

Heating, Air Conditioning and Ventilation Contractors ONLINE Renewal Instructions

**** 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. **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. **Fee** – \$190.00 ** Once your application is reviewed, a link to the payment option will be sent to the email provided on 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.