

# Heating, Air Conditioning and Ventilation Contractors 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](http://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.
  - ☐ 3. **Certificate of Qualification (for owner or employee)**  
This certificate may be issued by the OCTAA (Ontario College of Trades & Apprenticeship) for Refrigeration and Air Conditioning Mechanic or Steam Fitter/Pipe or may be issued by the TSSA (Technical Standards and Safety Act) for those qualified as a gas technician, oil burner mechanic or gas pipe fitter
  - ☐ 4. **TSSA Registration / Licence (for company)**  
You must submit this document if you are a gas or alternate fuels installer.  
This provincial document is obtained from the Technical Standards & Safety Authority.
  - ☐ 5. **Workplace 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.
  - ☐ 6. **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)
  - ☐ 7. **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 14 TO BY-LAW # 332-2013

### RELATING TO HEATING, AIR CONDITIONING AND VENTILATION CONTRACTORS

1. In this Schedule:

“Air Conditioning” means the simultaneous control of:

- (i) Temperature (heating or cooling air);
- (ii) Humidity (humidifying or dehumidifying air);
- (iii) Cleanliness (mechanical or electronic air cleaning); and
- (iv) Air Motion (the proper air distribution within a building with related fresh air for comfort conditions;

“Heating, Air Conditioning and Ventilating Contractor” means a Person engaged in the business of contracting for the installation, maintaining, repairing or replacing of warm air heating or cooling equipment or refrigeration or ventilation equipment and systems of any kind, excepting the installation of oil tanks and oil and gas burners;

“Heating, Air Conditioning, Ventilating and Refrigeration” means the layout, assembly, installation, repairs and manufacturing in the field, any cooling or refrigeration or heating/cooling combination system for residential, commercial, institutional or industrial purpose and includes the manufacturing, fabrication, assembly, installation or service of ferrous and non-ferrous sheet metal work, and further includes the installation of piping that conveys gas or the tubing of any air handling systems;

“Master Warm Air Heating, Air Conditioning and Ventilation Installer” means any Person who:

- (a) has been issued a Certificate of Qualification under the OCTAA as a Refrigeration and Air Conditioning Mechanic or Steam Fitter/Pipe Fitter; or
- (b) is qualified as a gas technician, oil burner mechanic or gas pipe fitter under the *Technical Standards and Safety Act, 2000*, S.O. 2000, c.16, as amended and the regulations thereunder;

“OCTAA” means the *Ontario College of Trades and Apprenticeship Act, 2009*, S.O. 2009, c.22, as amended and any regulations made thereunder.

2. The provision of this Schedule shall apply to all Persons engaging in any Heating, Air Conditioning, Refrigeration or Ventilation work as:

- (a) Heating, Air Conditioning and Ventilation Contractor;
- (b) Refrigeration and Air Conditioning Mechanic, a Steam Fitter/ Pipe Fitter or Sheet Metal Worker who hold a Certificate of Qualification under the OCTAA;
- (c) Gas technician, oil burner mechanic or gas pipe fitter qualified under the *Technical Standards and Safety Act, 2000*, S.O. 2000, c.16, as amended and the regulations thereunder.

3. Every Licensee under this Schedule shall observe and comply with and be governed by this Schedule and all the provisions of the OCTAA, the *Technical Standards and Safety Act, 2000*, and any other applicable provincial and federal legislation and any regulations made thereunder.

4. No Person shall carry on the business of a Heating, Air Conditioning and Ventilation Contractor without a Licence under this Schedule entitling him or her so to do and has a Master Warm Air Heating, Air Conditioning and Ventilation Installer in his or her employ.

5. When the Master Warm Air Heating, Air Conditioning and Ventilation Installer whose name appears on a Heating, Air Conditioning and Ventilation Contractor's Licence, is no longer regularly employed and in charge of the work, the Contractor shall, within 7 days notify the Licence Issuer in writing of the name and address of the Master who will henceforth be in charge, or with particulars of his or her arrangements pending the engaging of a Master to be in charge of the Contractor's work.

6. It shall be an offence for a Master Warm Air Heating, Air Conditioning and Ventilation Installer to be employed by more than one Heating, Air Conditioning and Ventilating Contractor for the same period of time.

7. The business name of the Licensee shall be displayed in any advertising for that trade.

8. Every Person licensed as a Heating, Air Conditioning and Ventilation Contractor 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, bill, statements and advertising materials, the licensee's name, address and telephone number;
- (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;
- (e) Obtain all necessary Permits required by-law prior to the commencement of any work and, upon completion, arrange for a final inspection.

9. The provisions of this Schedule shall not apply to the repair and maintenance of a heating, air conditioning or ventilation system and related equipment where the repair and maintenance is done by:

- (a) A Person who is the owner or tenant, where the equipment is contained within the premises occupied by the owner or tenant; or
- (a) A Person who is a full time employee of a property owner or tenant and who is engaged by the property owner or tenant for maintenance of heating/cooling/ventilating equipment within the premises of the property owner or tenant.