

Builder Licensing FAQ

Q. How do I apply for a builder licence?

The application is online through the New Home Buyer Protection System [Builder's Portal](#). Builders require access to the portal. Builders who have registered new residential homes previously may already have access. If a builder does not already have access, they must submit a request for access to the system in order to apply for a licence. Home builders can request access to the portal by submitting a [NHBPS Access Request](#). Please refer to the application guide found here (http://www.municipalaffairs.alberta.ca/documents/nhbpo/NHBPS_v2_RB_User_Manual.pdf) for further assistance in submitting your complete Builder Licence application.

Q. What are the licensing fees?

- An initial application costs \$600
- Each renewal application costs \$500

Q. How long will it take to get a builder licence?

The Registrar of the New Home Buyer Protection Office will process licence applications as quickly as possible and in the order they are received. The time to process a licence application will depend on volume and complexity of applications.

To ensure timely processing of your application, **all builders are encouraged to apply before March 31**, in advance of the coming spring construction season.

Q. How long is the licence valid?

For one year from the date of issue, unless otherwise stated by the Registrar

Q. What information will I need to provide to apply for a builder licence?

- Applicants must provide information about their business including:
 - names and contact information for directors and officers. This should match with what you have listed on the Province's Corporate Registry System (CORES).
 - photocopies of the driver's licences associated with all company directors and officers
 - list of associated building companies
 - proof of acceptance by a warranty provider
 - disclosure of any history of fraud or building-related court proceedings
 - any undischarged bankruptcies or arrangements under the *Companies' Creditors Arrangement Act* that have not been completed
 - disclosure about compliance with safety and consumer protection legislation.

Q. Are there different classes of licensed builders?

- Yes, builders can apply for either a General Contractor or Developer Licence
- A General Contractor licence is required for homes where the Alberta Building Code does not require the involvement of a coordinating registered professional. This includes homes that are up to four dwelling units.

- A Developer licence is required for homes where the Alberta Building Code requires the involvement of a coordinating registered professional. This typically includes homes that are five or more dwelling units.

Do large Developers who aren't directly involved in the construction of homes but are responsible for sales required to have a licence?

- Yes, holding companies must have a licence in order to sell new homes. These companies often hire general contractors to do the construction but are primarily responsible for the sales.
- Real estate agents are not required to have a builder licence.

Q. Can a Developer build small homes?

- A developer will be able to build homes where the Alberta Building Code requires involvement by a coordinating registered professional.
- A General Contractor will be able to build small homes, where the Alberta Building Code does not require involvement by a coordinating registered professional.
- A developer will be able to hire a General Contractor to build small homes.

Q. Can a licensed General Contractor build large homes and buildings?

- Yes, if a licensed developer is overseeing the project.

Q. Does builder licensing apply to the construction of condominiums?

- Yes. The construction of condominiums is regulated under the *NHBPA*, as is any new home construction. Builder licensing will, therefore, apply to condominium developers.

Q. How do the licence fees compare to other jurisdictions?

- The fees are \$600 for a new application and \$500 for annual renewal.
- Ontario charges \$2,500 for a new application and \$500 annual renewal (this involves warranty application fees).
- British Columbia charges \$600 for a new application and \$500 annual renewal.
- Quebec charges approximately \$1,000 for a new general applicant and \$1,400 for a specialized licence, with a range of renewal fees depending on licence type.

Q. How long is a provisional licence valid?

- Until May 1, 2018.
- All builders are required to have a builder licence to obtain building permits for new homes, including condominiums.
- All builders are encouraged to apply for their licence before March 31, 2018, in advance of the construction season, to avoid processing delays that could impact their business.

Q. Do I need to bring my builder licence each time I apply for a building permit?

- Yes, you will need to present your builder licence each time you apply for a building permit.

Q. I am building my own home. Do I need a licence?

- Owner Builders constructing their own home are not required to apply for a builder licence but are required to apply to the Registrar for an Owner Builder Authorization.

Q. Does builder licensing apply to renovations?

- Only when a residential construction project requires new home warranty coverage will the renovator need to have a builder licence. Other renovation activities do not fall within the scope of builder licensing.

Q. Does builder licensing impact trade sub-contractors?

- Trade sub-contractors are not required to have a builder licence. The builder is responsible for managing the project, including which sub-trades to hire and how much financial risk they will assume. Sub-trades are the responsibility of the builder and are not covered under builder licensing.

Q. Where can I go for more assistance on how to apply?

- You can refer to the User Manual, located at:
http://www.municipalaffairs.alberta.ca/documents/nhbpo/NHBPS_v2_RB_User_Manual.pdf
- You can also email builderlicensing@gov.ab.ca or call 1-866-421-6929