

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

<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 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 (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** – \$194.00 ** 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.