



Application for Vacant Building Services

Applicant: _____
Select one: [] Owner / [] Corporate Representative / [] Property Manager

Address of Vacant Building: _____

Owner's Mailing Address: _____

Telephone Number(s):
(Home) _____ (Work/Cell) _____ (Fax) _____

E-mail Address: _____

I, the applicant identified above, hereby apply for (check all that apply):

- Occupancy Certificate** (Includes all required inspections and Occupancy Certificate)
- Boarded Building Permit**
- Empty Building Fee Occupancy Inspection***
*when required, the Occupancy Certificate must be purchased in advance.

The applicant understands and agrees that:

1. this is only an application to initiate the above service(s) and;
2. in some cases, access must be provided to the building for a By-law Enforcement Officer to conduct any required inspections and;
3. Any orders issued as a result of these inspections may need to be complied with before the requested service(s) can be completed.

NOTE: Occupancy Certificates **cannot** be issued for a building that is under an active Public Health Order to Vacate - even if payment and inspections have been completed.

Date: _____ 20____

Signature of Applicant



Privacy Statement: Personal information is collected under and protected by S. 36(1)(b) of *The Freedom of Information and Protection of Privacy Act*. Personal information will be used to support the City of Winnipeg's Vacant Building Services program, whereby Vacant Building Owners or their representatives make application to the City of Winnipeg for an Occupancy Certificate, Boarded Building Permit and/or an Empty Building Fee Occupancy Inspection. If you have any questions about the collection of this information, contact the Corporate Access and Privacy Officer by mail to City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9, or by telephone at 311.

Revised November 24, 2021