

# Pool Installation 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 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. It is the business owner's responsibility to upload insurance certificate on online application.
  - 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. **Security Deposit Acknowledgement** – attached acknowledgement must be reviewed and signed by an authorized signing officer of the business/corporation
  - 5. **Fee** - \$285.00 \*\* Once your application is reviewed, a link to the payment option will be sent to the email provided on application.
- **Expiry Date** – April 30<sup>th</sup> of every year

Once your application has been reviewed and approved your payment will be processed and your licence will be mailed out.

## ACKNOWLEDGMENT

**THIS ACKNOWLEDGMENT** made this            day of            , 20\_\_\_\_\_

BY:

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hereinafter called the “**Pool Installation Contractor**”

**WHEREAS** the Pool Installation Contractor is a person that has obtained a Licence under By-law 332-2013 as amended (the “**By-law**”);

**WHEREAS** the City has issued the Licence to the Pool Installation Contractor under the By-law and requires, as a condition of that issuance, the posting of specified security;

**WHEREAS** the Pool Installation Contractor acknowledges and agrees that in the event that it fails to comply with any applicable by-laws or statutory obligations, the City will be placed in the position of having to collect outstanding fees for administrative and enforcement costs, fees set out in the User Fee By-law, damage to City property or infrastructure and related charges (“**Contravention or Damage Costs**”);

**IN CONSIDERATION** of receiving a Licence, the Pool Installation Contractor duly acknowledges and agrees with the City as follows:

1. The Pool installation Contractor agrees to place with the City, as a protection guarantee against the need for the City to recover costs associated with administrative and enforcement costs, fees set out in the User Fee By-law, damage to City property or infrastructure and related charges (“**Contravention or Damage Costs**”), a deposit in the amount of \$10,000.00 (TEN THOUSAND DOLLARS), payable in the form of an Irrevocable Letter of Credit from a Schedule 1 Canadian Chartered Bank or other negotiable security approved by the Licence Issuer, or another form of security satisfactory to the Licence Issuer (the “**Security**”).

2. The Pool Installation Contractor acknowledges that the Security will be used by the City to recover costs in the event the Pool installation Contractor contravenes any applicable by-laws or legislation and fails to rectify such contraventions. In the event that the Pool Installation Contractor fails to make required payments to be in compliance with applicable by-laws and legislation, the Pool Installation Contractor understands and agrees that the City will deduct such required payments from the Security.
3. In the event that the Pool Installation Contractor contravenes any applicable by-laws or legislation, and fails to rectify such a contravention, the Pool Installation Contractor understands and agrees that the City will recover the Contravention or Damage Costs from the Security.
4. The Pool Installation Contractor agrees to pay the City for any additional costs, over and above the posted Security, should the Security prove to be insufficient to cover required payments under legislation and Contravention or Damage Costs.
5. Any funds drawn upon from the Security must be replaced by the Pool Installation Contractor within 48 hours of receipt of written notification from the Licence Issuer, failing which the Licence will be subject to revocation.
6. The responsibility of knowing the requirements for being in compliance with applicable by-laws or legislation, ensuring compliance with such by-laws and legislation, and making any required payments under such legislation, lies with the Pool Installation Contractor.
7. The Pool Installation Contractor understands and agrees that the Security will be held for up to 60 days after expiration or cancellation of the Licence to ensure there are no outstanding contravention or damage costs. After the Licence has expired or been cancelled, it is the Pool Installation Contractor's responsibility to submit a written request to the Licence Issuer for return of the Security.

8. The Pool Installation Contractor represents and acknowledges that it has carefully read this Acknowledgment, has obtained independent legal advice from its counsel, and fully understands the significance of all of the terms and conditions of this Acknowledgment, and is signing this Acknowledgment voluntarily and of its own free will.
9. Nothing in this Acknowledgment exempts the Pool Installation Contractor from its contractual, warranty, or other legal obligations to the City.
10. This Acknowledgment shall be construed, enforced and governed in accordance with the laws of the Province of Ontario.
11. This Acknowledgment may be signed electronically, delivered by PDF e-mail transmission, and if it is so signed and delivered, it shall be deemed to be an original document.

**IN WITNESS WHEREOF**, the Pool Installation Contractor has signed this Acknowledgment under seal by an authorized signing officer:

**DATED AT** \_\_\_\_\_, **ONTARIO** this ..... day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Witness:  
(print name):

Per: \_\_\_\_\_  
Name:  
(I have authority to bind the corporation)