

Step 1: Fill out the Application for a Dispute Resolution Hearing Form.

Step 2: Once you have completed and saved the form, email it and all supporting documentation referred to in this application and any correspondence you have received from the Approving Authority concerning this application to ITSCodes@gov.mb.ca, with the subject line Attention: Building Codes - Application for a Dispute Resolution Hearing.

If you prefer to mail your completed form, please print it and all supporting documentation referred to in this application and any correspondence you have received from the approving authority concerning this application to:

Inspection and Technical Services
 508-401 York Avenue
 Winnipeg, MB R3C 0P8
 Attention: Building Codes - Application for a Dispute Resolution Hearing

Applicant Information (The Applicant must be the person who applied for or holds a building permit or occupancy permit.)		
Name:		Position:
Address:		
Email:		Phone Number:
Business No. (If applicable):		Company Name: (If applicable)
Agent Information (If the Applicant is to be represented by another individual, please provide the following information.)		
Name:		Position:
Address:		
Email:		Phone Number:
Business No. (If applicable):		Company Name: (If applicable)
Applicant authorization confirming the Agent's authority to act in this matter (The Applicant must provide authorization confirming the Agent's authority to act in this matter, if applicable.)		
Applicant Name:	Applicant Signature:	Date (yyyy-mm-dd):
Approving Authority Information (Identify the Approving Authority in which the construction or proposed construction is located.)		
Approving Authority:		Address:
Respondent Information (Identify the Building Official of the Approving Authority you dealt with regarding this issue.)		
Name:		Position:
Email:		Phone Number:
Basis for Dispute		
<u>Technical Requirements</u>		
You have been issued a decision, order, direction or requirement by an Approving Authority You have been denied a permit on technical grounds which you dispute		
<u>Performance Standards</u>		
The Approving Authority did not notify the Applicant whether their application was complete within the prescribed time period set out in the Performance Standards Regulation The Approving Authority did not issue or refuse the permit within the prescribed time period set out in the Performance Standards Regulation The Approving Authority refused the permit but did not provide written reasons for refusal The prescribed notice for inspection was submitted to the Approving Authority, however, the Approving Authority did not conduct the inspection within the prescribed time period set out in the Performance Standards Regulation		

At what stage is this project

Permit application Plans review Construction Final inspection Occupancy Completed

Permit Application (Please attach a signed copy of the permit application form)

Date of Permit Application (yyyy-mm-dd):

Concise statement by the Applicant regarding the nature of this dispute

Supporting Documentation
(List documentation provided in support of this application and attach any documents that are relevant to this dispute)

Address of Building/Structure

Details of Construction

Yes No	New construction Addition Renovation *Part 9-Detached House *Part 9-Semi-detached Houses *Part 9-Townhouses *Part 9-Row House Part 9 Buildings other than those listed above Part 3 Building Part 2 Farm Building	Type of permit applied for: Building Occupancy Plumbing Occupancy Type: Building Area: Building height (# of storeys): Number of units/suites: *No dwelling unit located above another dwelling unit and associated accessory structures
--------	--	--

Description of the portion of the project that is in dispute:

Provisions of the Building Code in dispute (if applicable):

Affirmation of Applicant or Agent

The undersigned affirms:

The information provided in this application is accurate.

The Applicant/Agent is aware that the Adjudicator has complete discretion to determine the allocation of costs for the permit dispute resolution hearing.

The Applicant/Agent is aware that the party that is ordered to pay the costs of a dispute resolution hearing must pay the costs specified in the order no later than 30 days after the order is issued.

The Applicant/Agent is aware that the Adjudicator's order is binding on the parties and the matter in dispute is not subject to any further appeal or review process of an approving authority.

Signature of Applicant or Agent

Applicant/Agent Name:

Applicant/Agent Signature:

Date (yyyy-mm-dd):