

Fence Installation Contractor Online 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 insurance form 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 that all employees are protected under the provisions of the *Workplace Safety and Insurance Act 1997*, S.O. 1997, c.16, as amended.
 - 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 10 TO BY-LAW # 332-2013

RELATING TO FENCE INSTALLATION CONTRACTORS

1. In this Schedule:

“Fence Installation Contractor” means a Person engaged in the business of constructing fences.
2. No Person shall be licensed as a Fence Installation Contractor unless the Person has a regular place of business and, if the Person is an individual is 18 years old.
3. Every Fence Installation Contractor 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) Ensure that all stationery, forms, bills, invoices, statements and any other printed or written advertising material used by the Fence Installation Contractor in the course of business, display in clearly legible letters and numbers, the business name, address and telephone number;
 - (d) Prepare a written contract which shall be signed by the Licensee and the Person or Persons, in the case of boundary fence cost sharing, for whom the work is being done before commencing any work and a copy of this contract shall be given to the Person or Persons for whom the work is being done and the contract shall contain:
 - (i) The name and address of the Licensee and the name and address of the Person or Persons for whom the work is being done;
 - (ii) The address where the work is being done;
 - (iii) A description of the materials and services to be supplied;
 - (iv) The itemized price for the materials and services to be supplied and a detailed statement of the terms of payment;
 - (v) Warranties or guarantees, if any; and
 - (vi) The estimated date of completion;
 - (e) Obtain all necessary permits required by law prior to the commencement of the work and, upon completion, shall procure a final inspection from the City.
4. No Licensee under this Schedule shall:
 - (a) Perform work that is extra or additional to an existing contract unless the Licensee has entered into a second or additional contract with the Person or Persons for whom the work is being done;
 - (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 construct any fences; or
 - (c) Perform any work that requires a licence or permit without such licence or permit.
5. A Licensee under this Schedule may carry on business under a trade name or 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.