



WORDING FOR POST-CONSTRUCTION LETTERS OF CERTIFICATION FINAL OCCUPANCY

Planning, Property & Development Department – City of Winnipeg

On March 21, 2012 the City of Winnipeg amended the Winnipeg Building By-law and the Winnipeg Electrical By-law. The by-laws no longer prescribe the wording for professional certification required at the time of project completion. However, the by-laws give the authority to the designated employee to develop and require certification wording. To that end, the City of Winnipeg has collaborated with the Association of Professional Engineers and Geoscientists of Manitoba (APEGM) and the Manitoba Association of Architects (MAA) to develop wording which is consistent across all disciplines, to the greatest extent possible, and is now required by the City of Winnipeg without modification.

The certification will require a header indicating the address, project description, tenant name, unit number (as applicable), related permit numbers (both trade and building permit numbers are required for Mechanical and Electrical certifications), date, etc. and must be signed and sealed. The required wording is as follows:

CERTIFICATION FOR FINAL OCCUPANCY (for Architectural, Structural & Mechanical Aspects)

"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] for which a building occupancy permit is being sought. 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. 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 workmanship, materials or assemblies that would compromise code compliance."

ELECTRICAL CERTIFICATION FOR FINAL OCCUPANCY

"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] for which a building occupancy permit is being sought. I hereby represent that:

- In my professional opinion the construction was carried out in substantial compliance with the applicable provisions of the Winnipeg Electrical By-law, the Manitoba Building Code and the Manitoba Energy Code for Buildings and the plans submitted in support of the application for the building 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 workmanship, materials or assemblies that would compromise code compliance."