alternative solution or electrical deviation will occur during processing.

COMMERCIAL

2.1.6. Fire Paramedic Services

Fire Prevention Plan Examiner Review

Fee per hour of inspection reasonably required as part of a plan review by the Fire Paramedic Service	\$108/hr
Fee per hour for re-examination of plans due to revisions, alternate solutions or Fire Protection Reports	\$108/hr
Base Fee - Application that requires Fire Paramedic Service to establish an occupant load	\$314
+ Hourly Fee - Each hour or portion thereof for plan examination or inspections required to establish occupant load	\$158/hr

2.1.7. Other Fees

Building Code Plan or Revised Plan Review

Base Fee - Pre-application meeting or alternative solutions meeting: meeting/discussion/ presentation by applicant concerning Building Code compliance	\$210
+ Staff Fee - Each City employee in attendance - each hour	\$158
Charge for cancellation or postponement within 24 hours /missed preliminary plan review meeting	\$210
Multiple Plan Reviews on a single project by one or more disciplines	Base \$1050 plus \$158/hour per discipline to maximum of 10% of building permit fee
Fee for re-examination – an additional fee where a) A permit has been issued or review of submitted plans has been completed and; b) New plans are submitted, or additional or revised detail, information or specifications for the previous plans are provided; and c) The designated employee determines that the re-examination of the new plans or modification of the original plans made necessary by the additional details, information, or specifications will require time and resources consistent with a full plan examination.	Base \$1050 plus \$158/hour to maximum of 25% of building permit fee
Conforming Construction Agreements with Caveat on Title (includes legal processing fees)	\$4180

COMMERCIAL

2.2. ELECTRICAL PERMITS

Base Fee	\$106
+ Installation Fees	
Low voltage service or distribution board/enclosed switch/motor control center/CSTE/splitter	
-First item less than 400 Amps	\$109
-Each additional like item less than 400 Amps	\$83
-First item 400-1000 Amps	\$201
-Each additional like item 400 -1000 Amps	\$120
-First item over 1000 Amps	\$253
-Each additional like item over 1000 Amps	\$142
High voltage equipment (Over 750 V)	
-Each service including metering and grounding	\$301
-Distribution, each unit or cell of protective or switching equipment	\$158
-Each motor or transformer: 500 hp/kVA or less	\$210
-Each motor or transformer: 501 hp/kVA to 1000 hp/kVA	\$263
-Each motor or transformer: over 1000 hp/kVA	\$376
Motorized valves, transformers, motors, controllers, capacitors and similar equipment not listed elsewhere in this schedule	
-1 kVA/kW/hp/kVAR/Amps or less, each	\$11.10
-Over 1 to 25 kVA/kW/hp/kVAR/Amps, each	\$20.75
-Over 25 to 100 kVA/kW/hp/kVAR/Amps, each	\$80
-Over 100 kVA/kW/hp/kVAR/Amps, each	\$158
Life Safety and Health Equipment and Devices	
-Control panel or annunciator, each	\$70
-Transponders	\$31.25
-Detectors and alarms, each	\$5.50
(includes smoke, heat, CO, methane, etc. detectors and alarms, signals, pull stations, nurse call system devices, sprinkler & standpipe switches, miscellaneous monitoring & supervisory points)	
Emergency Lighting and Exit Signs	
-Battery banks, each	\$11.10
-Remote emergency lighting heads, per outlet	\$1.80
-Combination emergency lighting/exit sign units, each	\$12.10
-Exit signs, each	\$1.80
Voice, Data, Video (VDV) & Intrusion Alarm Systems	
-Fibre optic cable (any length)	\$31.25
-Voice, Data, Video & Intrusion Alarm systems: associated devices, each (data outlets, CCTV outlets, etc.)	\$1.80
-Data rack or control panel including all components installed, each	\$58
-Amplifiers, each	\$10.60
-Extra low voltage controllers/cabinets, each	\$1.80
VDV Audit Program	
-Annual fee (includes registration information, review of applicant's training and operational procedures and audit inspections)	\$3660
-Permit fee per installation per address	\$31.25
-Fee for non-compliance during an audit	\$314
-Fee for suspension from the program	\$5230

Empty Raceways	
-60 m or less	\$34.50
-Over 60 m to 300 m	\$70
-Over 300 m	\$134
Receptacles, wall switches, luminaires, electric door strikes, H/C door operators, card readers, request to exit devices, thermostats, I/O devices and similar equipment	
-15 Amp, each	\$1.80
-Over 15 Amp, each	\$2.70
Electric heating and/or cooking appliances	
-2 kW or less, each	\$8.60
-Over 2 kW to 5 kW, each	\$13.50
-Over 5 kW to 15 kW, each	\$20.75
-Over 15 kW, each	\$34.50
Fuel burning equipment	
-Each domestic package unit or unit heater	\$20.75
-Each industrial/commercial type package	\$59
Door hold-open devices, each	\$5.50
Electromagnetic locks, each	\$10.60
Fire pump electrical connection and associated equipment, each	\$214
Fuel dispensers and similar equipment, each	\$30.50
Generator driven by prime mover & associated equipment, each	\$239
Hotels and motels: per bedroom unit*: new construction or additions to existing structures	\$62
Light standards, each	\$16
Machine/HVAC control panels, each	\$68.50
Multiple-family dwelling: first three dwelling units*	\$515
Multiple-family dwelling: electrical permit for each additional dwelling unit*	\$131
Relay cabinets, lighting contactors, dimming control panels and similar enclosures, each	\$31.25
Solar photovoltaic panels, each	\$5.30
Spray booths -- install new, alteration or removal (fee incorporated in spray booth building permit) (Electrical permit still required)	\$0
Reduction of electrical permit fees: where equipment is connected to existing wiring that has been previously inspected under another electrical permit, the fee imposed for the items being installed is one half (1/2) the fee that would otherwise be applicable	Fee to be calculated

Note:

- Applicable to new buildings and additions only. Applies to all electrical equipment and devices contained within the dwelling units except for life safety & health equipment. Fees for life safety & health equipment and for electrical equipment installed in areas outside of dwelling or bedroom units are assessed on per device costs.

Signs (electrical permit fee)

First free standing sign	\$105
Each additional free standing sign installed at the same time	\$62
First non-free standing sign installed	\$105
Each additional non-free standing sign installed at the same time	\$17.25

Temporary installations

Supplied from a permanent electrical system	\$105
Supplied from a temporary electrical service	\$174

Annual permits

1-5 buildings	\$530
6-10 buildings	\$1050
11+ buildings	\$1570

Defect Re-Inspections

Re-inspections of defects where defects are identified during a requested inspection and re-inspection is required to confirm their correction/ each hour or portion thereof/per visit	\$132
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Meeting/discussion concerning Electrical Code compliance

Base Fee	\$210
+ Staff Fee - Each City employee in attendance, each hour	\$158
Charge for meeting cancellation within 24 hours	\$210

2.3. PLUMBING PERMITS

Type of Installation

Base Fee Applies to all commercial plumbing permits except for items indicated with an asterisk (*) when they are the only item included on the permit.	\$158
*Underground Rough-in only (separate permit for work up to the lowest below grade floor level); outlet and fixture fees also apply	\$263
New Multiple-family dwelling: each additional dwelling unit (in addition to base fee)	\$106/suite
Outlet and/or fixture each (except for dwelling units in new multi-family dwellings)	\$31.50
Backwater valve	\$53
*Domestic potable water backflow prevention device with test cocks, first device	\$196
*Domestic potable water backflow prevention device with test cocks, each additional device	\$27
Interceptor, sump, catch basin, pit, each	\$53
Minor repairs to drainage or venting systems (renewal of each fixture trap or drain, etc.)	\$15.75
Renewal of stacks only – new work proposed (one or more) (in addition to base fee)	\$670
Potable water service pipe only	
-Water service pipe ¾" to 2" in diameter	\$53
-Water service pipe over 2" in diameter	\$85
-Renewal of potable water supply to existing fixtures (hot, cold or recirculation potable - water piping)	No Charge
Re-piping only of existing water supply to fixtures	
-For each dwelling unit, or	\$168
-For each floor or portion thereof	\$471

2.4. MECHANICAL PERMITS

M1 Mechanical Permit

Base Fee	\$263
+ Area Fee - Floor area impacted	\$0.36/m ²
+ Area Fee - Rough in HVAC only (eligible for entire base building only)	\$0.20/m ²
+ Area Fee - Base building HVAC extension for tenant fit-up	\$0.25/m ²
+ Area Fee - Unconditioned floor area mechanical air system in F2 or F3 occupancies only (no heating, no cooling, and no air distribution system)	\$0.10/m ²
Repair or alteration of an existing mechanical system which cannot be described in terms of area (no base fee)	\$263
Spray Booth - install new, alteration or removal (fee incorporated in spray booth building permit) (M1 permit still required)	\$0

M2 Mechanical Permit

Base Fee	\$263
+ Area Fee - Floor area impacted	\$0.25/m ²
Fire Pump /Standpipe (no base fee or fees for each additional floor)	\$530
First backflow prevention device with test cocks (no base fee if only item)	\$196
Each additional backflow prevention device with test cocks	\$27
Spray Booth - install new, alteration or removal (fee incorporated in spray booth building permit) (M2 permit still required)	\$0

M3 Mechanical Permit

Fire Suppression	
-New	\$263
-Repair/Minor modification	\$106
Special Ventilation Systems – Commercial Kitchen Exhaust, Dust Collector, etc.	
-New system (base fee)	\$418
-New system additional connection (e.g. additional kitchen exhaust hoods, dust collection inlet), each connection	\$210
-Repair or alteration to existing system	\$314
Spray Booth – install new or alteration (fee incorporated in spray booth building permit) (M3 permit still required)	\$0

2.5. OCCUPANCY PERMITS

Occupancy Permit Associated with a Building Permit

Base Fee	
-Final Occupancy Permit	\$210
-1 st Interim Occupancy Permit or denial of request	\$210
-2 nd and subsequent Interim Occupancy Permit or denials of request	\$210
+ Area Fee	
-Final Occupancy Permit	\$0.10/m ²
-1 st Interim Occupancy Permit or denial of request per discipline*	\$0.05/m ²
-2 nd Interim Occupancy Permit or denial of request per discipline*	\$0.10/m ²
-3 rd and subsequent Interim Occupancy Permit or denials of request per discipline*	\$0.20/m ²
Maximum (per permit or denial)	
-Final Occupancy Permit	\$630
-1 st Interim Occupancy Permit or denial of request	\$840
-2 nd and subsequent Interim Occupancy Permit or denials of request	\$1255
Discounts – for tenant spaces where the only defects are related to the base building	
-1 st Interim Occupancy Permit or denial of request	50%
-2 nd and subsequent Interim Occupancy Permit or denials of request	50%

‘Occupy-only’ Occupancy Permit Fees

Base Fee	\$210
+ Area Fee	
-Final Occupancy Permit	\$0.10/m ²
-1 st Interim Occupancy Permit or denial of request per discipline*	\$0.05/m ²
-2 nd Interim Occupancy Permit or denial of request per discipline*	\$0.10/m ²
-3 rd and subsequent Interim Occupancy Permit or denials of request per discipline*	\$0.20/m ²
Maximum Occupy-only fee (per permit or denial)	\$630

Occupancy Inspection Requests

Request for occupancy inspections in fewer than 3 days from date of request where request can be facilitated.	Double all associated occupancy fees
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Note:

- When a per discipline rate is indicated, the following are identified as a discipline: 1. Building, structural, fire prevention; 2. Electrical; 3 Mechanical (M1, M2, M3)

Refunds and Discounts

For building permits applied for after June 1, 2016, a full refund of the Final Occupancy fee will be granted if there is a complete submission of all required documents (ie: no incomplete certificates) at the time of the first request for an occupancy permit and there are no defects at inspections (ie: no re-inspections required). This refund does not apply to individual dwelling units, special events or occupy-only permits and only applies if occupancy is required as part of a related building permit.

A fifty percent fee discount will be granted for interim occupancy permits per tenancy space when the only reason for the interim occupancy permit is defects in the base building.

Other Occupancy Permit Fees

Indoor special events occupancy permit: greater than 60 occupants and greater than the established occupant load for the space (no base - maximum permit fee: \$600)	\$.10/m ²
Temporary building occupancy permit for each 12-month period or portion thereof in addition to the base fee (to a maximum permit fee of \$400)	\$.25/m ²
Base Fee - Application to establish an occupant load – includes first hour of plan examination or inspections	\$314
+ Hourly Fee - Each hour or portion thereof of plan examination or inspections required to establish occupant load	\$158/hr
Replacement: occupancy permit certificate or occupant load placard (each)	\$53
Update and provide a copy of an issued occupancy permit (change of ownership/change of operating name)	\$85
Condominium display suite	\$366

Fees for Non-Compliance

	Base Fee	Area Fee	Max
Occupancy prior to obtaining occupancy permit (occupy only - no building permit required) – each month or part thereof subsequent to violation notice	\$314	\$.52/m ²	\$1050 each time
Occupancy prior to obtaining an occupancy permit when a construction-related permit is required or after a denial (e.g. new construction, additions, alterations or change of use) each month or part thereof subsequent to violation notice	\$418	\$.52/m ²	\$2100 each time
Fee for non-compliance for occupying with an Expired Interim occupancy permit – each month	\$210	\$.25/m ²	\$2100 each time

2.6. TESTING LIFE SAFETY SYSTEMS FOR THE PURPOSES OF OCCUPANCY

Fees for Life, fire, safety and health systems testing

	Test	Re-Test
Regular – normal office hours	\$5230	\$2630
Regular – fully or in part outside office hours*	% time inside office hours x \$5230 + % time outside office hours x 1.5 x \$5230	% time inside office hours x \$2620 + % time outside office hours x 1.5 x \$2620
Complex or unusually large projects (as determined by the City) – normal office hours	\$7840	\$3140
Complex or unusually large projects (as determined by the City) – fully or in part outside office hours*	% time inside office hours x \$7840 + % time outside office hours x 1.5 x \$7840	% time inside office hours x \$3140 + % time outside office hours x 1.5 x \$3140

Note:

- When tests occur fully or in part outside of regular business hours, the fee will be multiplied by 1.5 times in proportion to the percentage of the time spent outside of business hours.

2.7. BUILDING PERMITS FOR SIGNS, AWNINGS, AND CANOPIES

**For Review of the Sign Support Structure
(When the sign support structure requires engineering)**

	Engineer seals <u>not</u> included at the time of application	Engineer seals included at the time of application
Freestanding sign 2.44m or less in height	\$263	\$158
Freestanding sign over 2.44m in height but under 7.6m in height	\$418	\$263
Freestanding sign over 7.6m in height	N/A	\$418
Mansard roof, projecting or other structural signs	\$263	\$158
Any other sign type	\$210	\$106
Awning / canopy or similar types of structure or equipment	\$263	\$158
Second and each subsequent additional sign involving the same type, same category, applied for in a single application	\$106	\$80
Single sign face replacement	\$53	\$53

**For Review of the Sign Support Structure
(When the sign support structure does not require engineering)**

Freestanding sign 2.44m or less in height	\$158
Freestanding sign over 2.44m in height but under 7.6m in height	\$263
Freestanding sign over 7.6m in height	\$418
Mansard roof, projecting or other structural signs	\$158
Any other sign type	\$106
Awning / canopy or similar types of structure or equipment	\$158
Second and each subsequent additional sign involving the same type, same category, applied for in a single application	\$80
Single sign face replacement	\$53

3. ZONING

3.1. DEVELOPMENT PERMITS

Housing-related Development Permits

Base Fee - Single-family and Two-family dwellings	\$133
+ New Dwelling Fee	
-180m ² total floor area or less	\$34.50
-more than 180m ² of total floor area	\$80
+ Addition Fee – for additions to an existing principal building	\$34.50
New accessory building/structure (no base fee applies)	\$26
Addition to accessory building (no base fee applies)	\$26
Housing change of use (no base fee applies)	\$26
Installation of solar photovoltaic systems (no base fee applies)	\$26

Commercial-related Development Permits*

New site development or new construction	\$630
Additions or exterior alterations to existing buildings or existing site redevelopment	\$314
New construction of, or an addition to, an accessory building	\$314
Temporary event or a temporary use	\$26
Commercial change of use	\$158
Erection of tents including tents considered to be a temporary building	\$26

Signs

Free standing, mansard, projecting, or other structural supported signs	\$80
All Digital Signs	\$163
Awning or canopy with or without signs	\$80
All other types of signs	\$50
Sign face replacement	\$31.25
To place or locate a mobile advertising sign for a month or less	\$69.50
To place or locate a mobile advertising sign for a period of up to three calendar months	\$168

Other Fees

Home-based business development permit (Fee applies to both Minor and Major categories. Major home-based businesses incur an additional conditional use fee)	\$158
Frozen Waterways Permit Application	\$106
Fee for re-examination e.g. Review of re-submitted plans	½ the fee of the initial development permit

Note:

- For commercial permits that include multiple development types, only one development permit fee is charged. The fee selected will be the highest development permit fee as applicable to the scope of the permit work.

3.2. VARIANCES AND CONDITIONAL USES

VariANCES*

	Single or Two-family dwellings		Other Residential & Commercial
	Accessory Structures	New/Additions	
Temporary Use and/or Density	\$1570	\$1570	\$1570
A-Variance (first)	\$106	\$158	\$580
A-Variance (each additional)	\$53	\$106	\$210
B-Variance (first)	\$366	\$630	\$1255
B-Variance (each additional)	\$106	\$210	\$314
C-Variance (first)	N/A	\$630	\$2100
C-Variance (each additional)	N/A	\$210	\$530
D-Variance (first)	N/A	\$630	\$2100
D-Variance (each additional)	N/A	\$210	\$530

Conditional Uses

	Single or Two-family dwellings	Other Residential & Commercial
General Conditional Use	\$630	\$2,630
Attached secondary suite	\$263	N/A
Detached secondary suite	\$630	N/A
Home Based Business – Major	\$630	\$630

Fees for Non-Compliance

	Single or Two-family dwellings		Other Residential & Commercial
	Accessory Structures	New/Additions	
A-Variance (first)	\$158	\$314	\$840
A-Variance (each additional)	\$80	\$210	\$314
B-Variance (first)	\$580	\$945	\$2630
B-Variance (each additional)	\$158	\$314	\$471
C-Variance (first)	N/A	\$945	\$4180
C-Variance (each additional)	N/A	\$314	\$790
D-Variance (first)	N/A	\$945	\$4180
D-Variance (each additional)	N/A	\$314	\$790
Conditional Uses			
-General Conditional Use	\$945	\$945	\$5230
-Attached Secondary Suite	N/A	\$630	N/A
-Detached Secondary Suite	N/A	\$1050	N/A
-Home Based Business-Major	\$945	\$945	\$945

Note:

- Variances are categorized as follows:
 - A-Variance: A minor tolerance of a zoning rule for residential and/or commercial applications.
 - B-Variance: A zoning variance reviewed and approved or denied by the director.
 - C-Variance: A zoning variance reviewed by the director, approved or denied by the Board of Adjustment.
 - D-Variance: A zoning variance reviewed by the director, approved or denied by the Community Committee in conjunction with another Development Application.

ZONING / REAL ESTATE

3.3. OTHER FEES

Zoning Letters

Verification of existing zoning for a specific property	\$53
Verification of existing or proposed use – single and two family dwellings	\$136
Verification of existing or proposed use – all other	\$210
Zoning or land use history	\$545
Any other information	\$210
Zoning memorandum – single and two family dwellings	\$53
Zoning memorandum – all other	\$210
Lot of record search (in addition to direct Manitoba Land Title search costs)	\$263

Miscellaneous Fees

Mobile home - development application approval	\$314
Mobile home – inspection - first hour	\$158
Mobile home – inspection - each additional hour	\$106
Draft Application fee (can be applied to application fee if applicant proceeds with formal application)	\$530
Zoning Inspection Fee – 1 st hour	\$158
Zoning Inspection Fee – each additional hour	\$106
Winnipeg Building Commission: application fee	\$1600
Spatial Separation / Party Wall agreement with Caveat on Title (includes legal processing fees)	\$4180 + LTO Fees
Development application for variation or removal of building restriction caveat (includes legal costs)	\$630 + LTO Fees
Communication facility proposal review	\$1,245
Communication facility proposal review for exempted installations	\$530
Request to demolish a single-family or two-family dwelling in a residential area without a building permit to replace the demolished residence	\$530
Advertising of public hearings	Newspaper advertising charges
Manitoba Land Titles Office (LTO) Fees (The Property Registry)	As billed by The Property Registry
Delivery of issued permits and plans by courier	\$10.50

4. REAL ESTATE

Agreements

Short Term Use agreement – less than 1 day	\$1
Short Term Use agreement – between 1 and 7 days	\$50/day

5. PLANNING AND LAND DEVELOPMENT

5.1. GENERAL PLANNING

Plan Reviews

Site Plan Review for Plan Approval	Director - \$210 Committee - \$366
Second and each subsequent review	\$210
Master Plan in EI Zoning Districts	\$1195
Second and each subsequent review	\$900
Parking Management Plan review	\$263
Alternative equivalent compliance approval	\$263

Design Reviews

New building or new addition	\$418
Signs	\$158
All other development applications	\$263

Downtown Development Applications Urban Design Review

New building or new addition	\$780
Second and each subsequent review	\$465
Signs	\$189
All other development applications	\$293
Appeal of a decision	\$790

Historical Buildings and Resources Review

Heritage Permits	
-Rehabilitation or new addition	\$780
-Second and each subsequent review	\$465
-Signs	\$189
-All other development applications	\$293
Owner - initiated nomination	\$263
Removal from or modification of list	\$2630
Expedited review	\$2630
Appeal of a decision	\$790

Street/Building Names and Addresses

Addition of one street name to Street Name Reserve List *Fee exempt for applications recognizing individuals	\$167
Fee for each additional street name to add to Street Name Reserve List	\$29.50
Honourary Street name application	\$167
Honourary Street name topper (each)	\$222
Advertising street name change	Newspaper advertising charges
Public street name change	\$915 + LTO Fees
Privately-owned street name designation	\$418 + LTO Fees
Street address confirmation by letter	\$74
Street address change	\$210
Request for a building name	\$75

City Plans

Amendment to OurWinnipeg: Application Fee	\$30,250
OurWinnipeg: Advertising fee	Newspaper advertising charges
Complete Communities Amendment: Application Fee	\$30,250
Complete Communities: Advertising fee	Newspaper advertising charges
New Secondary Plan (Precinct Plan, Area Master Plan, etc.)	\$36,500
Amendment to Secondary Plan: Application Fee	\$11,480
Secondary Plan: Advertising fee	Newspaper advertising charges

5.2. LAND DEVELOPMENT APPLICATIONS

Land Development Administration Fee	\$2,240 per Acre
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Plan of Subdivision (DAS)
(subdivide property and create new rights-of-way; public hearing required for subdivision approval)

Base fee	\$6,740
+ Per Acre fee (to a maximum of \$20,000)	\$418 per Acre

Rezoning (DAZ)
(rezoning of land or zoning text amendment)

Base fee	\$11,740
+ Per Acre fee (to a maximum of \$50,000)	\$418 per Acre
Zoning text amendment	\$356

Plan of Subdivision and Rezoning (DASZ)
(approval of plan of subdivision and rezoning of the land contained in the subdivision)

Base fee	\$12,920
+ Per Acre fee (to a maximum of \$50,000)	\$418 per Acre

Short Form Plan of Subdivision (DASSF)
(subdivide property but will not create new rights-of-way; public hearing not required)

Base fee	\$3,610
+ Per Acre fee (to a maximum of \$15,000)	\$418 per Acre

Plan of Survey (PS)
(development application for the approval of a plan of survey)

Base fee	\$3,610
+ Per Acre fee (to a maximum of \$15,000)	\$418 per Acre

Other Fees

Consent Application (CA) fee: each consent, for approval to convey	\$3,140
CONDO fee: application for the approval of a condominium plan	\$4,180
Zoning agreement amendments	\$1,885
DAO fee (application for a street, lane or walkway opening)	\$1,155 + LTO Fees
DAC fee (application for a street, lane or walkway closing)	\$2,100 + LTO Fees
DAOC fee (application for a street, lane or walkway opening and closing)	\$2,100 + LTO Fees
DAASP fee (for the approval of an air space plan)	\$550

Extension Fees

Extension fees - for an extension of the time period approved by Council for enactment of a by-law under a DAS/DAZ/DASZ file	\$755
Extension fees - for an extension of the time period approved by Council for a by-law coming into force under a DAS/DAZ/DASZ file	\$575
Extension fees - administrative re-approval of a plan of subdivision under DASSF	\$383
Extension fees - for an extension of the time period for the Standing Policy Committee to complete a DASSF application	\$755
Extension fees - for time extension of the one year limitation for registration of plan of subdivision at the LTO (re-approval of mylars)	\$383

Mylar Signing Fees

DAS/DASZ/DASSF/DAPS/DAASP Mylar signing fees - for each lot within plan	\$66
DAS/DASZ/DASSF/DAPS/DAASP Mylar signing fees - minimum lot/parcel fee for each plan	\$177
Condo plan mylar signing fee - each plan	\$66
Condo plan mylar signing fee - minimum fee for each condominium complex	\$177

5.3. AGREEMENTS

Subdivision agreement	\$351
Servicing agreement	\$1,220
Development agreement	\$1,750
Zoning agreement	\$351
Subdivision/Servicing/Development agreement amendment	\$755

5.4. OTHER FEES

Subdivision park plan review	\$356
Subdivision land equivalencies	\$356
Consent to assign servicing or development agreement	\$755
Certificate of consent	\$177
Certified copy of a certificate of consent	\$66
Manitoba Land Titles Office (LTO) Fees (The Property Registry)	As billed by The Property Registry

5.5. WATERWAYS / FLOOD FRINGE

Base fee	
-Deck	\$80
-Detached Garage	\$158
-Single- or two- family dwelling addition	\$314
-Single- or two- family dwelling	\$1050
-Multi-family dwelling	\$2100
-Commercial	\$2100
-Commercial Accessory Structure	\$530
+ Area Fee*	
-Deck	\$1.03/m ²
-Detached Garage	\$2.15/m ²
-Single family dwelling	\$4.25/m ²
-Multi-family dwelling to a maximum of 8 stories above grade	\$8.50/m ²
-Commercial to a maximum of 8 stories above grade	\$8.50/m ²
Waterway Permit: for value of work which cannot be described in terms of area up to \$5,000 and/or base fee for over \$5,000	\$210
Waterway Permit: for each additional \$1,000 between \$5000.01 and \$500,000.00 (in addition to base fee)	\$5.00
Waterway Permit: for each additional \$1,000 between \$500,000.01 -to- \$1,000,000.00 (in addition to base fee)	\$3.55
Waterway Permit: for each additional \$1,000 over \$1,000,000.00 (in addition to base fee)	\$3.30
Discount for all Waterway Permits where a maintained public street or the Primary Line of Defense is intervening between the proposed development and the waterway, as determined by the Waterways Authority.	50%
Renewal of Waterway Permit	\$106
Waterway record search	\$53
Flood Fringe Agreements / waiver caveated on title	\$2100

Fees for Non Compliance

	Work not involving a Contractor	Work performed by a Contractor
Work without a Waterway Permit	Equivalent to the permit fee or \$418.00 – whichever is greater.	Equivalent to the permit fee or \$1050.00 – whichever is greater
Maximum Fee for Non-Compliance	\$4,180	\$20,860

Notes:

- Includes the floor area of all levels, unfinished basements/attached garages.
- Compound projects, including multiple components will pay one base fee equal to the greatest of the applicable base fee(s), plus the individual unit rates for all components of the project.

5.6. IMPACT FEES

New Residential development in Impact Fee Areas	\$59.48/m ²
Administration Fee for refunds	\$102
Application Fee for Director review	\$102
Appeal Fee	\$255

6. ENCROACHMENTS

ENCROACHMENTS: APPROVED BY THE PUBLIC SERVICE (SIMPLE ENCROACHMENTS SUCH AS PARTS OF BUILDINGS, FENCES, SEASONAL PATIOS ETC.)

Initial Encroachment Approval Fees

Single-family and two-family dwellings and accessory structures	\$132
All other property types (including seasonal patios)	\$210

Annual Encroachment Licence Fees

Single-family, two-family and Part 9 Multi-unit residential dwellings	
-First 5m ² or less of occupied space	\$80
-Each additional 5m ² or portion thereof	\$43
All other types of encroachments	
-First 5m ² or less of space occupied	\$106
-Each additional 5m ² or portion thereof	\$63

SIGN ENCROACHMENTS

Initial Approval Fees

Sign encroachment	\$158
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Annual Licence Fees

Annual Administration fee	\$53
Rate per square meter (first year rate to be charged pro-rated)	\$12.60

ALL OTHER ENCROACHMENT TYPES (INCLUDING THOSE OF A NON-STANDARD OR COMMERCIAL NATURE)

Initial Approval Fees

Requiring Council approval with simple legal agreements	\$2,100
Requiring approval of a designated employee with simple legal agreements	\$1,575
Requiring Council approval with complex legal agreements	\$4,710
Requiring approval of a designated employee with complex legal agreements	\$3,880

Annual Licence Fees

Annual Administration fee	\$393
Accessory surface use for a use in By-law 100/2004	\$30/m ²
Walkway or building addition for a use in By-law 100/2004	\$15/m ²
Accessory use for a commercial use in By-law 200/2006	\$15/m ²
Accessory use for an industrial use in By-law 200/2006	\$3/m ²
Accessory use for a residential use in By-law 200/2006	\$12/m ²
Private utilities and underground areaways	\$3/m ²

Other Encroachment Fees

Encroachment Discharge fee (all encroachment types except seasonal patios)	\$106
Annual encroachment licence late payment fee	\$15.75

7. DEMOLITION PERMITS

Housing – Single and Two-Family, Triplexes, Rooming Houses

Demolish/remove	\$366
If part of new home project with building permit application	\$210
Demolish/remove – garage, porch, lean-to or similar structure or other accessory structures (without demolition of the dwelling)	\$106
If part of new project with building permit application	\$53
Fee for non-compliance for incomplete demolitions beyond the term of the demolition permit. Fee per week	\$210
Tax status search	\$24

Commercial

Base fee	
-simple demolition (No basement or deep foundation, slab on grade, no piles, single storey maximum 3 meter wall height.)	\$263
-all other demolition	\$530
+ Area Fee: of all floor area(s)	\$0.36/m ²
Fee for non-compliance for incomplete demolitions beyond the term of the demolition permit. Fee per week	\$1,050
Discount when demolition permit is accompanied by a concurrent building permit	20%
Tax status search	\$24

Note:

- Fees for non-compliance for demolition **without a permit** are in the Fees for Non-compliance section (see page 36).

8. INSPECTIONS AND LICENSING

8.1. COMMERCIAL AND HOUSING INSPECTIONS

Excess Commercial and Housing Inspections

Inspection cannot be performed (in addition to the fees listed, each site visit also consumes one of the inspections included in the permit fee)	
-Work not ready for inspection when inspection arranged	\$158 ea.
-Incorrect/Insufficient information provided	\$158 ea.
-No address on site, building, or suite	\$158 ea.
-Inspector unable to gain access	\$158 ea.
-Inspection cancelled same day	\$158 ea.
-Unsafe work site	\$418 ea.
Extra Inspections-Commercial (applied in cases where a re-inspection of a defect is required, Fire Prevention inspections and any other additional inspections.)	
-1 st	\$132
-2 nd	\$263
-3 rd and subsequent	\$366
Extra inspections-Housing	
-1 st	\$106
-2 nd	\$210
-3 rd and subsequent	\$314
Base Fee - Inspections conducted outside office hours – four hours or less – per inspector	\$471
+ Hourly Fee - Inspections conducted outside office hours – per inspector	\$158/hr
Inspection to identify non-compliance	\$158/hr
Failure to either call for an inspection or to notify the City that work has been initiated within a 6 month period after the permit has been issued.	\$53
Housing - Failure to call for a re-inspection of a defect or to obtain an extension from the City within 1 month of a defect being identified	\$158
Commercial - Failure to call for a re-inspection of a defect or to obtain an extension from the City within seven (7) working days of a defect being identified	\$158
Failure to close a permit or obtain a formal extension from the City within 3 years of permit being issued	\$210

Note:

- Permits for new single-family and two-family dwellings, detached secondary suites and additions, the number of inspections included in a project would be 7 (3 for building, 2 for plumbing, and 2 for electrical if applicable to the construction project). Since most of the required inspection points can be combined to include more than one permit, the inspections can be ‘transferred’ between permits on these projects. However, for many interior renovation projects or accessory structure (external to the house) projects which might include more than one permit (e.g. a garage with a building and electrical permit), the inspections would not be transferable because each electrical or plumbing contractor will typically call for inspections independently.
- There are two inspections in total per flood proofing permit package.

8.2. CONTRACTOR AND INSTALLER LICENCE FEES

Plumbing/Electrical /Mechanical/Demolition Contractors

Contractor's examination fees	\$105
Contractor licence - late renewal fee	\$105

Plumbing Contractors

"A" – one year licence	\$257
"A" – three year licence	\$725

Electrical Contractors

"A" – one year licence	\$257
"A" – three year licence	\$725
"B" – one year licence	\$172
"B" – three year licence	\$469
"C" – one year licence	\$172
"C" – three year licence	\$469

Mechanical Contractors

"M1" – one year licence	\$257
"M1" – three year licence	\$725
"M2" – one year licence	\$257
"M2" – three year licence	\$725
"M3" – one year licence	\$257
"M3" – three year licence	\$725
"M-Prime" – one year licence	\$257
"M-Prime" – three year licence	\$725

Demolition Contractors

"D3" - one year licence	\$252
"D3" - three year licence	\$710

Fee for Non-Compliance

Work performed without a permit by an individual or contractor not licensed by the City of Winnipeg for work which requires a permit and requires the permit holder to have a valid licence issued by the City. The fee is to be charged to the contractor or individual directly. Additional fees or penalties for work without a permit will apply to the property owner.	\$530
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9. DOCUMENTS, RECORDS AND INFORMATION

Property Document Request

Search fee – minimum 1 hour, paid in advance	\$106/hour
Each additional 15 minute increment	\$26

Search and Reproduction Consultation Fees – i.e. for review of plans, consulting on documents, choosing of copies

Consultation fee – each 15 minute increment	\$26
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Records Centre Fees (City Archives)

Internal Charges from the Records Centre are recovered as billed - see Records Centre Fees and Charges	Cost recovery
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Imaging Processing Fees

Copies from papers records to paper or digital	
-first page	\$10.60
-each additional page	\$5.30
-charge for digital storage device	\$10.60
(output to paper and digital each charged separately as above)	
Outsourced copying from paper records	
-Administration fee	\$26
-Outsource printing charges (billed directly to customer)	Billed directly to customer
Copies from Microfiche/film	
-to paper (11 x 17) paper or digital per image	\$5.30
-charge for digital storage device	\$10.60
-to both digital and paper in addition to fees above	\$20.70
(output to paper and digital each charged separately as above)	
Copies from digital records	
-to paper or digital, each page (minimum \$10.00)	\$1.03
-charge for digital storage device	\$10.60
(output to paper and digital each charged separately as above)	

Property Information Request

Centralized property file search – single-family and two-family dwellings	\$181
Centralized property file search – condominiums: for one unit	\$181
Centralized property file search – all other residential buildings	\$366
Centralized property file search – condominiums: multiple units at same complex	\$545
Centralized property file search - all other commercial buildings or uses	\$545
Centralized property file search - any other search letter	\$136
Housing Certificate of Inspection Acceptance	\$20.70
Manitoba Land Titles Office Fees (The Property Registry)	As billed by the Property Registry

Electronic Data

Single permit activity and statistical reports from the Building Permit Computer System	\$62
Permit activity & statistical report - annual	\$62
Permit activity & statistical report - semi-annual - for one calendar year	\$86
Permit activity & statistical report – provided quarterly - for one calendar year	\$143
Permit activity & statistical report - provided monthly - for one calendar year	\$356
Permit activity & statistical report - provided weekly - for one calendar year	\$975
Permit activity & statistical report - provided daily - for one calendar year	\$2380
Digital information - per hour of involvement - first hour	\$120
Digital information - per hour of involvement - each additional hour	\$99

Mapping

Street Wall Map	\$59
Zoning Map	\$35.75
Property Map	\$12
Custom Maps (base fee)	\$43
Custom Maps hourly rate – first hour	\$80
Custom Maps hourly rate – each additional hour	\$63
Shipping and handling	Cost + \$26

10. REFUNDS, DISCOUNTS AND FEES FOR NON-COMPLIANCE

10.1. REFUNDS

Refund Calculations for construction related permits

Review Stage	Refund as % of Total Permit Fees*	Minimum Fee Retained by the City		Maximum Fee Retained by the City
		Housing permits	Commercial permits	
Prior to Plan Review (pre, during or post screening)	90%	\$53	\$106	\$1050
Plan Review Started but not complete	75%	\$106 or the total permit fee, whichever is less	\$314 or the total permit fee, whichever is less	\$52,140
Permit Approved but not yet issued	50%	\$106 or the total permit fee, whichever is less	\$314 or the total permit fee, whichever is less	No maximum. In cases where the 50% of the permit fee to be retained by the City is greater than the \$100k maximum paid at the time of application, the applicant would owe the remainder to the City.
Permit Issued but construction not initiated	40%	\$106 or the total permit fee, whichever is less	\$314 or the total permit fee, whichever is less	N/A

Refund Calculations for development and zoning-related applications (including variances, conditional uses, re-zonings)

Review Stage	Refund as % of Total Application Fee	Minimum Fee Retained by the City		Maximum Fee Retained by the City
		Housing applications	Commercial applications	
Prior to zoning and planner review	90%	\$53	\$106	\$1050
Prior to administrative approvals or public postings	25%	\$106 or the total application fee, whichever is less	\$314 or the total application fee, whichever is less	N/A
Post public posting or Administrative approval	No refund			

Notes:

- The calculation for refund in the event of a staged permit would be based on the total collected to that application point. The staged permit premium would not be refunded.
- Percentage of total fees refundable when fees and charges paid are \$100 or more and the applicant withdraws an application for an electrical, mechanical, or plumbing permit is 50%.

10.2. DISCOUNTS AND REBATES

	Discount or Rebate
Discount applied to all building permits for new multi-family dwellings of three or more units in the Downtown (in mixed-category or mixed-use buildings, the discount would apply proportionally to the residential / non-residential area)	30%
Discount applied to all building permits for multi-family dwellings (three or more units) outside the downtown but not including Part 9 row housing.	20%
Discount applied to all new single family and two family infill housing building permits (In mature neighbourhoods as defined by OurWinnipeg.) The property must not contain a parcel created by a subdivision that created more than five parcels, where the subdivision was created after January 1, 2002.	30%
Discount for building permits processed in the Optional Professional Certificate Program	10%

Housing - Annual Rebate Program (applied to builder assigned to the building permit, not to property owner)

Refund for each inspection or plan examination 'pass' received as part of the Residential Audit Program	\$79.25
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10.3. FEES FOR NON-COMPLIANCE

	Equivalent to the permit fee or the minimum fee whichever is greater.	
	Housing and related accessory structures Minimum Fee*	Commercial Minimum Fee
Work without a Building or Demolition Permit	\$366	\$1050
Work without a Sign Development Permit	N/A	\$530
Work without a Development Permit (excluding sign development permits)	\$366	\$1050
Work without an Electrical Permit	\$366	\$530
Work without a Voice/Data Electrical Permit	\$366	\$366
Work without a Plumbing Permit	\$366	\$530
Work without a Mechanical Permit	\$366	\$530
Work without a Waterways Permit	\$366	\$530
Failure to obtain any other permit or zoning approval (when not set out in the fee structure)	\$366	\$530
All work that is initiated prior to a permit issued, but after the appropriate permit has been applied for	75% of the value of the required permit or \$210 – whichever is greater	75% of the required permit fee. Same minimums apply.
Maximum Fee for Non-Compliance	\$26,070	\$26,070
Work requiring a licensed contractor by a non-licensed company or individual	\$530	\$530

Penalties for non-compliance with the Residential Fire Safety By-law
(Fees are doubled for every consecutive year of continued non-compliance beyond the initial 2016 fee assessment)

	Initial non-compliance fees assessed in 2016	Continued non-compliance fees as of 2019
Monetary penalty per building	\$100 per suite	\$800 per suite
Minimum monetary penalty	\$500	\$4000
Maximum monetary penalty	\$5000	\$40,000

Penalties for non-compliance with the Impact Fee By-law

Contravention of subsection 3(1) or section 11 of the by-law	Double the applicable Impact Fee
All other contraventions of the by-law (minimum fee)	\$5000

Note:

- For Housing permits, the minimum fee should be applied on a project basis and not for each related permit, except when the work proposed is:
 - New Construction and Additions.

11. GENERAL ADMINISTRATION

Fees payable at the time of application/service request:

Most fee payments will be collected at the time of application. In cases where construction-related permit fees are collected at the time of application, a maximum of \$100,000 will be collected. In cases of applications for which permit fees exceed \$100,000, the balance of the fees will be due upon issuance of the permit.

Fees payable after submission of an application:

Any fee that cannot be calculated at the time of application, or fees that are incurred subsequent to the time of application, must be paid within 15 days following the date of invoice or prior to the issuance of a permit, whichever occurs earlier. These fees include, but are not limited to:

- Inspections calculated on the basis of time spent attending to the inspection;
- Fees that are only calculated after the application has been reviewed or the permit has been issued such as additional inspection fees, fees for non-compliance, certain deposits etc.;
- Any fee that is calculated on the basis of time engaged in the provision of a service;
- Fees that fall within policies and programs approved by the Director;
- Fees waived by Council; and
- Newspaper Advertisement Fees.

Fees Paid by Credit Card

The maximum fee that may be paid by a credit card transaction is \$10,000.

Subdivision Registration and Agreements for subdivision, servicing, development and zoning

Mylar signing fees are payable prior to the release of mylars for registration at the Winnipeg Land Titles Office. Fees for a subdivision agreement, a servicing agreement, or a development agreement are payable prior to referral of the application to the relevant Committee of Council. Zoning agreement fees are payable prior to execution of the agreement.

Payment of encroachment licence fees

An annual encroachment licence fee is payable in respect of each calendar year, or part of a calendar year, during which the encroachment has been maintained. There is no refund of any portion of an encroachment licence fee upon cancellation of the encroachment licence.

Powers of the Director

The Director and his or her delegate and all designated employees may conduct inspections and take steps to administer The Planning, Development, Building and Vacant Building Fees and Charges Schedule and, for those purposes, have the powers of a “designated employee” under The City of Winnipeg Charter.

Fees determined by the Director

The Director is authorized to charge fees and charge for services provided, documents produced, permits issued or other actions taken that are not referred to in the Schedule. In deciding whether to charge a fee and in determining the amount of fee to be charged the Director must be fair and equitable while attempting to recoup the costs incurred by the City.

Fees waived by the Director

The Director is authorized to waive all or part of:

- (a) an additional fee or monetary penalty for non-compliance for work without a building permit, work without a development permit, or failure to obtain permit or approval where the Director is satisfied that the applicant acted reasonably in the circumstances; and any fee where the Director is satisfied that the imposition of the fee would be unfair in the circumstances.

Increased fees refunded by the Director

The Director is authorized to refund an amount equal to the increase in the fee to the applicant where:

- (a) a new fee is imposed a permit fee higher than the regular fee is imposed, or an amendment to the fee schedule results in an increased permit fee; and

(b) the Director is satisfied that, prior to notice being provided to the construction industry of the date that the increased permit fees would come into effect, an applicant was bound to a contract predicated on payment of the lower fee for the permit.

Refunds or waiver of fees by Standing Policy Committee

Where the applicant is a corporation whose main purpose is not the earning of a profit or is a charity registered with Canada Revenue Agency, the Standing Policy Committee on Property and Development is hereby authorized to waive or direct the refund of all or part of a fee imposed for Development Applications And Agreements, Development Permits, Encroachments and Variances and Conditional Uses, excluding an advertising fee, where:

(a) the proposed development will have the effect of providing a public service or will otherwise benefit the community of Winnipeg; and

(b) the waiver or refund has been endorsed by the community committee in which the proposed development will take place.

Administration Fees

Administration fee for collection process on overdue accounts (including cost of registering and unregistering a caveat or lien on title).	\$158
Administration fee for preparation and issuance of an Order to Comply after a warning has been issued	\$1050