

## Owner Statement for Commercial Projects Development and Building Permits

Address or legal description of the project: \_\_\_\_\_

### Authorization Statement (if applicable)

I (we) hereby give authorization to \_\_\_\_\_ (applicant's name) to apply for a development or building permit for the above address.

### Owner Statement

The following provisions apply to the respective development and building permit applications, where applicable for the scope of work proposed.

- I am aware that the City of Winnipeg will rely upon professional certificate(s), and will not conduct any review of the plans except by way of possible screening for completeness or audit for bylaw and code compliance, as they relate to the Winnipeg Zoning By-law, current editions of the Manitoba Energy Code for Buildings (MECB), the Canadian Electrical Code – Part I, as adopted and varied by the Winnipeg Electrical By-law, and the following provisions of the Manitoba Building Code (MBC), Division B:
  - Subsection 4.1.8. Earthquake Loads and Effects
  - Part 5 – Environmental Separation
  - Article 6.3.1.1. – General ventilation requirements
  - Part 7 – Plumbing Services
- I understand that the development and construction resulting from the respective development and building permit applications need to comply with:
  - the sealed plans submitted as part of the development and building permit applications;
  - the permit(s) and supporting approvals (e.g. variance) issued in response to the development and building permit applications; and,
  - all applicable codes, standards and bylaws.

I further acknowledge that the Winnipeg Building By-law and Winnipeg Electrical By-law impose on me, as owner of the property, the responsibility to ensure that any elements of construction or occupancy be compliant or be brought into compliance with the above-noted bylaws and codes.

- Unless written acknowledgement has been provided by the City that Subsection 5.1 of the Winnipeg Building By-law does not apply and the professional(s) concerned will not be involved in construction reviews, I agree to notify the designated employee as soon as possible, if and when a design professional or professionals who signed and sealed the plans, drawings and other documents submitted as part of the application will not be carrying out review of certain aspects of the construction and will 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.
- Subject to any appeal to which I am entitled, I hereby agree to immediately bring into compliance any construction pursuant to this application that is found not to comply with all applicable codes, standards and bylaws.
- I understand that the City of Winnipeg does not accept responsibility for any errors and omissions in the sealed plans.
- I further understand that it is my responsibility, as registered owner(s)/agent of the project, to review liability exposures, including those posed by potential third party claims, and ensure that any and all parties involved in the design and construction of the project carry a level of insurance that is appropriate and/or acceptable to me, based on the occupancy type and classification, value, size and complexity of the building and the risks to me associated with the City of Winnipeg's reliance on professional certificates as outlined above.
- I understand that the City of Winnipeg will not be checking for insurance coverage.
- I understand that I must notify the City of Winnipeg in writing of any change in the design professional or professional who signed and sealed the plans, drawing and other documents submitted as part of the application for the building permit, as required by Section 5.3 of the Winnipeg Building By-Law 4555/87.

**Additional Requirements re: Manitoba Energy Code for Buildings (MECB)**

This section only applicable to:

- new buildings
- additions
- base building only (new building or addition)
- initial tenant improvements in a base building that is subject to the MECB requirements
- alterations to buildings subject to 2024 MECB

New Part 3 buildings and additions to Part 3 buildings are required to comply with the MECB or MBC, where applicable. The City of Winnipeg is enforcing the MECB through a certificate of compliance from a Coordinating Registered Professional (CRP). As such, it is a requirement that, prior to submitting a permit application the owner shall:

- Retain a coordinating registered professional (architect or engineer) to:
  - take responsibility to both, coordinate compliance with the MECB/MBC between the design professionals of record in terms of design and field reviews, and
  - provide a Final MECB Certificate of Compliance to the City of Winnipeg prior to a final occupancy permit.

**Note:** The CRP may be (but is not required to be) a member of the design team.

The CRP will likely need to rely on, and therefore will require, certificates of compliance from each of the members of the design team. These certificates of compliance will include, but might not be limited to, the pre- and post-construction certificates that the City requires of these professionals.

In the event that the CRP will require other certificates or statements under seal from professionals in order to issue a Final MECB Certificate of Compliance, I will ensure that the contractual obligations of such professionals allows for these to be issued to the CRP.

In the event that the CRP must be replaced:

- I will notify the City in accordance with Article 5.3 of the Winnipeg Building By-law 4555/87, and
- I understand that the City will not issue final occupancy or building permits associated with tenant spaces until a new CRP is engaged and submits the requisite MECB Declaration of Professional Responsibility to the City.

**Re: Base Building Permit Applications**

For buildings or additions constructed initially as base building only, MECB/MBC requirements apply to all of the interior alterations or tenant improvements as determined by final occupancy permits for the entire building or addition. The City of Winnipeg requires a Final MECB Certificate of Compliance from a Coordinating Registered Professional (CRP) for the entire building to ensure that each tenant space complies with the MECB and that the building ‘as a whole’ complies with the MECB.

I therefore take responsibility to ensure that each tenant and their designers will be made aware of the requirement to apply the MECB as it pertains to their respective interior alterations, and their responsibility to the CRP. I will engage the CRP to continue their role from the beginning of the project through to completion of every tenant space (as determined by initial final occupancy permits issued to each of the tenant spaces and common areas).

**Owner’s Delegate Contact Information (required):**

The Owner’s Delegate is an individual assigned by the owner to be the main point of contact for matters relating to this permit application.

**Owner or delegate contact information** (all fields are mandatory)

Name: (print)	Position/title:
Company name:	Email:
Main phone number:	Alternate phone number:
Mailing address:	

**Registered Owner(s) on the Status of Title or Certificate of Title or Authorized Agent**

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Name (please print)

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Signature

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Date (d/m/y)

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Name (please print)

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Signature

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Date (d/m/y)

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Name (please print)

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Signature

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Date (d/m/y)

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for permit management and administration. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.