

# Plumbing Contractor 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

<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 a *Plumbing Contractor* 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. It is the business owner's responsibility to upload insurance certificate on online application.

3. **Certificate of Qualification**

This certificate is issued by the Ontario College of Trades and Apprenticeship (OCTAA)

4. **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.

5. **Fee** – \$212.00 \*\* 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.