

# Housing Permit Inspections



**A building permit from the City of Winnipeg provides legal authorization to begin construction of a building project.**



## **Why is a development permit required?**

A development permit establishes land use and confirms the structure is located on the property in accordance with the zoning bylaw and other City departments' requirements.

## **Why is a building permit required?**

A building permit confirms the structure meets codes, standards and bylaws. Building permits must align with prior development permit approvals.

Once the building permit has been issued, a City of Winnipeg inspector will visit the site, after being contacted by the permit holder, to perform mandatory audit inspections as established by the department.

To schedule an inspection, submit the housing inspection request form at [winnipeg.ca/housinginspection](http://winnipeg.ca/housinginspection).

You have obtained your permit(s), and are now ready to undertake your home renovation project. Before you begin, there are a few important considerations to keep in mind.

As the homeowner, it is your responsibility to:

- ensure the work authorized by your building permit is inspected by a City of Winnipeg inspector at the required stages of construction
- correct any defects that may be identified by the inspector
- arrange an inspection to confirm the correction of any identified deficiencies so the permit may be closed

Once a building permit has been issued, fees may be charged in certain circumstances related to the number of inspections, time to undertake the work, and administration associated with a residential permit.

## 1. Fees associated with number of inspections

Inspections are part of the building permit process and a defined number are included in the building permit fee. Your building permit will not be closed until your work has passed all required inspections.

### Inspection limits by building permit type

- a. Each building permit has a clearly defined number of inspections as part of the initial permit application fee.\* Additional inspections will be charged after the fact.\*\* Limiting the number of inspections included in the initial permit application fee allowed the City to significantly reduce house renovation permit fees as an incentive for permit holders to make the most efficient use of resources through coordinating inspections and performing defect-free work.

### Combining allowed inspections on a project basis

- b. Building permit holders can combine the inspection counts for 'projects'. As an example, a bathroom renovation project with an electrical permit and a plumbing permit can now count as a total combined four inspection site visits, rather than limiting it as two for electrical and two for plumbing. This enables building permit holders and property owners to combine inspections (call for a single inspection for electrical / plumbing rough-in rather than separate inspections).

\*The inspections included as part of the initial building permit application fee will be sufficient in most cases to adequately cover the mandatory inspections, and in projects where inspection site visits can be coordinated for multiple permits, it will allow for re-inspection of defects.

\*\*Refer to the [Planning, Development and Building Fees and Charges](#) schedule for more information.

## 2. Fees associated with time to complete the work

- a. Building permits expire if work has not begun within six months of issuance.

A fee is applied if the permit holder does not:

- i. Initiate a call to the Inspections Branch to confirm that work has started within six months, or
- ii. call for at least one required inspection prior to six months, or
- iii. email to request an extension of time prior to the six-month expiry date. A request for an extension may require a time framed work plan.

- b. Timely correction of defects: Once a defect is identified by an inspector, it must be corrected and re-inspected within 30 days or a fee will be applied. Alternatively, an extension of time may be requested prior to the 30-day deadline and may or may not be granted.
- c. Building permits that are not closed (final inspection with no outstanding defects) within three years of issuance (unless an extension is obtained) are assessed a fee for non-compliance.

**Note:** A project extension may be requested by completing the [Extension Request Form](#).

### 3. Fees associated with administration

The City of Winnipeg imposes additional fees (in addition to the initial building permit fees) when:

- a. Inspection appointments are cancelled without 24 hours' notice.
  - i. Not cancelling an appointment in advance results in lost time that could have been allocated to another customer. Without sufficient notice to re-allocate the appointment time, this results in costs to both the City and other customers.
- b. An appointment has been scheduled and the work requiring inspection is not ready or accessible when the inspector arrives.
  - i. Not having the work ready for inspection also has the same effect as not cancelling with sufficient notice.
- c. The site is not safe for the inspection to be conducted.
- d. The site is not addressed appropriately, or proper access to the site is not provided.
  - i. Not having the site ready for an inspection includes such things as unsafe or improperly constructed ramps where adjacent elevations have more than a 12 in. rise or drop. Sites must be compliant with Provincial Workplace Safety regulations for inspectors to enter.
- e. Required documents not on-site (e.g. approved plans and truss drawings for roof and floor).

Permit type	Number of inspections included *	Permit(s) required per project type	Mandatory inspections	
Construct new	7	See A	See 1	
Detached secondary suite	7	See A	See 1	
Attached secondary suite	6	See A	See 2	
Construct addition – no plumbing	5	See B	See 3	
Construct addition – with plumbing	7	See A	See 2	
Lower level development – no plumbing	4	See F	See 3	
Lower level development – with plumbing	6	See A	See 2	
Detached garage	3	See B	See 4	
Deck / landing / shed / gazebo / greenhouse / carport without electrical	2	See D	See 5	
Deck / landing / shed / gazebo / greenhouse / carport with electrical	2	See B	See 5	
Flood proofing	2	See G	See 4	
Demolish house – partial or complete	3	See D	See 6	
Demolish detached garage / shed / gazebo / greenhouse / carport	1	See D	See 7	
Stand-alone plumbing permit	2	See E	See 4	
Stand-alone electrical permit	2	See F	See 4	
Electrical service only	2	See F	See 8	
Install solid fuel burning appliance	2	See D	See 7	
Swimming pools (above ground & in-ground)	3	See B	See 9	
Hot tub	3	See B	See 7	
Interior alteration, structural alterations, alter exterior, interior & exterior alterations, change of use, fire repair, foundation repair, new foundation, repair	Building only	2	See D	See 4
	Building & electrical only	4	See B	See 4
	Building & plumbing only	4	See C	See 4
	Building, plumbing & electrical	6	See A	See 4

\*Multi-disciplinary inspections are encouraged and necessary to complete all mandatory inspections within the allotment prescribed.

# Building and trade permits by project type

- A. Building, plumbing and electrical permits are required
- B. Building and electrical permits are required
- C. Building and plumbing permits are required
- D. Building permit only
- E. Plumbing permit only
- F. Electrical permit only
- G. Electrical and plumbing permits are included in the cost of the building permit

**Note:** Depending on project scope and location, you may require a development permit before submitting a building permit application.

## Mandatory inspections required per project

1. All-trades, pre-boarding, pipe & pit, electrical service and final
2. All-trades, pre-boarding, pipe & pit (if required) and final inspections
3. All-trades, pre-boarding and final inspections
4. Rough-in and final inspections
5. Can be inspected after project is complete or prior to any interior covering
6. Pre-demolition, pre-backfill and final inspections.  
**Note:** Pre-backfill and final inspections are not required if a Construct New permit has been issued.
7. Final only
8. Electrical service completed prior to Hydro connection
9. Bonding (pre-concrete), rough-in and final inspections

**Note:**

In most cases the party that draws the Building Permit is responsible for coordinating and arranging for all mandatory inspections.

**Exceptions:**

- Property owners are responsible for coordinating and arranging for all mandatory inspections for lower level development.
- The permit applicant is responsible for coordinating and arranging for all mandatory inspections on stand-alone plumbing and electrical permits.

# Inspection definitions

## All-trades

Roofing membrane (shingles) is in place; windows and doors are installed and lockable; rough plumbing, electrical and HVAC are complete.

## Bonding (pool and spa related)

All pool, tub, spa operational equipment, metal components and all reinforcing steel to be encased in concrete has been bonded back to the distribution panel.

## Electrical Service

When the new electrical service and distribution panel is ready to be hooked up by Manitoba Hydro. Hydro will not energize a new service without the City's recommendation.

## Final

All work is complete under all permits related to the work being done. Project is ready for occupancy and/or use.

## Pipe & Pit

Sump pit and all interior foundation drainage lines are installed and adequately sloped to the sump pit.

All domestic waste water (sewer) lines that are to be located below the basement floor slab are complete and adequately sloped.

## Pre-backfill (demolition related)

All building and foundation materials resulting from the demolition have been removed from the excavation and the site and before any backfill material is placed in the excavation.

## Pre-backfill (foundation related)

All work that will be underground has been completed and before any backfill material is placed in the excavation.

## Pre-boarding

Insulation and air/vapour barrier are complete and sealed.

## Pre-demolition

This inspection is conducted prior to the issuance of the demolition permit and does not have to be scheduled by the permit holder.

## Rough-in

Prior to covering any structural, electrical and/or plumbing work performed under the permit.



**Planning, Property & Development**  
**Urbanisme, biens et aménagement**

Zoning & Permits Branch

Unit 31 - 30 Fort Street, Winnipeg, Manitoba R3C 4X7 | [winnipeg.ca/ppd](http://winnipeg.ca/ppd)

Permits Direct Line

204-986-5140 | [ppd-permit@winnipeg.ca](mailto:ppd-permit@winnipeg.ca)

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Every effort has been made to ensure the accuracy of information contained in this publication. However, in the event of a discrepancy between this publication and the governing City of Winnipeg By-law, the bylaw will take precedence.