

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 www.brampton.ca (please refer to the Business Licensing section). 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 attached must be completed and signed by your insurer showing evidence of \$2,000,000 (minimum) Commercial General Liability.
- ☐ 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** – \$190.00 ** 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.