Owner Statement for Housing*
Development and Building Permits

*includes all residential development, buildings and related accessory structures

The purpose of this document is for the owner of the subject property to authorize someone who is not the owner to apply for permits for the subject property on behalf of the property owner.

Subject address
If the address has not been established, please contact propertyaddressing@winnipeg.ca prior to applying for a permit.

<table>
<thead>
<tr>
<th>Street number:</th>
<th>Street name:</th>
<th>Unit/suite number:</th>
<th>City:</th>
<th>Province:</th>
<th>Postal Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Winnipeg</td>
<td>MB</td>
<td></td>
</tr>
</tbody>
</table>

This document coincides with an application for a permit required under the Winnipeg Zoning By-law or Winnipeg Building By-law. This document must be read, completed, signed and submitted with the permit application in order to process the permit application.

The following notes must be initialed as indication of understanding and acceptance by the owner of the subject property. For more information related to post-permit issuance inspections and fees, refer to the Housing Permit Inspections guide on the Residential Permit Resources webpage.

Note 1
Permit issuance
A permit is not valid until it has been issued. An accepted application for a permit is not sufficient permission to start proposed work.

Note 2
Scheduling building and trade permit inspections
When a permit is issued, the property owner or applicant to whom the permit has been issued, must schedule inspections of the proposed work. All work that requires a permit must be inspected and approved at specific points throughout construction before the work authorized by a permit is considered as completed by the City of Winnipeg.

Note 3
Post issuance fees
There may be additional permit fees assessed on an issued permit in the following situations. As owner of the subject property, you understand the following:

1. Number of inspections
   Each building and trade permit is allocated a set number of inspections as part of the permit fee. Permits requiring additional inspections in excess of this number are subject to additional fees. Inspections for building permit work and related trade permit work can be combined to make the best use of the allocated inspections for each type of permit.

2. Time to start and complete the work
   Permits are subject to specific timeframes for the commencement of work, the scheduling of inspections and the completion of work related to the permit. Lack of adherence to these timeframes without first receiving approved extensions will result in additional fees.

3. Administration
   Additional fees apply when work is not ready at the time of a scheduled inspection, when an inspection is cancelled on the same day that it is scheduled, when an inspector is unable to gain access to perform a scheduled inspection, when a site or building has no visible address, or when required documentation is not provided at a scheduled inspection.

Note 4
Collection of outstanding fees
The property owner is responsible to ensure that independent contracts are written and fulfilled with persons performing work and/or applying for permits on behalf of the property owner. The City of Winnipeg holds the property owner responsible for the payment of outstanding fees, incomplete inspections, and defect corrections for all permits applied for on behalf of the property owner.

Initial here

Initial here

Initial here

Initial here

Initial here

Initial here

Initial here

Initial here
Owner Statement
I (we) hereby authorize ____________________________ to apply for permits(s) for the above
(address, related to the following (owner to provide brief work description below):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Owner information
Name(s): ____________________________
Phone: ____________________________
Email: ____________________________
Owner Signature(s): ____________________________ Date: ____________________________

Authorized applicant information
Name: ____________________________
Phone: ____________________________
Email: ____________________________
Applicant Signature: ____________________________ Date: ____________________________

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.