



Mid-West Planning District

Box 96, Miniota, Manitoba R0M 1M0
Ph. 204-567-3699

Certification Occupancy Letter Format

Letter of Certification and/or Occupancy must follow all Letter of Assurance upon project completion and must be provided on Engineer/Architect company letterhead. Please only copy and use the sections that apply.

NOTE: All letters of certification and Occupancy must reference the Building Permit and/or Plumbing Permit number associated with the project. Contact our office if you need those numbers.

FINAL OCCUPANCY

"I, *[state name of design professional]*, hereby certify that I or another suitably qualified person reporting to me have completed periodic review at appropriate stages of the *[select one or more of the following: architectural, structural, mechanical]* aspects of construction of the building located at *[state address]* for which a building occupancy permit is being sought. I hereby represent that

- In my professional opinion that 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 information the Mid-West Planning District in cases where I am aware that the construction has materially deviated from the submitted plans.
- I am not aware of any sub-standard workmanship, materials or assemblies that would compromise code compliance."

ELECTRICAL FINAL OCCUPANCY

"I, *[state name of design professional]*, hereby certify that I or another suitably qualified person reporting to me have completed periodic review at appropriate stages of the electrical aspects of construction of the building located at *[state address]* for which a building occupancy permit is being sought. I hereby represent that

- In my professional opinion that the construction was carried out in substantial compliance with the applicable provisions of the Canadian Electrical Code and the Manitoba Building 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 information the Mid-West Planning District in cases where I am aware that the construction has materially deviated from the submitted plans.

- I am not aware of any sub-standard workmanship, materials or assemblies that would compromise code compliance.”

INTERMIN OCCUPANCY

“I, *[state name of design professional]*, hereby certify that I or another suitably qualified person reporting to me have completed periodic review at appropriate stages of the *[select one or more of the following: architectural, structural, mechanical]* aspects of construction of the building located at *[state address]* for which a building occupancy permit is being sought. I hereby represent that

- Other than the exceptions listed below, in my professional opinion that 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 information the Mid-West Planning District in cases where I am aware that the construction has materially deviated from the submitted plans.
- I am not aware of any sub-standard workmanship, materials or assemblies that would compromise code compliance.”

LIST OF EXCEPTIONS and POINTS OF NON-COMPLIANCE:

[list all exceptions, deficiencies, and points of non-compliance here]

In my professional opinion, these points of non-compliance with the Manitoba Building Code, the Manitoba Energy Code for Buildings, the Manitoba Plumbing Code and the Manitoba Fire Code are not materials and do not pose a health or safety hazard to occupants of the buildings. In my professional opinion, the above noted building may be occupied until *[set out date]* and on the following conditions *[list conditions]* without compromising the health or safety of occupants.”

Note: For permits where letter(s) of certification are required but no occupancy permit is required for the identified work, the following certification shall be submitted:

FINAL CERTIFICATION

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

- In my professional opinion that 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 information the Mid-West Planning District in cases where I am aware that the construction has materially deviated from the submitted plans.
- I am not aware of any sub-standard workmanship, materials or assemblies that would compromise code compliance.”

