

Plumbing Contractor 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 a *Plumbing Contractor* 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. **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. **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)
 - ☐ 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.

SCHEDULE 22 TO BY-LAW # 332-2013

RELATING TO PLUMBING CONTRACTORS

1. In this Schedule:

“Master Plumber” means a Person who:

- (i) Has been issued a Certificate of Qualification in the plumbing trade under the *Ontario College of Trades and Apprenticeship Act, 2009*, S.O. 2009, c.22, as amended and is aware of and knowledgeable in the general regulations under this act and operates in a manner pursuant to the requirements of the act and its Regulations and is skilled in the planning, superintending and installing, maintaining and repair of plumbing equipment and who is familiar with the laws, rules and regulations governing the same; and
- (ii) Has a regular place of business in Ontario, and who, himself or herself or by journeyman tradesmen under his or her supervision, performs the trade of plumber;

“Plumbing” includes any procedure, method, matter or thing described in the *Building Code Act, 1992*, S.O. 1992, c.23 as amended, and plumbing work has a corresponding meaning;

“Plumbing Contractor” means a Person engaged in the business of contracting with a member of the public or another contractor for the placing, installing, maintaining, repairing or replacing of any pipe, fixture or other device, equipment or facility of a plumbing system or in other plumbing work, and includes any Person who solicits for plumbing work, and who in any way advertises or holds himself or herself out to the public as doing or contracting to do plumbing work by him or herself or through another qualified person, or as being a plumbing contractor and who has a regular place of business in Ontario and includes an individual certified as a Master Plumber.

2. Every Person licensed as a Plumbing Contractor under this By-law 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 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 for the terms of payment;
 - (v) Warrantees and guarantees, if any; and
 - (vi) The estimated date of completion;
- (e) Obtain all necessary Plumbing and Building Permits or any other permit required by law prior to the commencement of any work and, upon completion, shall procure a final inspection from the City;
- (f) Be a Master Plumber or have a Master Plumber in his or her employ.

3. A Person licensed under this By-law as a Plumbing Contractor shall not:

- (a) Cause or permit an apprentice or helper or other unqualified person to perform any plumbing works or install any plumbing materials or appliances except as an assistant to and under the direct personal supervision of a licensed Master Plumber or a provincially certified journeyman plumber continuously employed on the same contract or job who is under the direct supervision of a Master Plumber;
- (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 plumbing work;
- (c) Perform any work which requires a Licence or permit unless a Licence or permit is first obtained;

- (d) Perform work that is extra or additional to an existing contract unless and until the Licensee has entered into a second or additional contract.

4. The provisions of this By-law shall not apply to the repair and maintenance of a plumbing system and related equipment where the repair and maintenance is done by:

- (a) A person who is an owner or tenant, where the equipment is contained within the premises occupied by the owner or tenant; or
- (b) A person who is a full-time employee of a property owner or tenant who is engaged by the property owner or tenant for maintenance of plumbing equipment within the premises of the property owner or tenant.