

Wording for Professional Certification Letters

Final Occupancy

The Winnipeg Building By-law and the Winnipeg Electrical By-law no longer prescribe the wording for professional certification required at the time of project completion. The by-laws give the authority to the designated employee to develop and require certification wording.

The City of Winnipeg collaborated with the Engineers Geoscientists Manitoba (EGM) and the Manitoba Association of Architects (MAA) in 2012 to develop certification wording which is consistent across disciplines. The certificate is required by the City of Winnipeg without modification.

The certification requires a header, indicating the address, project description, tenant name, unit number (if applicable), related permit numbers (both trade and building permit numbers are required for Mechanical and Electrical certifications), date, and must be signed and sealed. The required wording is as follows:

Certification for Final Occupancy

(for Architectural, Structural & Mechanical Aspects)

"I, [insert name of design professional], hereby certify that I or another suitably qualified person reporting to me have completed periodic reviews at appropriate stages of the [select one or more of the following: architectural, structural, mechanical] aspects of construction of the building located at [insert address]. I hereby represent that:

- In my professional opinion the construction was carried out in substantial compliance with the applicable provisions of the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Plumbing Code and the Manitoba Fire Code and the plans submitted in support of the application for the building permit. This includes any additional plans, documents, review of plans and design decisions that have been part of my responsibility and related to Code issues applicable to my discipline that were not detailed as part of the submitted permit application.
- I have informed the City in cases where I am aware that the construction has materially deviated from the submitted plans.
- I am not aware of any substandard work, materials or assemblies that would compromise code compliance."

Electrical Certification for Final Occupancy

"I, [insert name of design professional], hereby certify that I or another suitably qualified person reporting to me have completed periodic reviews at appropriate stages of the electrical aspects of construction of the building located at [insert address]. I hereby represent that:

- In my professional opinion the construction was carried out in substantial compliance with the applicable provisions of the Winnipeg Electrical By-law, the Manitoba Building Code and the Manitoba Energy Code for Buildings and the plans submitted in support of the application for the building permit. This includes any additional plans, documents, review of plans and design decisions that have been part of my responsibility and related to Code issues applicable to my discipline that were not detailed as part of the submitted permit application.
- I have informed the City in cases where I am aware that the construction has materially deviated from the submitted plans.
- I am not aware of any substandard work, materials or assemblies that would compromise code compliance."

In reference to the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Plumbing Code the Manitoba Fire Code and Winnipeg Electrical By-law, Winnipeg Building Bylaw 4555/87:

6.3 Notwithstanding sentence 9.14.2, but subject to subsection 6.4, the design professional who signs and seals plans and drawings that the owner submits as part of an application for a permit must sign and seal a certificate which contains the following statement with respect to the application:

I hereby certify that I have complied with all applicable legislation and professional codes in affixing my seal to the plans, drawings and related documents which are being submitted as part of an application for a permit under the Winnipeg Building By-law.

By affixing my seal, I am representing that:

I am fully aware of the provisions of the Manitoba Building Code, the Manitoba Energy Code, the Manitoba Plumbing Code and the Manitoba Fire Code that are applicable to these plans and drawings.

I have applied a professional standard of care to ensure compliance of these plans and drawings with the applicable provisions of these Codes.

Winnipeg Electrical Bylaw 72/2021

2) Where Subrule 2-000 1) applies, a designated employee shall not issue a Building Permit or, where a Building Permit is not required, an Electrical Permit, until the responsible Professional Engineer or Engineering Licensee has submitted plans, drawings and specifications for the construction or installation of the electrical installations and a certificate required by the designated employee under Subrule 2-032 5) concerning the compliance of the plans and drawings with this Code and applicable bylaws containing the following statement:

I hereby certify that I have complied with all applicable legislation and professional codes in affixing my seal to the plans, drawings and related documents which are being submitted as part of this application for a permit under the Winnipeg Building By-law or the Winnipeg Electrical By-law. By affixing my seal, I am representing that:

I am fully aware of the provisions of the Manitoba Building Code and the Winnipeg Electrical By-law that are applicable to these plans and drawings.

I have applied a professional standard of care to ensure compliance of these plans and drawings with the applicable provisions of the Manitoba Building Code and the Winnipeg Electrical By-law.