**THE CITY OF WINNIPEG**
**BY-LAW NO. 66/2016**

A By-law of THE CITY OF WINNIPEG to impose planning, development and building fees.

**THE CITY OF WINNIPEG**, in Council assembled, enacts as follows:

## PART 1
## INTRODUCTORY PROVISIONS

**Short title**

**1** This By-law may be cited as the "Planning, Development and Building Fees By-law".

**Definitions**

**2(1)** In this By-law,

**"Air space plan"** means a plan that delineates property boundaries in a three-dimensional space;

**"Apartment building"**, for the purposes of Parts 12 to 24, means a building

(a) more than three storeys in height;

(b) containing more than two dwelling units sharing one or more entrances and exits; and

(c) which may also contain one or more commercial occupancies;

and, where these qualifications apply, includes religious residences, senior's residences and condominiums;

**"Basement"** has the same meaning as it has in the Manitoba Building Code;

**"Building permit"** means a permit issued pursuant to section 14 of the Winnipeg Buildings By-law;

**"Commercial"** means, in relation to buildings, all buildings except single-family dwellings and two-family dwellings, and their accessory buildings;

**“Consent”** means the consent of the City of Winnipeg to the conveyance of title without the registration at the Land Titles Office of a new plan or for the registration at the Land Titles Office of a lease that exceeds 21 years in length;

**“Declared value”** means the total monetary worth of construction work calculated in compliance with subsection 14.2.3 of The Winnipeg Building By-law;

**“Demolition permit”** means a permit issued pursuant to section 14 of the Winnipeg Building By-law in regards to the demolition of any building, structure, or portion thereof;

**“Density variance”** means an application for an increase in the permitted density of land as set out in applicable by-law;

**“Designated employee”** means the Director of Planning, Property and Development for the City of Winnipeg and any employee of the City to whom the Director has delegated a duty or authority under this By-law;

**“Development agreement”** means an agreement required as a condition of approval for a development application that addresses the installation of municipal services within new streets and lanes;

**“Development permit”** means a permit authorizing a development that could be issued under either the Downtown Winnipeg Zoning By-law or the Winnipeg Zoning By-law;

**“Director”** means the Director of Planning, Property and Development for the City of Winnipeg;

**“electrical equipment”** includes any equipment, device, apparatus, fixture, or system that is connected to an electrical source but does not include local switches on lighting circuits, receptacles, light fixtures and similar equipment, low voltage remote control relays, fire alarm bells, detectors and/or similar devices.

**“Finished”** in reference to a building in this Part, means that construction and installation of life safety, fire safety and health systems and equipment have taken or will take place to a point that would allow an occupancy permit to be issued;

**“Habitable floor space”** means all finished and unfinished spaces within a single-family dwelling or two-family dwelling other than crawl spaces or attic spaces;

**“Housing”** means a single-family dwelling or a two-family dwelling and its accessory structures;

**“hp”** means Horsepower;

**“kW”** means kiloWatts;

**“kVA”** means kiloVolt-Amps;

**“kVAR”** means kiloVars;

**“Manitoba Building Code”** means the building code adopted by the Lieutenant Governor in Council pursuant to *The Buildings and Mobile Homes Act* and adopted by the Winnipeg Building By-law;

**“Manitoba Plumbing Code”** means the plumbing code adopted by Lieutenant Governor in Council by regulation pursuant to *The Buildings and Mobile Homes Act* and adopted by the Winnipeg Building By-law;

**“Multiple-family dwelling”** has the same meaning as in the City of Winnipeg Zoning By-law and the Downtown Winnipeg Zoning By-law but, for the purposes of Parts 12 to 24, means a building that

(a) is three or fewer storeys in height; and

(b) contains three or more separate dwelling units sharing one or more exits or entrances;

**“Mylar”** means a plan of subdivision or plan of survey in a form that can be registered at the Land Titles Office;

**“Office hours”** means Monday to Friday, 8:30 a.m. to 4:30 p.m., except holidays that are recognized in the current collective agreement between the City and the labour union or association to which the inspector or other employee who is providing the service belongs;

**“Partial permits”** means permits issued pursuant to subsection 9.5.1 of the Winnipeg Building By-law;

**“Plan of survey”** means a plan describing one or more parcels of land which, when filed at the Land Titles Office, does not have the effect of subdividing a title;

**“receptacles”** means one or more female contact devices on the same yoke installed at an outlet for the connection of two attachment plugs.

**“Record search”** includes searches for permit applications, zoning memorandums and variance orders;

**“Row housing”** has the same meaning as in the Winnipeg Zoning By-law;

**“SAA”** means a development application for an amendment to a subdivision agreement;

**“Servicing agreement”** means an agreement required as a condition of approval for a development application unless the agreement is a development agreement;

**“Shell only”** in reference to a building in this Part, means that construction and installation of life safety, fire safety and health systems and equipment have or will take place only to the “rough-in” stage so that an occupancy permit could not be issued until completion of the building to a finished state;

**“Single-family dwelling”** has the same meaning as in the Winnipeg Zoning By-law but means a residential building that contains only one dwelling unit and no other occupancy;

**“Subdivision agreement”** means an agreement required as a condition of approval for a subdivision application and which can be registered by way of caveat on the title of the property it affects;

**“Total building area”** includes the area:

(a) of above-grade and below-grade floor levels;

(b) of mechanical penthouses or floors, mezzanines, lofts, interior balconies;

(c) of corridors, lobbies, washrooms, lounges;

(d) of the greatest horizontal area of a building above grade, within the outside surface of exterior walls; and

(e) within the outside surface of exterior walls and the centre line of firewalls; and includes the area of inter-connected floor spaces (including stairs, elevators, shafts and ducts) but does not include the area of other openings within the floor area;

**“Two-family dwelling”** has the same meaning as in the Winnipeg Zoning By-law but means a residential building that contains only two dwelling units and no other occupancy;

**“Type 1”**, in the context of a fixture or fixture outlet, means any water-supplied water closet, lavatory (basin), bathtub (with or without a shower), shower cabinet/stall, domestic type 1, 2 or 3 compartment sink (with or without carburetor) or bidet.

**“Type 2”**, in the context of a fixture or fixture outlet means any piece of equipment, device, apparatus or outlet that is

(a) water-supplied;

(b) water-discharging;

(c) waste discharging;

(d) directly connected; or

(e) indirectly connected;

and includes a dilution tank, dishwasher, floor drain, roof drain, hub drain, rainwater trap, roof terminal, garbage disposal, and a shower with multiple shower heads for a single shower drain.

**"Type 3"**, in the context of a fixture or fixture outlet, means any piece of equipment, device, apparatus or outlet that is not water-supplied whether directly or indirectly connected to a sanitary or storm drainage system, and includes a composting water closet, waterless urinal, and venting air admission fitting, but does not include a temporary, portable washrooms.

**"Use variance"** means an application in respect of a use of land not listed as a permitted use for the applicable zoning district;

**"Zoning agreement"** means an agreement required as a condition of approval for a zoning application, including a rezoning, conditional use and variance application;

**2(2)** Notwithstanding subsection (1), terms defined in the Winnipeg Building By-law, the Manitoba Building Code, the Manitoba Plumbing Code and the Winnipeg Electrical By-law have the same meaning in this By-law.

## PART 2
## FEES GENERAL

**Cumulative and rounded**

**3(1)** The fees imposed by this By-law are cumulative and the applicability of one fee does not in itself imply that another fee imposed in this By-law is not also applicable to a person, development or construction project.

**3(2)** Where a fee imposed by this By-law is a sum that is not a whole dollar, it shall be rounded up or down to the nearest whole dollar.

**Timing of payment for fees**

**4(1)** Subject to section 18, unless otherwise provided in this By-law, fees must be paid at the time of application.

**4(2)** A maximum of $100,000.00 will be collected at the time of application for construction-related permit fees. Where the fees owing to the City exceed $100,000.00, the balance must be paid upon issuance of the related permit or permits.

**4(3)** Notwithstanding subsection (1),

(a) fees 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;

(b) mylar signing fees imposed by section 6.1 of Schedule “A” must be paid prior to the release of mylars for registration at the Winnipeg Land Titles Office;

(c) fees imposed pursuant to a subdivision, servicing or development application must be paid prior to the application being referred to the relevant Committee of Council; and

(d) fees imposed pursuant to a zoning agreement must be paid prior to execution of the agreement by the City.

**Encroachment licence fees**

**5(1)** Annual encroachment licence fees are payable in respect of each calendar year or part of a calendar year during which the encroachment has been maintained.

**5(2)** No portion of an annual encroachment licence fee will be refunded upon cancellation of the encroachment licence.

**Fees paid by credit card**

**6** The maximum amount of fees that may be paid by credit card transaction is $10,000.00.

**Fees for publications**

**7** The Standing Policy Committee on Property and Development, Heritage and Downtown Development is hereby authorized to establish fees for publications prepared for general distribution by the Planning, Property and Development Department, including by-laws administered by the Department, secondary and development plans and other related special planning documents.

**City Clerk’s authorization to publish by-laws**

**8** The City Clerk is hereby authorized to consolidate by-laws and to print and publish for distribution and sale any by-laws enacted by Council and to establish a fee for the distribution or sale of published by-laws.

**Transcribing a public meeting**

**9** The City Clerk is hereby authorized to establish fees to provide a transcribed copy of the record of a public meeting.

**Temporary Buildings**

**10(1)** The Temporary Buildings maintenance fee per month contained in section 2.1.3 of Schedule “A” must be paid for any part of a calendar month in which the temporary building exists.

**10(2)** Where a temporary building is removed prior to the expiration of a month for which a maintenance fee has been paid in advance, a refund based on the portion of the month for which the fee was not required shall be provided to the owner.

**Housing permit fees**

**11** The fees contained in section 1 of Schedule “A” apply only to work done in or on a single-family or two-family dwelling, or its accessory structures.

**Commercial permit fees**

**12(1)** The fees contained in section 2 of Schedule “A” apply only to commercial buildings and do not apply to work done in a single-family or two-family dwelling, or its accessory buildings.

**12(2)** The fees imposed for multiple-family dwellings under section 2 of Schedule “A” are applicable for work and equipment within each dwelling unit only. They do not apply to work done in common areas or rooms that are not dwelling units.

## PART 2
## INSPECTIONS

**Extraordinary number of inspections**

**13(1)** Where a designated employee considers that an extraordinary number of inspections are being or will have to be conducted to ensure compliance with the Winnipeg Building By-law and Manitoba Building Code; the Winnipeg Electrical By-law and Electrical Code; the Fire Prevention By-law and the Manitoba Fire Code; the Manitoba Plumbing Code and other by-law requirements related to life, fire, safety, health and Code and By-law requirements for construction or renovation in buildings, whether or not the number of inspections is due to the actions of the applicant, the designated employee is hereby authorized to impose the inspection fees set out in section 4.5 of Schedule "A".

**13(2)** In acting pursuant to subsection (1), the designated employee must provide the permit holder and owner of the premises on which construction is taking place a copy of his or her decision in writing in accordance with *The City of Winnipeg Charter* and, in addition to the information required by the *Charter*, the decision must set out

(a) the date after which inspection fees will be charged;

(b) the fees that will be charged; and

(c) the fact that inspection fees are due and payable, unless otherwise noted in this By-law, prior to the closing of a permit or the issuance of an occupancy permit.

**Calculation of inspection time**

**14** For the purposes of this Part, inspection time includes the time reasonably required to travel between the office occupied by the inspector and the location of the work to be inspected.

**Inspections under the Residential Fire Safety By-law No. 4304/86**

**15(1)** Subject to section 18, where a building is determined by the designated employee to be non-compliant with the Residential Fire Safety By-law No. 4304/86 such that a Final Report for the building cannot be issued by the designated employee, a monetary penalty that is in addition to any fine or penalty authorized under By-law No. 4304/86 is hereby imposed on the person responsible for the building, as defined by By-law No. 4304/86, at a rate of $100.00 per residential unit within the building found to be non-compliant, subject to a minimum penalty of $500.00 and a maximum penalty of $5,000.00.

**15(2)** The monetary penalty imposed under this section doubles in each subsequent year of non-compliance until such time as the building becomes compliant with By-law No. 4304/86.

## PART 3
## ADMINISTRATIVE PROVISIONS

**Powers to enforce By-law**

**16** The Director and his or her delegate and all designated employees may conduct inspections and take steps to administer and enforce this By-law and the 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 Director**

**17(1)** Subject to this section, the Director is hereby authorized to charge fees and charges for services provided, documents produced, permits issued or other actions taken that are not referred to in the By-law.

**17(2)** In deciding whether to charge a fee and in determining the amount of fee to be charged under subsection (1), the Director must be fair and equitable while attempting to recoup the costs incurred by the City.

**Fees waived by Director**

**18** The Director is hereby authorized to waive all or part of a fee imposed by this By-law where the Director is satisfied that the imposition of the fee would be unfair in the circumstances.

**Increased fees refunded by Director**

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

(a) this By-law imposes a new fee, or imposes a permit fee higher than the fee imposed by the Planning, Development and Building Fees By-law No. 63/2008, or an amendment to this By-law 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**

**20(1)** Where the applicant is a corporation whose preponderant 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, Heritage and Downtown Development is hereby authorized to waive or direct the refund of all or part of a fee imposed under sections 3, 5, 6, and 7 of Schedule "A", 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.

**20(2)** The Standing Policy Committee on Property and Development, Heritage and Downtown Development is hereby authorized to waive or direct the refund of all or part of the fees referred to in subsection (1), excluding an advertising fee, where the Committee is satisfied that failing to do so would be unfair in the circumstances.

**Refund review policy**

**21** Before providing a refund referred to in section 8.1 of Schedule "A", the Director must consider if the refund provided pursuant to that section results in appropriate cost recovery for the City and, in cases where it does not, the Director is authorized to determine that a lower sum or no sum should be refunded.

**Address for service**

**22** Where an address for service or delivery of a notice, order or other document referred to in this By-law must be determined, it shall be done as follows:

(a) if the person to be served is an applicant or permit holder, the address provided by the person at the time of application;

(b) the person to be served is the owner of real property, the address maintained by the tax collector for the purpose of issuing the tax notice for that property; and

(c) if the person to be served is the occupant of real property, the street address for that property.

**Development Fees By-law repealed**

**23** the Planning, Development and Building Fees By-law No. 77/2009 is hereby repealed.

**By-law replaces Development Fees By-law**

**24** This By-law replaces the Planning, Development and Building Fees By-law No. 77/2009 and a reference by any by-law, policy, resolution or other document to the Planning, Development and Building Fees By-law No. 77/2009 or a fee imposed under Planning, Development and Building Fees By-law No. 77/2009 is deemed to be a reference to this By-law or the applicable fee under this By-law, as the case may be

**Coming into force**

**25** This By-law comes into force on June 1, 2016.

**DONE AND PASSED** this 18th day of May, 2016

_____

Mayor

_____

City Clerk

Approved as to content:

_____

Director of Planning, Property and Development

Approved as to form:

_____

For Director of Legal Services/City Solicitor

# SCHEDULE "A"


**1. HOUSING ..... 1**

1.1. HOUSING BUILDING PERMITS FOR SINGLE FAMILY DWELLINGS, TWO FAMILY DWELLINGS, AND MULTI-UNIT RESIDENTIAL DWELLINGS SUBJECT TO PART 9 OF THE BUILDING CODE AND NOT REQUIRING AN OCCUPANCY PERMIT ..... 1

1.1.1. New, Additions, Establishing New Habitable Floor Space, Secondary Suites or Duplexes ..... 1

1.1.2. Renovations and Alterations to Single Family Dwellings, Two Family Dwellings and Multi-Unit Residential Dwellings Subject to Part 9 of the Building Code and not Requiring an Occupancy Permit ..... 2

1.1.3. Accessory Structures to Single Family Dwellings, Two Family Dwellings and Multi-Unit Residential Dwellings Subject to Part 9 of the Building Code and not Requiring an Occupancy Permit ..... *3*

1.2. HOUSING ELECTRICAL PERMITS FOR SINGLE FAMILY DWELLINGS, TWO FAMILY DWELLINGS AND MULTI-UNIT RESIDENTIAL DWELLINGS SUBJECT TO PART 9 OF THE BUILDING CODE AND NOT REQUIRING AN OCCUPANCY PERMIT ..... 4

1.3. HOUSING PLUMBING PERMITS FOR SINGLE FAMILY DWELLINGS, TWO FAMILY DWELLINGS AND MULTI-UNIT RESIDENTIAL DWELLINGS SUBJECT TO PART 9 OF THE BUILDING CODE AND NOT REQUIRING AN OCCUPANCY PERMIT ..... 5

**2. COMMERCIAL ..... 6**

2.1. COMMERCIAL BUILDING PERMITS ..... 6

2.1.1. Commercial building permit fees ..... 6

2.1.2. Staged building permit fees ..... 7

2.1.3. Commercial building permit fees – interior/exterior alterations and other ..... 8

2.1.4. Commercial alternative solutions and electrical code deviations ..... 10

2.1.5. Fire paramedic services ..... 11

2.1.6. Other fees ..... *11*

2.2. COMMERCIAL ELECTRICAL PERMITS ..... 12

2.3. COMMERCIAL PLUMBING PERMITS ..... 15

2.4. COMMERCIAL MECHANICAL PERMITS ..... 16

2.5. OCCUPANCY PERMITS ..... 17

2.6. BUILDING PERMITS FOR SIGNS, AWNINGS, AND CANOPIES ..... 19

2.7. TESTING LIFE SAFETY SYSTEMS FOR THE PURPOSES OF OCCUPANCY ..... 19

**3. DEVELOPMENT PERMITS ..... 20**

**4. PLANNING AND OTHER ..... 21**

4.1. GENERAL PLANNING, DEVELOPMENT, AND ZONING ..... 21

4.2. WATERWAYS / FLOOD FRINGE ..... 23

4.3. DOCUMENTS, RECORDS AND INFORMATION ..... 24

4.4. DEMOLITION PERMITS ..... 26

4.5. COMMERCIAL AND HOUSING INSPECTIONS ..... 27

4.6. CONTRACTOR AND INSTALLER LICENCE FEES ..... 29

**5. VARIANCES AND CONDITIONAL USES ..... 30**

**6. DEVELOPMENT APPLICATIONS ..... 32**

6.1. DEVELOPMENT APPLICATIONS AND AGREEMENTS ..... 32

**7. ENCROACHMENTS ..... 34**

**8. ADMINISTRATIVE AND GENERAL FEES ..... 36**

8.1. GENERAL AND ADMINISTRATIVE FEES INCLUDING TIMING OF PAYMENT FOR PERMIT FEES AND REFUNDS .....36
8.2. DISCOUNTS AND REBATES .....37
8.3. FEES FOR NON-COMPLIANCE.....38

# 1. HOUSING

## 1.1. HOUSING BUILDING PERMITS FOR SINGLE FAMILY DWELLINGS, TWO FAMILY DWELLINGS, AND MULTI-UNIT RESIDENTIAL DWELLINGS SUBJECT TO PART 9 OF THE BUILDING CODE AND NOT REQUIRING AN OCCUPANCY PERMIT

### 1.1.1. NEW, ADDITIONS, ESTABLISHING NEW HABITABLE FLOOR SPACE, SECONDARY SUITES OR DUPLEXES

| | Fees |
|---|---|
| New or Addition to Single-family dwellings, 2-family dwellings, detached secondary suites, and multi-unit dwellings (base fee) | $200 |
| Fee per $m^2$ - creation of floor space to a Single-family and 2-family dwelling or detached secondary suite for the construction of or an addition to housing below, at or above grade level (includes attached garages, unfinished basements, sunrooms, covered porches and covered decks). | $4.00 |
| Additional fee to establish secondary suite or duplex at the time of new construction; including detached secondary suites. | $300 |
| Fee per $m^2$ - multi-unit residential dwellings subject to Part 9 of the Building Code and not requiring an occupancy permit, including row housing; new and additions | $8.00 |
| Installation of solid fuel burning appliance | $100 |
| Declared value of $1000 or less - construction which cannot be described in terms of area, as determined by the designated employee (base fee) | $150 |
| 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) | $10.00 |

Note: Area calculations include unfinished basements and attached garages.

### 1.1.2. Renovations and Alterations to Single Family Dwellings, Two Family Dwellings and Multi-Unit Residential Dwellings Subject to Part 9 of the Building Code and not Requiring an Occupancy Permit

| | Fees |
|---|---|
| Renovations affecting each floor of previously established habitable floor space including basement development | $150 |
| Flood Proofing permit (includes electrical, plumbing and foundation repair): Non-structural | $150 |
| Establishment of any additional units or suites in an existing Part 9 residential building such as a secondary suite or conversion to a duplex or triplex in existing floor space of a single-family dwelling. The fee is in addition to the per floor renovation fee if a building permit is required.<br><br>Establishment of a detached secondary suite in an existing accessory building (e.g. garage) | $600<br><br>$400 |
| Reducing the number of units in a multi-unit dwelling including secondary suites, duplexes, converted residential dwellings, etc. The fee is in addition to the per floor renovation fee if a building permit is required. | $125 |
| 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. | $125 |

**Notes:**

- Alterations of stairs connecting two floors would only be allocated to a single floor.
- Alterations on roofs, trusses, and dormers would be treated as part of the single floor immediately below.
- Alterations to covered porches, decks, and attached garages would be 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.

## 1.1.3. Accessory Structures to Single Family Dwellings, Two Family Dwellings and Multi-Unit Residential Dwellings Subject to Part 9 of the Building Code and not Requiring an Occupancy Permit

**Accessory Structures**

| **Detached Garages and other large structures** | **Fees** |
|---|---|
| Construction of detached garage or accessory building greater than 25 m² in area base fee (only for this category) | $100 |
| Construction of detached garage or accessory building greater than 25 m² in area Per square meter fee | $2/$m^2$ |
| Other accessory buildings including stand-alone covered decks over 10 m² but less than 25 m² in area | $100 |

| **Standard Decks** | **As per the City's Brochure or Designs Submitted Under Professional Seal** | **Other** |
|---|---|---|
| Construction of a non-sheltered deck or landing | $100 | $150 |

| **Other Accessory Structures** | **Fees** |
|---|---|
| In-ground swimming pools | $150 |
| Accessory structures (multi-owner detached garages) for multi-family buildings | $8/$m^2$ |
| Radio or communication tower: Single-family & 2-family dwellings | $100 |
| All other exterior projects requiring a building permit, including above ground swimming pools, hot tubs, spa tubs, and satellite dishes | $75 |

Note: Development Permit Fees Apply.

## 1.2. Housing Electrical Permits for Single Family Dwellings, Two Family Dwellings and Multi-Unit Residential Dwellings Subject to Part 9 of the Building Code and not Requiring an Occupancy Permit

**New / Additions – single family dwellings, 2-family dwellings, creation of additional, self-contained dwelling units such as a secondary suite**

| | Fees |
|---|---|
| New construction of single-family dwellings, 2-family dwellings - up to 400 Amp service size | $75 base |
| Fee per $m^2$ | $1 |

**Renovations / Interior Alterations – single family dwellings, 2-family 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.

| | Fees |
|---|---|
| Base fee includes 1 affected floor | $75 base |
| Each additional floor affected | $75 |

**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**

| | Fees |
|---|---|
| Extra fee (in addition to base or per floor fee) for greater than 200 Amp service (initial installation or upgrade) | $60 |
| Extra fee (in addition to base or per floor fee) for each additional panel board (at time of new construction or later) | $50 |
| 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) | $175 |
| Extra fee (in addition to base or per floor fee) to install or remove a generator (at time of new construction or later) | $175 |
| Fee for interview/test if required to establish competency of homeowner to engage in work for a homeowner permit | $30 |
| Installation of fire alarm system: Single-family dwellings, 2-family dwellings (no base fee applies unless other wiring is involved) | $100 |
| Removal of fire alarm system: Single-family, 2-family dwellings (no base fee applies unless other wiring is involved) | $75 |

| **Exterior Electrical Permits**<br>**(exterior must be separate permits from interior work; no base fee applies)** | **Fees** |
|---|---|
| Air-conditioners: installation, construction, renovation or alteration | $60 |
| Outdoor, unenclosed swimming pools or hot tubs: installation, construction, renovation or alteration | $60 |
| Open decks, detached garages, gazebos, patios, landscape lighting: installation, construction, renovation or alteration | $60 |
| All other exterior electrical work (excluding exterior plugs installed as part of new construction or clearly those part of an interior project) | $60 |

## 1.3. Housing Plumbing Permits for Single Family Dwellings, Two Family Dwellings and Multi-Unit Residential Dwellings Subject to Part 9 of the Building Code and not Requiring an Occupancy Permit

| **New Construction / Additions** | **Fees** |
|---|---|
| Minimum fee: (applied to each suite / dwelling unit) | $75 (min) |
| Cost per drain | $25 |
| Renovations/Interior Alterations | |
| Minimum fee for residential plumbing permit | $75 |
| Plumbing renovations or repairs – each drain outlet impacted | $25 |
| Plumbing permit as part of a flood-prevention related building permit | $0 |

# 2. COMMERCIAL

## 2.1. COMMERCIAL BUILDING PERMITS

### 2.1.1. COMMERCIAL BUILDING PERMIT FEES

| **Temporary open-air structures covered or uncovered (in addition to tent and occupancy fees if applicable)** | **Fees** |
|---|---|
| Minimum Fee | $200 |
| Fee per m² | $15.00 |

| **Construction of new buildings, or additions where the area being developed can be clearly determined** | **Finished** | **Base Building Only** |
|---|---|---|
| Base Fee | $800 | $700 |
| Group A – Assembly Occupancy<br>Open-air structure covered and uncovered (eg. Patios) fee per m² of new construction<br>All others fee per m² of new construction | $15.00<br>$18.00 | $11.25<br>$13.50 |
| Group B – Care, Treatment or Detention Occupancy<br>Fee per m² of new construction | $24.00 | $18.00 |
| Group C – Residential Occupancy<br>Fee per m² of new construction | $13.35 | $9.75 |
| Group D – Business & Personal Services Occupancy<br>Fee per m² of new construction | $15.00 | $11.25 |
| Group E- Mercantile Occupancy<br>Fee per m² of new construction | $13.00 | $9.75 |
| Group F- Industrial Occupancy<br>Fee per m² of new construction for F 1 occupancy<br>Fee per m² of new construction for F 2 occupancy<br>Fee per m² of new construction for F 3 occupancy | $15.00<br>$10.00<br>$8.00 | $11.25<br>$7.50<br>$6.75 |
| | | |
| Any other structure defined in the Building By-law that can be measured in terms on area | $8.00 | $6.00 |

**Note:**

The fee per $m^2$ is based upon the aggregate building area.

| **Other Situations** | **Fees** |
|---|---|
| Residential Balcony Enclosures (no base fee) | $400 |
| Declared value– new construction which cannot be described in terms of area, including base building only (base or min. fee) | $400 |
| Each $1000 or portion thereof in declared value<br><br>New construction which cannot be described in terms of area, including base building only (in addition to base fee) | $10.00 |

| **Spray Booth – install new or alteration<br>(includes fees for electrical and mechanical permits)** | **Fees** |
|---|---|
| Base<br>Each additional booth | $900<br>$500 |
| Fee per $m^2$ | $10 |
| Alterations to existing booths | Base fee only |

### 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 |

Note: 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.

## 2.1.3. Commercial Building Permit Fees – Interior/Exterior Alterations and Other

| **All interior alterations that can be defined in terms of the area involved (e.g. a tenant fit-up, a demolition or change of use of a defined occupancy space)** | **Fees** |
|---|---|
| Base Fee: any commercial construction | $300 |
| Group A – Assembly Occupancy<br>Open-air structure, covered and uncovered (eg. patios) Fee per m² of area involved<br>All others Fee per m² of area involved | <br>$6.00<br>$7.50 |
| Group B – Care, Treatment or Detention Occupancy<br>Fee per m² of area involved | <br>$9.50 |
| Group C – Residential Occupancy<br>Fee per m² of area involved | <br>$5.25 |
| Group D – Business & Personal Services Occupancy<br>Fee per m² of area involved | <br>$6.00 |
| Group E- Mercantile Occupancy<br>Fee per m² of area involved | <br>$5.25 |
| Group F- Industrial Occupancy<br>Fee per m² of area involved for F 1 occupancy<br>Fee per m² of area involved for F 2 occupancy<br>Fee per m² of area involved for F 3 occupancy | <br>$6.00<br>$4.50<br>$4.00 |
| Any other structure defined in the Building By-law that can be measured in terms of area | $3.25 |

**Fees for Work that Cannot be Described in Terms of Area**

Construction of interior alterations where an area calculation is not appropriate would include small projects within a larger floor area; projects directly affecting a small area but with possible impact on a larger occupancy space; 'landlord' alterations or alterations to a base building only; etc. Note that the declared value of construction is defined in the Winnipeg Building By-law.

| **Interior/Exterior Alteration Permits** | **Fees** |
|---|---|
| Minimum Fee: | $300 |
| Declared value of construction – Each $1000 or portion thereof (based on complete project cost/value) | $10.00 |

| **Other Commercial Building Permit Fees**<br>**(Unless indicated, no minimum/base fee applies if a separate permit)** | **Fees** |
|---|---|
| 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. | $400 |
| 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. | $125 |
| Temporary Buildings | |
| Temporary buildings (excluding tents) – calculated as a new commercial building including the base fee | Same as applicable building permit |
| Temporary buildings – maintenance fee per month (in addition to base fee) payable annually | $65 |
| Nonpayment resulting in an inspection (in addition to monthly fee) | $200 |
| **Miscellaneous Structures** | |
| Outdoor swimming pool - above ground or below ground | $300 |
| Satellite dish or antennae; radio or communication tower | $250 |
| Storage tanks – removal of one tank (includes Fire Prevention Inspections no longer being charged) | $150 |
| Storage tanks – installation of one tank (includes Fire Prevention Inspections) | $350 |
| Storage tanks – for each additional tank, same site | $50 |
| **Tents** | |
| Tents per square meter charged of all tents on a single permit application / single site; no base fee (includes inspection fees for Fire Prevention) (Occupancy permit fees also apply)<br>Fee per $m^2$:<br>500 $m^2$ or less<br>500 - 5000 $m^2$<br>5000 or more $m^2$ | <br><br><br>$2.50/ $m^2$<br>$1.25/ $m^2$<br>$0.75/ $m^2$ |

## 2.1.4. COMMERCIAL ALTERNATIVE SOLUTIONS AND ELECTRICAL CODE DEVIATIONS

**Alternative Solutions Fees**

| | Classification[1] | New Building | Existing Building |
|---|---|---|---|
| **Pre Application Stage** | Minor | $200 | $100 |
| | Major | $500 | $300 |
| **Application Stage** | Minor | $350 | $250 |
| | Major | $750 | $500 |
| **Post Permit Issuance** | Minor | $500 | $400 |
| | Major | $1000 | $1000 |

| | 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 |
| | Window sprinkler protection |
| **Major** | 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[1] | New Building | Existing Building |
|---|---|---|---|
| **Pre Application or During Electrical Plan Examination Review** | Standard | $150 | $100 |
| | Complex | $300 | $200 |
| **Post Electrical Plan Examination Review** | Standard | $350 | $300 |
| | Complex | $600 | $500 |

| **Alternative Solutions or Electrical Requests for Code Deviations** | **Fees** |
|---|---|
| **Resubmission Fee** | 50% of original fee |

[1] Classification of an alternative solution or of a deviation application will occur during processing.

### 2.1.5. Fire Paramedic Services

| Fire Prevention Plan Examiner Review | Fees |
|---|---|
| Fee per hour of inspection reasonably required as part of a plan review by the Fire Paramedic Service | $102/hr |
| Fee per hour for re-examination of plans due to revisions, alternate solutions or Fire Protection Reports | $102/hr |
| Application that requires Fire Paramedic Service to establish an occupant load (base fee) | $300 |
| Fee per hour or portion thereof for plan examination or inspections required to establish occupant load (in addition to base fee) | $150/hr |

### 2.1.6. Other Fees

| Building Code Plan or Revised Plan Review | Fees |
|---|---|
| Pre-application meeting or alternative solutions meeting: meeting/ discussion/ presentation by applicant concerning Building Code compliance (base fee) | $200 |
| Per City employee in attendance - each hour (in addition to base fee) | $150 |
| Charge for cancellation or postponement within 24 hours /missed preliminary plan review meeting | $200 |
| Multiple Plan Reviews on a single project by one or more disciplines | Base $1000 plus $150/hour per discipline to maximum of 10% of building permit fee |
| Fee for re-examination – an additional fee where<br>a) A permit has been issued or review of submitted plans has been completed and;<br>b) New plans are submitted, or additional or revised detail, information or specifications for the previous plans are provided; and<br>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 $1000 plus $150/hour to maximum of 25% of building permit fee |
| Spatial Separation / Party Wall agreement with Caveat on Title (includes legal processing fees) | $4000 |

## 2.2. COMMERCIAL ELECTRICAL PERMITS

| Type of Installation | Fees |
|---|---|
| Electrical permit base fee:<br><br>Applies to all commercial electrical permits except for items indicated with an asterisk (*) when they are the only item included on the permit. | $100 |
| **Low voltage service or distribution board/enclosed switch/motor control center/CSTE/splitter** | |
| First item less than 400 Amps | $103.00 |
| Each additional less than 400 Amps | $78.50 |
| First item 400-1000 Amps | $191 |
| Each additional 400 -1000 Amps | $114.00 |
| First item over 1000 Amps | $242.15 |
| Each additional over 1000 Amps | $134.30 |
| **High voltage equipment (Over 750 V)** | |
| Each service including metering and grounding | $287 |
| Distribution, each unit or cell of protective or switching equipment | $150 |
| Each motor or transformer: 500 hp/kVA or less | $200 |
| Each motor or transformer: 501 hp/kVA to 1000 hp/kVA | $250 |
| Each motor or transformer: over 1000 hp/kVA | $359 |
| **Electric heating and/or cooking appliances** | |
| 2 kW or less | $8.15 |
| Over 2 kW to 5 kW | $12.75 |
| Over 5 kW to 15 kW | $19.60 |
| Over 15 kW | $32.35 |
| **Fuel burning equipment** | |
| Each domestic package unit or unit heater | $19.60 |
| Each industrial/commercial type package | $56 |
| **Motorized valves, transformers, motors, controllers, capacitors and similar equipment not listed elsewhere in this schedule** | |
| 1 kVA/kW/hp/kVAR/Amps or less | $10.55 |
| Over 1 to 25 kVA/kW/hp/kVAR/Amps | $19.60 |
| Over 25 to 100 kVA/kW/hp/kVAR/Amps | $75 |
| Over 100 kVA/kW/hp/kVAR/Amps | $150 |
| Machine/HVAC control panels, each | $65 |
| **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 | $1.75 |
| Over 15 Amp, each | $2.55 |
| Light standards, each | $15.20 |

| | |
|---|---|
| Fuel dispensers and similar equipment, each | $28.45 |
| Multiple-family dwelling: first three dwelling units[2] (base fee) | $489.25 |
| Multiple-family dwelling: electrical permit for each additional dwelling unit[3] (in addition to base fee) | $123.50 |
| Hotels and motels: per bedroom unit[3]: new construction or additions to existing structures | $59 |
| **Life and Health Safety Equipment Devices** | |
| Control panel or annunciator, each | $65.70 |
| Transponders | $30 |
| Detectors and alarms, each (includes smoke, heat, CO, methane, etc. detectors and alarms, signals, pull stations, nurse call system devices, sprinkler & standpipe switches, miscellaneous monitoring & supervisory points) | $5.20 |
| Fire pump electrical connection and associated equipment, each | $204 |
| Generator driven by prime mover & associated equipment, each | $228.45 |
| **Emergency Lighting and Exit Signs** | |
| Battery banks, each | $10.55 |
| Remote emergency lighting heads, per outlet | $1.70 |
| Combination emergency lighting/exit sign units, each | $11.50 |
| Exit signs, each | $1.75 |
| Electromagnetic locks, each | $10 |
| Door hold-open devices, each | $5.20 |
| Relay cabinets, lighting contactors, dimming control panels and similar enclosures, each | $30 |
| **Voice, Data, Video (VDV) & Intrusion Alarm Systems** | |
| Fibre optic cable (any length) | $30 |
| Voice, Data, Video & Intrusion Alarm systems: associated devices, each (data outlets, CCTV outlets, etc.) | $1.70 |
| Data rack or control panel including all components installed (base fee) | $55 |
| Amplifiers, each | $10 |
| Extra low voltage controllers/cabinets | $1.70 |
| **VDV Audit Program** | |
| Annual fee (includes registration information, review of applicant's training and operational procedures and audit inspections) | $3500 |
| Permit fee per installation per address | $30 |
| Fee for non-compliance during an audit | $300 |
| Fee for suspension from the program | $5000 |
| **Empty Raceways** | |
| 60 m or less | $32.35 |
| Over 60 m to 300 m | $65.70 |
| Over 300 m | $126.50 |

[2] 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** | |
| First free standing sign base fee | $99 |
| Each additional free standing sign installed at the same time (in addition to base fee) | $58.85 |
| First non-free standing sign installed base fee | $99 |
| Each additional non-free standing sign installed at the same time (in addition to base fee) | $16.20 |
| Solar photovoltaic panels, each | $5 |
| Spray booths -– install new or alteration (fee incorporated in spray booth building permit) (Electrical permit still required) | $0 |
| ***Temporary installations** | |
| Supplied from a permanent electrical system | $99 |
| Supplied from a temporary electrical service | $165 |
| ***Annual permits** | |
| 1-5 buildings plus base fee | $500 |
| 6-10 buildings plus base fee | $1000 |
| 11+ buildings plus base fee | $1500 |
| *Certificate of Electrical Inspection Acceptance | $32.35 |
| *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 | $125 |
| Reduction of electrical permit fees: where equipment is connected to existing wiring that has been previously inspected under another electrical permit, the fee imposed is one half (½) the fee that would otherwise be applicable | Fee to be calculated |
| ***Meeting/discussion concerning Electrical Code compliance** | |
| Base fee | $200 |
| Electrical Code compliance, per City employee in attendance, each hour | $150 |
| Charge for meeting cancellation within 24 hours | $200 |

## 2.3. COMMERCIAL PLUMBING PERMITS

| **Type of Installation** | **Fees** |
|---|---|
| Base Fee<br><br>Applies to all commercial plumbing permits except for items indicated with an asterisk (*) when they are the only item included on the permit. | $150 |
| *Underground Rough-in only (separate permit for work up to the lowest below grade floor level); outlet and fixture fees also apply | $250 |
| New Multiple-family dwelling: each additional dwelling unit (in addition to base fee) | $100/suite |
| Outlet and/or fixture each (except for new multi-family) | $30 |
| Backwater valve | $50 |
| Domestic potable water backflow prevention device with test cocks, first device | $184 |
| Domestic potable water backflow prevention device with test cocks, each additional device | $26 |
| Interceptor, sump, manhole, catch basin, pit, each | $50 |
| Minor repairs to drainage or venting systems (renewal of each fixture trap or drain, etc.) | $15 |
| Renewal of stacks only (one or more) (in addition to base fee) | $650 |
| **Potable water supply pipe only**<br><br>Water service pipe ¾" to 2" in diameter<br>Water service pipe over 2" in diameter<br>Renewal of potable water supply to existing fixtures (hot, cold or recirculation potable water piping) | <br><br>$50<br>$80<br><br>No Charge |
| **Re-piping only of existing water supply to fixtures**<br><br>For each dwelling unit, or<br>For each floor or portion thereof | <br><br>$160<br>$450 |
| ***Certificate of Plumbing Inspection Acceptance | $32.35 |

## 2.4. COMMERCIAL MECHANICAL PERMITS

| **M1 Mechanical Permit** | **Fees** |
|---|---|
| Base Fee (includes one floor) | $250 |
| Each additional floor | $250 |
| Plus fee per $m^2$ | $0.35 |
| Repair or alteration of an existing mechanical system which cannot be described in terms of area (no base fee) | $250 |
| Spray Booth - install new or alteration (fee incorporated in spray booth building permit) (M1 permit still required) | $0 |
| **M2 Mechanical Permit** | |
| Base Fee (includes one floor) | $250 |
| Each additional floor | $250 |
| Plus fee per $m^2$ | $0.25 |
| Fire Pump /Standpipe | $500 |
| Spray Booth - install new or alteration (fee incorporated in spray booth building permit) (M2 permit still required) | $0 |
| **M3 Mechanical Permit** | |
| Fire Suppression<br>- New<br>- Repair/Minor modification | <br>$250<br>$100 |
| Spray Booth – install new or alteration (fee incorporated in spray booth building permit) (M3 permit still required) | $0 |
| Special Ventilation Systems – Commercial Kitchen Exhaust, Dust Collector, etc.<br>- New system (base fee)<br>- New system additional connection (e.g. additional kitchen exhaust hoods, dust collection inlet), each connection<br>- Repair or alteration to existing system | <br>$400<br>$200<br><br>$300 |
| **Applicable to All Mechanical Permits** | |
| Certificate of Mechanical Acceptance | $32.35 |

## 2.5. OCCUPANCY PERMITS

| Occupancy Inspection Requests | Fees |
|---|---|
| Request for occupancy inspections in fewer than 3 days from date of request where request can be facilitated. | Double all associated occupancy fees |

| Occupancy Permit Associated with a Building Permit | Fees |
|---|---|
| **Base Fee** | |
| Final Occupancy Permit | $200 |
| 1st Interim Occupancy Permit or denial of request | $200 |
| 2nd and subsequent Interim Occupancy Permit or denials of request | $200 |
| **Fee per $m^2$** | |
| Final Occupancy Permit | $0.10 |
| 1st Interim Occupancy Permit or denial of request per discipline | $0.05 |
| 2nd Interim Occupancy Permit or denial of request per discipline | $0.10 |
| 3rd and subsequent Interim Occupancy Permit or denials of request per discipline | $0.20 |
| **Maximum (per permit or denial)** | |
| Final Occupancy Permit | $600 |
| 1st Interim Occupancy Permit or denial of request | $800 |
| 2nd and subsequent Interim Occupancy Permit or denials of request | $1200 |
| **Discounts – for tenant spaces where the only defects are related to the base building** | 50% |
| 1st Interim Occupancy Permit or denial of request | 50% |
| 2nd and subsequent Interim Occupancy Permit or denials of request | |

When a per discipline rate is indicated, the following are identified as a discipline: 1. Building, structural, fire prevention; 2. Electrical; 3. Plumbing; 4. Mechanical (M1, M2, M3)

**Refunds and Discounts**

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 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.

| 'Occupy-only' Occupancy Permit Fees | Fees |
|---|---|
| Base Fee | $200 |
| Occupy-only and any interim occupy-only (In addition to base fee) | $.10 per $m^2$ |
| Maximum Occupy-only fee | $600 |

| **Residential Multi-family Occupancy Permit Fees** | **Fee** |
|---|---|
| Residential condominium tenant occupancy permit - per suite (no base) | $100.00 |
| Each Interim or conditional condominium tenant occupancy permit or denial<br>No refund or escalating maximums apply to the per suite fees (no base) | $100.00 |
| Discount applied to interim occupancy permits per suite when the only reason for the interim permit is defects in the base building. | 50% |
| **Other Occupancy Permit Fees** | |
| Special events occupancy permit: each 3-month period in addition to the base fee (to a maximum permit fee of $300) | $.10 per $m^2$ |
| 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 per $m^2$ |
| Temporary building occupancy permit for a 3 year period or portion thereof in addition to the base fee (to a maximum permit fee of $600) | $.60 per $m^2$ |
| Application to establish an occupant load – includes first hour of plan examination or inspections (base fee) | $300 |
| Each hour or portion thereof of plan examination or inspections required to establish occupant load (in addition to base fee) | $150/hr |
| Replacement: occupancy permit certificate or occupant load placard (each) | $50 |
| Update an issued occupancy permit (change of ownership/change of operating name) | $80 |

| **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 | $300 | $.50 per $m^2$ | $1000 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 | $400 | $.50 per $m^2$ | $2000 each time |
| Fee for non-compliance for occupying with an Expired Interim occupancy permit – each month | $200 | $.25 per $m^2$ | $2000 each time |

## 2.6. Building Permits for Signs, Awnings, and Canopies

| For Review of the Sign Support Structure | Fees | |
|---|---|---|
| | Applications where plans do not include engineer seals at the time of application | Applications where plans include engineer seals at the time of application |
| Freestanding sign 2.44m or less in height | $250 | $150 |
| Freestanding sign over 2.44m in height but under 7.6m in height | $400 | $250 |
| Freestanding sign over 7.6 m in height | N/A | $400 |
| Mansard roof, projecting or other structural signs | $250 | $150 |
| Any other sign type | $200 | $100 |
| Awning / canopy or similar types of structure or equipment | $250 | $150 |
| Second and each subsequent additional sign involving the same type, same category, applied for in a single application | $100 | $75 |
| Single sign face replacement | $50 | $50 |

## 2.7. 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 | $5000 | $2500 |
| Regular – fully or in part outside office hours* | % time inside office hours x *$5000 + % time outside office hours* x 1.5* x $5000 | % time inside office hours x *$2500 + % time outside office hours* x 1.5* x $2500 |
| Complex or unusually large projects (as determined by the City) – normal office hours | $7500 | $3000 |
| Complex or unusually large projects (as determined by the City) – fully or in part outside office hours | % time inside office hours x *$7500 + % time outside office hours* x 1.5* x $7500 | % time inside office hours x *$3000 + % time outside office hours* x 1.5* x $3000 |

*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.

## 3. DEVELOPMENT PERMITS

| | Fees |
|---|---|
| **Housing-related Development Permits** | |
| Single-family and 2-family dwellings: base fee | $125.50 |
| New dwelling – 180 m² or less (in addition to base fee) | $33 |
| New dwelling- more than 180 m² (in addition to base fee) | $75 |
| Addition to existing principal building (in addition to base fee) | $33 |
| New accessory building/structure (no base fee applies) | $25 |
| Addition to accessory building (no base fee applies) | $25 |
| **Commercial-related Development Permits** | |
| New site development or new construction – excluding single-family and two-family dwellings | $600 |
| Additions or exterior alterations to existing buildings or existing site redevelopment - excluding single-family and two-family dwellings | $300 |
| New construction of an addition to an accessory building - excluding single-family and two-family dwellings | $300 |
| Temporary event or a temporary use | $25 |
| Change of Use Application: Housing | $25 |
| Change of Use Application: Commercial | $150 |
| Erection of tents | $25 |
| **Signs** | |
| Free standing, mansard, projecting, or other structural supported signs | $75 |
| All Digital Signs | $155 |
| Awning or canopy with or without signs | $75 |
| All other types of signs | $47 |
| Sign face replacement | $30 |
| To place or locate a mobile advertising sign for a month or less | $65.70 |
| To place or locate a mobile advertising sign for a period of up to three calendar months | $160 |
| **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) | $150 |
| Frozen Waterways Permit Application | $100 |
| Fee for re-examination<br>e.g. Review of re-submitted plans | ½ the fee of the initial development permit |

## 4. PLANNING AND OTHER

### 4.1. GENERAL PLANNING, DEVELOPMENT, AND ZONING

| | Fees |
|---|---|
| **Plan Reviews** | |
| Site Plan Review for Plan Approval<br><br>Second and each subsequent review | Director - $200<br>Committee - $350<br>$200 |
| Master Plan in EI Zoning Districts<br>Second and each subsequent review | $1142<br>$857 |
| Parking Management Plan review | $250 |
| Alternative equivalent compliance approval | $250 |
| **Design Reviews** | |
| New building or new addition | $400 |
| Signs | $150 |
| All other development applications | $250 |
| **Downtown Development Applications Urban Design Review** | |
| New building or new addition<br>Second and each subsequent review | $740<br>$444 |
| Signs | $180 |
| All other development applications | $280 |
| Appeal of a decision | $750 |
| **Historic Buildings Review** | |
| New addition<br>Second and each subsequent review | $740<br>$444 |
| Historical Buildings Certificate | $152 |
| Signs | $180 |
| All other development applications | $280 |
| Appeal of a decision | $750 |
| **Street Names and Addresses** | |
| Addition of one street name to Street Name Reserve List *Fee exempt for applications recognizing individuals | $159 |
| Fee for each additional street name to add to Street Name Reserve List | $28 |
| Honourary Street name application | $159 |
| Honourary Street name topper (each) | $212 |
| Advertising street name change | Newspaper advertising charges |
| Public street name change (does not include Property Registry costs) | $872.55 + LTO Fees |

| | Fees |
|---|---|
| Privately-owned street name designation (does not include Property Registry costs) | $400 + LTO Fees |
| Street address confirmation by letter | $69.60 |
| Street address change | $200 |
| **Zoning Letters** | |
| Verification of existing zoning for a specific property | $50 |
| Verification of existing or proposed use – single and two family dwellings | $129 |
| Verification of existing or proposed use – all other | $200 |
| Zoning or land use history | $515 |
| Any other information | $200 |
| Zoning memorandum – single and two family dwellings | $50 |
| Zoning memorandum – all other | $200 |
| Lot of record search in addition to direct Manitoba Land Title search costs | $250 |
| **Miscellaneous Fees** | |
| Mobile home - development application approval | $300 |
| Mobile home – inspection - first hour | $150 |
| Mobile home – inspection - each additional hour | $100 |
| Draft Application fee (can be applied to application fee if applicant proceeds with formal application) | $500 |
| Zoning Inspection Fee – 1st hour | $150 |
| Zoning Inspection Fee – each additional hour | $100 |
| Winnipeg Building Commission: application fee | $1530 |
| Spatial Separation / Party Wall agreement with Caveat on Title (includes legal processing fees) | $4000 + LTO Fees |
| Development application for variation or removal of building restriction caveat (includes legal costs) | $600 + LTO Fees |
| Communication facility proposal review | $1,193 |
| Request to demolish a single-family or two-family dwelling in a residential area without a building permit to replace the demolished residence | $500 |
| Advertising of public hearings | Newspaper advertising charges |
| Manitoba Land Titles Office Fees (The Property Registry) | As billed by The Property Registry |

| **City Plans** | **Fees** |
|---|---|
| Amendment to OurWinnipeg: Application Fee | $29,000 |
| OurWinnipeg: Advertising fee – equal per line fees charged for the newspaper advertisement | Newspaper advertising charges |
| Complete Communities Amendment: Application Fee | $29,000 |
| Complete Communities: Advertising fee – equal per line fees charged for the newspaper advertisement | Newspaper advertising charges |
| New Secondary Plan (Precinct Plan, Area Master Plan, etc.) | $35,000 |
| Amendment to Secondary Plan: Application Fee | $11,000 |
| Secondary Plan: Advertising fee – equal per line fees charged for the newspaper advertisement | Newspaper advertising charges |

## 4.2. WATERWAYS / FLOOD FRINGE

| **Waterways Permit** | **Fees** |
|---|---|
| **Base fee** | |
| - Deck | $75.00 |
| - Detached Garage | $150.00 |
| - Single- or two- family dwelling addition | $300.00 |
| - Single- or two- family dwelling | $1000.00 |
| - Multi-family dwelling | $2000.00 |
| - Commercial | $2000.00 |
| - Commercial Accessory Structure | $500.00 |
| **Rate per m² (all levels) in addition to the base fee** | |
| - Deck | $1.00 |
| - Detached Garage | $2.00 |
| - Single family dwelling addition | $4.00 |
| - Single family dwelling | $4.00 |
| - Multi-family dwelling to a maximum of 8 storeys above grade | $8.00 |
| - Commercial to a maximum of 8 storeys above grade | $8.00 |
| Waterways 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 | $200.00 |
| Waterways permit: for each additional $1,000 between $5000.01 and $500,000.00 (in addition to base fee) | $4.70 |
| Waterways permit: for each additional $1,000 between $500,000.01 -to- $1,000,000.00 (in addition to base fee) | $3.35 |
| Waterways permit: for each additional $1,000 over $1,000,000.00 (in addition to base fee) | $3.15 |
| **Discount for all waterways 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% |
| Waterways- renewal of waterway permit | $100 |
| Waterways record search | $50 |
| Flood Fringe Agreements / waiver caveated on title | $2000 |

**Penalty Fees for Work Without a Waterways Permit**

| **Fees for Non-Compliance** | **Work does not involve a contractor** | **Work involves a contractor** | |
|---|---|---|---|
| | | **Property not subject to the 50% reduction in permit fee** | **Property subject to the 50% reduction in permit fee** |
| **Work without a Waterways Permit** | Equivalent to the permit fee or $400.00 – whichever is greater. | Equivalent to the permit fee or $2000.00 – whichever is greater. | Equivalent to the permit fee or $1000.00 – whichever is greater |

Note: 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.

## 4.3. DOCUMENTS, RECORDS AND INFORMATION

| **Property Document Request** | **Fee** |
|---|---|
| Search fee – minimum 1 hour, paid in advance | $100/hour |
| Each additional 15 minute increment | $25 |
| **Search and Reproduction Consultation Fees – i.e. for review of plans, consulting on documents, choosing of copies** | |
| Consultation fee – each 15 minute increment | $25 |
| **Records Centre Fees (City Archives)** | |
| Internal Charges from the Records Centre are recovered as billed - see Records Centre Fees and Charges | Cost recovery |
| **Imaging Processing Fees** | |
| Copies from papers records to paper or digital<br>- first page<br>- each additional page<br>- charge for digital storage device<br>(output to paper and digital each charged separately as above) | <br>$10<br>$5<br>$10 |
| Outsourced copying from paper records<br>-Administration fee<br><br>-Outsource printing charges (billed directly to customer) | <br>$25<br><br>Billed directly to customer |
| Copies from Microfiche/film<br>-to paper (11 x 17) paper or digital per image<br>-charge for digital storage device<br>-to both digital and paper in addition to fees above<br>(output to paper and digital each charged separately as above) | <br>$5<br>$10<br>$20 |
| Copies from digital records<br>-to paper or digital, each page (minimum $10.00)<br>-charge for digital storage device<br>(output to paper and digital each charged separately as above) | <br>$1<br>$10 |
| **Property Information Request** | |
| Centralized property file search – single-family and two-family dwellings | $172 |
| Centralized property file search – condominiums: for one unit | $172 |
| Centralized property file search – all other residential buildings | $350 |
| Centralized property file search – condominiums: multiple units at same complex | $515 |
| Centralized property file search - all other commercial buildings or uses | $515 |

| | |
|---|---|
| Centralized property file search - any other search letter | $129 |
| 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 | $59 |
| Permit activity & statistical report - annual | $59 |
| Permit activity & statistical report - semi-annual - for one calendar year | $81 |
| Permit activity & statistical report – provided quarterly - for one calendar year | $136 |
| Permit activity & statistical report - provided monthly - for one calendar year | $340 |
| Permit activity & statistical report - provided weekly - for one calendar year | $923 |
| Permit activity & statistical report - provided daily - for one calendar year | $2275 |
| Digital information - per hour of involvement - first hour | $114 |
| Digital information - per hour of involvement - each additional hour | $93 |
| **Mapping** | |
| Street Wall Map | $56 |
| Zoning Map | $34 |
| Property Map | $11.25 |
| .pdf of Property Map - add | $5.60 |
| Large Custom Map (Min Fee) | $75 |
| Service and handling fee – all mapping orders | $5.60 |

## 4.4. DEMOLITION PERMITS

| **Houses – Single and Two-Family, Triplexes, Rooming Houses** | **Fees** |
|---|---|
| Demolish/remove<br><br>If part of new home project with building permit application | $350.00<br><br>$200.00 |
| Demolish/remove – garage, porch, lean-to or similar structure or other accessory structures (without demolition of the dwelling)<br>If part of new project with building permit application | $100.00<br><br>$50.00 |
| Fee for non-compliance for incomplete demolitions beyond the term of the demolition permit. Fee per week: | $200 |
| **Commercial** | |
| Base fee: commercial demolition – simple demolition (No basement or deep foundation, slab on grade, no piles, single storey maximum 3 meter wall height.) | $250 |
| Base fee: all other demolition | $500 |
| Fee per m2 of all floor area(s): Commercial Structure | $0.35 |
| Fee for non-compliance for incomplete demolitions beyond the term of the demolition permit. Fee per week: | $1,000 |
| Discount when commercial demolition permit is accompanied by a concurrent building permit | 20% |

Note: Fees for non-compliance for demolition without a permit are those set out in the fees for non-compliance section.

## 4.5. COMMERCIAL AND HOUSING INSPECTIONS

| **Excess Commercial and Housing Inspections** | **Fees** |
|---|---|
| Inspection cannot be performed (in addition to the proposed fees, each site visit also consumes one of the inspections included in the permit fee)<br>-Work not ready for inspection when inspection arranged<br>-Incorrect/Insufficient information provided<br>-No address on site, building, or suite<br>-Inspector unable to gain access<br>-Inspection cancelled same day<br>-Unsafe work site | <br><br>$150 ea.<br>$150 ea.<br>$150 ea.<br>$150 ea.<br>$150 ea.<br>$400 ea. |
| Extra Inspections (applied to Commercial-related permits in cases where a re-inspection of a defect is required, fire Prevention inspections and any other commercial additional inspections.)<br>1st<br>2nd<br>3rd and subsequent | <br><br>$125<br>$250<br>$350 |
| Inspection conducted outside office hours – four hours or less –per inspector (base fee) | $450 |
| Inspections conducted outside office hours – each additional hour – per inspector (in addition to base fee) | $150 |
| Inspection to identify non-compliance, per hour | $150 |
| 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. | $50 |
| 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 (applied to Housing-related permits) | $150 |
| 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 (applied to Commercial-related permits) | $150 |
| Failure to close a permit or obtain a formal extension from the City within 3 years of permit being issued | $200 |

| **Housing-related permits** | **Number of inspections included in permit fee (additional inspections will be subject to additional fees)** |
|---|---|
| External electrical permits<br><br>All other permit types for new construction, additions and renovations (Building, electrical, plumbing, flood proofing permit package) | 1<br><br>2 building if applicable<br>2 plumbing if applicable<br>2 electrical if applicable |
| | **Additional Inspections Fees** |
| Extra inspections<br>1st<br>2nd<br>3rd and subsequent | <br>$100<br>$200<br>$300 |

Note that permits for new single-family and two-family dwellings and additions, the number of inspections included in a project would be 6 (2 each for building, plumbing, and 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.

## 4.6. CONTRACTOR AND INSTALLER LICENCE FEES

| **Plumbing/Electrical /Mechanical/Demolition Contractors** | **Fees** |
|---|---|
| Contractor's examination fees | $99 |
| Contractor licence - late renewal fee | $99 |
| **Plumbing Contractors** | |
| "A" – one year licence | $245 |
| "A" – three year licence | $689 |
| "B" – one year licence | $164 |
| "B" – three year licence | $448 |
| "C" – one year licence | $164 |
| "C" – three year licence | $448 |
| **Electrical Contractors** | |
| "A" – one year licence | $245 |
| "A" – three year licence | $683 |
| "B" – one year licence | $164 |
| "B" – three year licence | $448 |
| "C" – one year licence | $164 |
| "C" – three year licence | $448 |
| **Mechanical Contractors** | |
| "M1" – one year licence | $245 |
| "M1" – three year licence | $689 |
| "M2" – one year licence | $245 |
| "M2" – three year licence | $689 |
| "M3" – one year licence | $245 |
| "M3" – three year licence | $689 |
| **Demolition Contractors** | |
| "D3" - one year licence | $245 |
| "D3" - three year licence | $689 |

| **Fee for Non-Compliance** | **Fee** |
|---|---|
| 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 license 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. | $500 |

## 5. VARIANCES AND CONDITIONAL USES

| **Variances** | **Fees** |
|---|---|
| | **Other Residential & Commercial** |
| Variance Application Temporary Use and/or Density | **$1,500** |

**A Variances – Minor tolerance of a zoning rule**

| | **Fees** | | **Fees** |
|---|---|---|---|
| | **Single or 2 family dwellings** | | **Other Residential & Commercial** |
| | Accessory Structures | New/Additions | |
| Before Construction<br>Post Construction | $100<br>$150 | $150<br>$300 | $550<br>$800 |
| Each Additional Variance:<br>Before Construction<br>Post Construction | <br>$50<br>$75 | <br>$100<br>$200 | <br>$200<br>$300 |

**B Variances – Reviewed and approved or denied by the Director**

| | **Fees** | | **Fees** |
|---|---|---|---|
| | **Single or 2 family dwellings** | | **Other Residential & Commercial** |
| | Accessory Structures | New/Additions | |
| Before Construction<br>Post Construction | $350<br>$550 | $600<br>$900 | $1,200<br>$2,500 |
| Each Additional:<br>Before Construction<br>Post Construction | <br>$100<br>$150 | <br>$200<br>$300 | <br>$300<br>$450 |

**C Variances – Reviewed by the Director, approved or denied by the Board of Adjustment**

| | **Fees** | **Fees** |
|---|---|---|
| | **Single or 2 family dwellings** | **Other Residential & Commercial** |
| Before Construction<br>Post Construction | $600<br>$900 | $2,000<br>$4,000 |
| Each additional Variance:<br><br>Before Construction<br>Post Construction | <br><br>$200<br>$300 | <br><br>$500<br>$750 |

**D Variances – Reviewed by the Director and approved or denied by the Community Committee in conjunction with another Development Application**

| | Fees<br>Single or 2 family dwellings | Fees<br>Other Residential & Commercial |
|---|---|---|
| Before Construction<br>Post Construction | $600<br>$900 | $2,000<br>$4,000 |
| Each additional Variance:<br><br>Before Construction<br>Post Construction | <br><br>$200<br>$300 | <br><br>$500<br>$750 |

**Conditional Uses**

| | Fees<br>Single or 2 family dwellings | Fees<br>Other Residential & Commercial |
|---|---|---|
| Conditional Use<br>Conditional Use - Post-Use without approval | $600<br>$900 | $2,500<br>$5,000 |
| Attached secondary suite<br>Attached secondary suite – Post-Use without approval | $250<br>$600 | N/A |
| Detached secondary suite<br>Detached secondary suite – Post-Use without approval | $600<br>$1,000 | N/A |
| Home Based Business – Major | $600 | $600 |
| Home Based Business – Major – Post-Use without approval | $900 | $900 |

## 6. Development Applications

### 6.1. Development Applications and Agreements

| | Fees |
|---|---|
| **Development Applications** | |
| DAS fee (subdivide property and create new rights-of-way; public hearing required for subdivision approval): Base fee | $6,450 |
| DAS fee (subdivide property and create new rights-of-way; public hearing required for subdivision approval): Per Acre fee is in addition to the base fee | $400 per Acre, maximum $20,000 |
| DAZ fee: rezoning of land or zoning text amendment: Base fee | $11,250 |
| DAZ fee: rezoning of land or zoning text amendment: Per Acre fee is in addition to the base fee | $400 per Acre to a maximum of $50,000 |
| DASZ fee (approval of plan of subdivision and rezoning of the land contained in the subdivision): Base fee | $12,375 |
| DASZ fee (approval of plan of subdivision and rezoning of the land contained in the subdivision): Per Acre fee is in addition to the base fee | $400 per Acre, maximum $50,000 |
| DASSF fee (subdivide property but will not create new rights-of-way; public hearing not required): Base fee | $3,450 |
| DASSF fee (subdivide property but will not create new rights-of-way; public hearing not required): Per Acre fee is in addition to the base fee | $400 per Acre, maximum $15,000 |
| DAPS filing fee (development application for the approval of a plan of survey): Base fee | $3,450 |
| DAPS filing fee (development application for the approval of a plan of survey): Per Acre fee is in addition to the base fee | $400 per Acre, maximum $15,000 |
| CA fee: each consent, for approval to convey | $3,000 |
| CONDO fee: application for the approval of a condominium plan | $4,000 |
| Zoning agreement amendments | $1,800 |
| DAO fee (application for a street, lane or walkway opening) | $1,100 + LTO Fees |
| DAC fee (application for a street, lane or walkway closing) | $2,000 + LTO Fees |
| DAOC fee (application for a street, lane or walkway opening and closing) | $2,000 + LTO Fees |
| DAASP fee (for the approval of an air space plan) | $520 |
| **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 | $719 |
| Extension fees - administrative re-approval of a plan of subdivision under DASSF | $365 |
| Extension fees - for an extension of the time period for the Standing Policy Committee on Property and Development to complete a DASSF application | $719 |
| Extension fees - for time extension of the one year limitation for registration of plan of subdivision in the WLTO (re-approval of mylars) | $365 |

| | |
|---|---|
| **Mylar Signing Fees** | |
| DAS/DASZ/DASSF/DAPS/DAASP Mylar signing fees - for each lot within plan | $62 |
| DAS/DASZ/DASSF/DAPS/DAASP Mylar signing fees - minimum lot/parcel fee for each plan | $168 |
| Condo plan mylar signing fee - each plan | $62 |
| Condo plan mylar signing fee - minimum fee for each condominium complex | $168 |
| **Agreements** | |
| Subdivision agreement | $335 |
| Servicing agreement | $1,168 |
| Development agreement | $1,668 |
| Zoning agreement | $335 |
| Subdivision/Servicing/Development agreement amendment | $719 |
| **Miscellaneous** | |
| Subdivision park plan review | $340 |
| Subdivision land equivalencies | $340 |
| Consent to assign servicing or development agreement | $719 |
| Certificate of consent | $168 |
| Certified copy of a certificate of consent | $62 |
| Manitoba Land Titles Office Fees (The Property Registry) | As billed by The Property Registry |

## 7. ENCROACHMENTS

**Encroachments: Approved by the Public Service**
**(Simple Encroachments such as parts of buildings, fences, seasonal patios etc.)**

| **Initial Approval Fees** | |
|---|---|
| | **Fees** |
| To permit an encroachment related to single-family and two-family dwellings and accessory structures | $125 |
| To permit an encroachment related to all other property types including multiple-family and row housing, commercial or industrial | $200 |
| To permit an encroachment related to a seasonal patio | $200 |

**Annual License Fees**

| | |
|---|---|
| Annual encroachment license for Single family and 2-family dwellings: First 5 m² or less of occupied space | $75 |
| Annual encroachment license for Single family and 2-family dwellings: each additional 5 m² or portion thereof | $40 |
| Annual encroachment license for all other types of encroachments, Non-single family and 2-family dwellings: First 5 m² or less of space occupied | $100 |
| Annual encroachment license for all other types of encroachments, Non-single family and 2-family dwellings: each additional 5 m² or portion thereof | $60 |

**Sign Encroachments (not of an unusual nature)**

| **Initial Approval Fees** | |
|---|---|
| | **Fees** |
| To permit a sign encroachment | $150 |

**Annual License Fees**

| | |
|---|---|
| Annual Administration fee | $50 |
| Rate per square meter (first year rates per square meter to be charged on a pro-rated fashion for each month or part there-of) | $12 |

**All other Encroachment Types including those of an unusual or commercial nature**

| **Initial Approval Fees** | |
|---|---|
| | **Fees** |
| To permit an encroachment of an unusual or commercial nature requiring Council approval (not including seasonal patios) with simple legal agreements (includes legal processing fees) | $2,000 |
| To permit an encroachment of an unusual or commercial nature requiring approval of a designated employee but not Council approval (not including seasonal patios) with simple legal agreements (includes legal processing fees) | $1,500 |

**All other Encroachment Types including those of an unusual or commercial nature**

| **Initial Approval Fees** | |
|---|---|
| | **Fees** |
| To permit an encroachment of an unusual or commercial nature requiring Council approval (not including seasonal patios) with complex legal agreements (includes legal processing fees) | $4,500 |
| To permit an encroachment of an unusual or commercial nature requiring approval of a designated employee but not Council approval (not including seasonal patios) with complex legal agreements | $3,700 |

| **Annual License Fees** | |
|---|---|
| Annual Administration fee | $375 |
| Encroachment license annual rate for each square meter or portion thereof | $25 |
| **Other Encroachment Fees** | |
| Encroachment Discharge fee (all encroachment types except seasonal patios) | $100 |
| Annual encroachment license late payment fee | $15.05 |

## 8. Administrative and General Fees

### 8.1. General and Administrative Fees Including Timing of Payment for Permit Fees and Refunds

**Refund Calculations for construction related permits**

| Review Stage | Refund as % of Total Permit Fees[3] | Minimum Fee Retained by the City | | Maximum Fee Retained by the City |
|---|---|---|---|---|
| | | House construction-related permits | Commercial construction-related permits | |
| **Prior to Plan Review (pre, during or post screening)** | 90% | $50 | $100 | $1000 |
| **Plan Review Started but not complete** | 75% | $100 or the total permit fee, whichever is less | $300 or the total permit fee, whichever is less | $50,000 |
| **Permit Approved but not yet issued** | 50% | $100 or the total permit fee, whichever is less | $300 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% | $100 or the total permit fee, whichever is less | $300 or the total permit fee, whichever is less | N/A |

[3] 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.

**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 |
|---|---|---|---|---|
| | | Single/2-family dwelling related applications | Commercial related applications | |
| **Prior to zoning and planner review** | 90% | $50 | $100 | $1000 |
| **Prior to administrative approvals or public postings** | 25% | $100 or the total application fee, whichever is less | $300 or the total application fee, whichever is less | N/A |
| **Post pubic posting or Administrative approval** | No refund | | | |

## 8.2. 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 Construction-related 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 | $75 |

## 8.3. Fees For Non-Compliance

**Administration Fees**

| | Fees |
|---|---|
| Administration fee for collection process on overdue accounts (including cost of registering and unregistering a caveat or lien on title). | $150 |
| Administration fee for preparation and issuance of an Order to Comply after a warning has been issued | $1000 |

| **Fees for Non-Compliance** | **Equivalent to the permit fee or the minimum fee whichever is greater.** | **Equivalent to the permit fee or the minimum fee whichever is greater.** |
|---|---|---|
| | **Housing and related accessory structures Minimum Fee** | **Commercial-related activity Minimum Fee** |
| Work without a Building or Demolition Permit | $350 | $1000 |
| Work without a Sign Development Permit | N/A | $500 |
| Work without a Development Permit (excluding sign development permits) | $350 | $1000 |
| Work without an Electrical Permit | $350 | $500 |
| Work without a Voice/Data Electrical Permit | $350 | $350 |
| Work without a Plumbing Permit | $350 | $500 |
| Work without a Mechanical Permit | $350 | $500 |
| Work without a Waterways Permit | $350 | $500 |
| Failure to obtain any other permit or zoning approval (when not set out in the fee structure) | $350 | $500 |
| 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 $200 – whichever is greater | 75% of the required permit fee. Same minimums apply. |
| Maximum Fee for Non-Compliance | $25,000 | $25,000 |
| Work requiring a licensed contractor by a non-licensed company or individual | $500 | $500 |

| Penalties for non-compliance with the Residential Fire Safety By-law | **Fees** |
|---|---|
| Initial penalty fee per building | $100 per suite |
| Penalty fees for each subsequent year of non-compliance | Twice the previous year's fee |
| Minimum penalty fee | $500 |
| Maximum penalty fee | $5000 |

**Note that in the case of housing and house-related accessory structure work without a permit, the minimum fee should be applied on a project basis and not for each related permit.**