



Planning, Property & Development Department • Service de l'urbanisme, des biens et de l'aménagement

*Development and Inspections Division • Division de l'aménagement et des inspections
Inspections • Inspections*

February 20, 2018

Builder Defect Self Certification Program (DCP)

Preamble:

Whereas the City of Winnipeg, Planning, Property & Development Department (PP&D) recognizes the importance and significance of the economic benefits to the City of Winnipeg that result from the principle business of the Manitoba Home Builders' Association (MHBA) and its builder members; and

Whereas both PP&D and the MHBA recognize the importance and necessity that the construction of new homes and renovations meet all applicable development requirements, by-laws and construction Codes; and

Whereas PP&D, as the authority having jurisdiction, has the ability to rely on certifications from accredited sources to verify compliance with codes, by-laws and other regulations.

Whereas PP&D believes the volume of required inspections through the construction process can be reduced by implementing a program in cooperation with the MHBA and those builder members who have expressed a willingness to accept the responsibility to certify the correction of identified deficiencies under agreed terms, conditions and an audit process;

Therefore PP&D proposes to amend the DCP program of limited self-inspection and defect correction certification into a permanent service available to all builders and renovators.

Objectives:

1. Reduce the number of re-inspections of deficiencies identified by the authority having jurisdiction.
2. Reduce delays associated with arranging and conducting re-inspections.
3. Recognize the professionalism of the industry and the excellent working relationship that has been consciously developed between PP&D and the MHBA and continue to pursue creative means to mutual benefit.

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The Program:

1. Builders and renovators wishing to participate must first register themselves with PP&D and act as sponsor to all licenced electrical and plumbing trade contractors, journeyman carpenters, Certified Engineering Technologists (Structural), Professional Engineers and/or builders/renovators registered with MHBA who will be involved in the program. Registration is achieved using the attached application form.
2. The program is limited to re-inspection of deficiencies that have been identified by PP&D Housing Inspectors and communicated to the builder by email as a Deficiency Notification.
3. Once deficiencies have been communicated, registered builders/renovators will have the option of participating in the DCP by following these steps:
 - a. correct **all** identified deficiencies recorded on the Deficiency Notification, and
 - b. obtain sufficient **coloured** digital photographs of the corrected deficiencies to unequivocally demonstrate compliance, and
 - c. complete the necessary Deficiency Correction Notification Form provided by PP&D, and
 - d. scan and save the Deficiency Correction Notification Form in PDF format, and
 - e. submit the PDF form and the above-mentioned coloured digital photographs to PP&D on the "Permits Online" website at:
<https://ppdportal.winnipeg.ca/Permits/menu/menu.jsp>,
within 24 hours of the correction(s) being made.
 - f. PP&D will respond with an email "green tag" giving permission to cover work when all recorded deficiencies on the three primary permits (HO, PR, ER) have been certified as corrected.
4. Alternatively, builders may opt to forego the DCP on any job, at any time, by simply contacting PP&D Housing Inspections directly and requesting an on-site re-inspection of corrected deficiencies. This action will not affect the builder's status within the program in any way.

Terms & Conditions:

1. This Program is administered wholly and solely by PP&D as the authority having jurisdiction.
2. All builder/renovator members and their licenced trades will be jointly responsible and accountable for all certifications provided to PP&D.
3. Only individuals employed by, or under contract to builders are eligible to be sponsored by those builders for entry into this program.

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4. Inspection types: All trades rough in, underground pipe and pit, pre-boarding and final inspections are all eligible inspection types under this program. Electrical service inspections and re-inspections of electrical service deficiencies are excluded from the program.
5. See Appendix 'A' for a list of defects that cannot be certified through the DCP.
6. All certificates of corrected defects must be co-signed by the builder representative and:
 - a. signed by the Licensed Electrical or Licensed Plumbing Contractor to whom the trade permit for the subject project were issued by the City of Winnipeg, and regarding only those electrical and/or plumbing deficiencies related to such permits, and/or
 - b. signed by a Journeyman Carpenter regarding building code deficiencies only, and/or
 - c. signed by a Certified Engineering Technologist who has completed courses related to building or structural design and is eligible for membership in CTTAM, regarding building code deficiencies only, and/or
 - d. signed by a professional engineer holding a valid license to practice in the province of Manitoba, regarding deficiencies that fall under his/her area of practice, or
 - e. signed by a Builder/Renovator registered with the MHBA taking responsibility for all aspects of the build.
 - This is only allowable where permits are more than 1 year old based on date of issuance.
7. PP&D will, at its sole discretion, will conduct periodic audit inspections as part of the program.
8. PP&D may apply disciplinary actions when an audit or any other inspection discloses any of the following situations:
 - a. one or more deficiencies being covered without either:
 1. a certification being submitted and approval to cover granted, or,
 2. without a re-inspection being conducted by PP&D and approval to cover granted, or
 - b. one or more certified deficiencies not corrected in compliance with the relevant code, standard, or by-law, or,
 - c. one or more certified deficiencies not corrected at all, or
 - d. one or more deficiencies being certified by a registered Trade Licensee who has no permit relationship with the specific project.
9. When a disciplinary action is applied, PP&D will use the following model:
 - a. First offence: Disciplinary letter to both the Builder and licenced trades.
 - b. Second offence: Hearing which may be followed by a written warning placing the Builder and licenced trades on probation for a 6 month period.

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- c. Third offence occurring within the 6 month probationary period mentioned in item b. above: Hearing which may be followed by:
 - 1. Termination of privilege within the DCP program for both the Builder and registered Trade Licensee.
 - 2. Termination/suspension of Contractor's License for an electrical or plumbing trade contractor (as applicable).
 - 3. Formal notification forwarded to EGM if registered Trade Licensee is a Professional Engineer.
 - 4. Formal notification forwarded to CTTAM if registered Trade Licensee is a Certified Engineering Technologist.

DCP – APPENDIX ‘A’

Defects that cannot be certified under the DCP.

A re-inspection must be scheduled for the following deficiencies:

Framing:

- Cut or damaged engineered floor joists systems
- Cut or damaged engineered roof truss systems
- Fire blocking, fire separation and/or fire ratings incomplete
- Beam size/material not as per approved plan
- Telepost(s) missing

Interior Drainage/Underground Plumbing:

- Slope of weeping tile leads
- Slope of underground plumbing drains

Final:

- Smoke alarms not working, missing or not interconnected
- AFCI not installed/working properly
- Stairs headroom not adequate

Electrical Service:

- Any defect found on the Electrical Service Inspection (Electrical Service Inspection)

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