

Building Renovator Online Application Requirements

** A new online process for business licensing applications and renewals has been implemented. The online application process and form is available on the City website <https://www.brampton.ca/EN/Business/Licensing/Pages/Stationary-Licence-Requirements.aspx> Requests for licences and renewals will only be accepted through the online application process.**



Please be advised that the City of Brampton publishes City-licensed contractors on the City website. The licensed contractor information posted online will include the corporate/operating business name and business address as provided on the licence application.

Requirements for obtaining the above licence:

- 1. **Licence Application Form**
Business and owner information to be entered online.
 - 2. **Certificate of Insurance**
The insurance form must be completed and signed by your insurer showing evidence of \$2,000,000 (minimum) Commercial General Liability. It is the business owner's responsibility to upload the insurance certificate on the online application.
 - 3. **Workers Safety and Insurance**
Valid proof must be provided on a yearly basis.
 - 4. **Business Registration (Master Business Licence) and/or Articles of Incorporation**
(master business licence is required when a business is operating as a different name from the corporation, unless the business is a franchise)
 - 5. **Fee** – \$221.00 ** Once your application is reviewed, a link to the payment option will be sent to the email provided on the application.
- **Expiry Date** - April 30th of every year

Once your application has been reviewed and approved your payment will be processed and your licence will be mailed out.

SCHEDULE 6 TO BY-LAW # 332-2013

RELATING TO BUILDING RENOVATORS

1. In this Schedule:

“Building Renovator” means a Person engaged in the business of altering, repairing or renovating buildings, structures, chimneys and includes any Person who solicits such work, but does not include a building contractor whose principal business is the construction of buildings and structures.

2. No Person shall be licensed as a Building Renovator unless he or she has a regular place of business and, if other than a corporation, is 18 years old.

3. Every Building Renovator licensed under this Schedule shall:

- (a) Submit proof, to the satisfaction of the Licence Issuer, that all workers and employees are protected under the provisions of the *Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, as amended*;
- (b) Display the Licensee’s name using letters with a minimum height of 10 centimetres on both sides of all vehicles owned, leased or used on a regular basis by the Licensee in the course of business;
- (c) Have printed or otherwise impressed on all business stationery, forms, bills, statements and advertising materials, the Building Renovator’s name, address and telephone number; and
- (d) Prepare a written contract which shall be signed by the Licensee and the Person for whom the work is being done before commencing any work and a copy of this contract shall be given to the Person for whom the work is being done and the contract shall contain:
 - (i) The name, address and telephone number of the Licensee and the name and address of the Person for whom the work is being done;
 - (ii) The address where the work is being done;
 - (iii) A description of the work being done, including materials and services being provided;
 - (iv) The itemized price for the materials and services to be supplied and a detailed statement of the terms of payment;
 - (v) Warrantees or guarantees, if any; and
 - (vi) The estimated date of completion.

4. No Building Renovator licensed under this Schedule shall:

- (a) Perform work that is extra or additional to an existing contract unless and until the Licensee has entered into a second or additional contract;
- (b) Permit the use of the Licensee’s name by any other Person, either directly or indirectly, for the purpose of obtaining a permit to do any renovating work; or
- (c) Perform any work which requires a Licence or permit without such Licence or permit.

5. A Person licensed as a Building Renovator under this Schedule shall provide, on request from the person for whom the work was being done or from the Licence Issuer, a written itemized account of all work performed.

6. A Person licensed as a Building Renovator under this Schedule may carry on business under a trade name other than his or her own but shall not carry on business under more than one name, and only one Licence shall be issued.