

## Frequently Asked Questions

### Q. How do I apply for a builder licence?

- Through an online application at [www.builderlicensing.alberta.ca](http://www.builderlicensing.alberta.ca).

### Q. What are the fees?

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

### Q. How long is the licence valid?

- One year from the date of issue, unless otherwise stated by the Registrar.

### Q. What happens on December 1, 2017?

- From that date forward, residential builders who plan to obtain building permits for new homes will need a licence.

### Q. How will consumers know if a builder is licensed?

- The public registry will list all licensed builders in Alberta.

### Q. Where can I go for more information?

- Web: [www.builderlicensing.alberta.ca](http://www.builderlicensing.alberta.ca)
- Email: [builderlicensing@gov.ab.ca](mailto:builderlicensing@gov.ab.ca)
- Phone: 1-866-421-6929

## Key Dates

**December 1, 2017** – Program requirements come into effect. Provisional licences are issued to existing builders with a clean record of compliance.

**March 31, 2018** – All builders, including those with a provisional licence, are encouraged to apply for their licence before this date to avoid processing delays that could impact their business.

**May 1, 2018** – Provisional licences expire. All builders must possess a licence to build new homes in Alberta.

## Contact Us

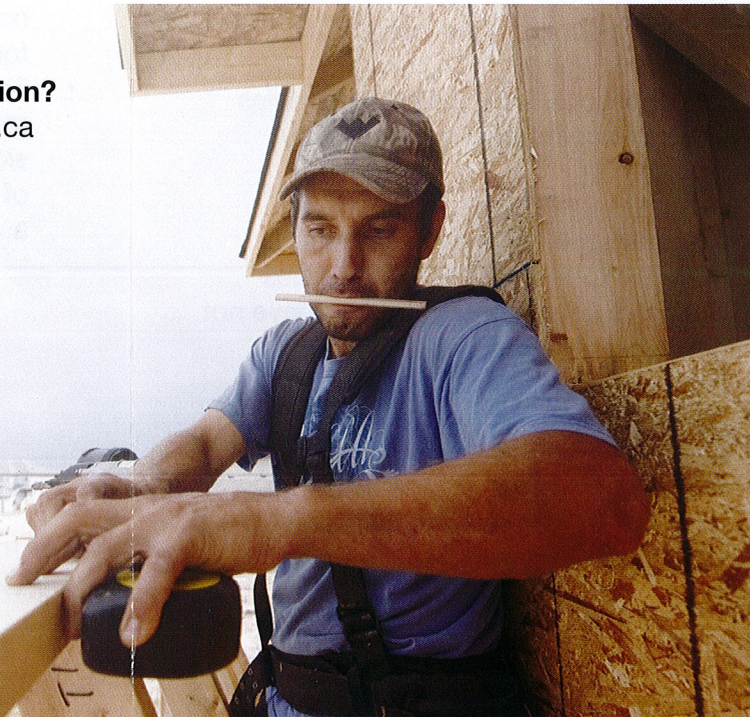
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# Alberta Builder Licensing.

## What You Need to Know





## What's Changing?

Beginning **December 1, 2017**, all residential **home builders are required to have a licence** when they go to obtain a building permit for a new home. Builder licensing applies to the construction of new homes to which the *New Home Buyer Protection Act* applies, including condominiums.

## Provisional Licence

Experienced builders who have built at least two new homes in the last two years may qualify for a temporary licence. There is no application required. This provides builders with additional time to submit their application for a full builder licence. **A provisional licence expires on May 1, 2018.**

## Full Licence

New builders or existing builders who do not qualify for a provisional licence must apply for a full builder licence if they intend to build homes in Alberta after December 1, 2017. Applications can be submitted through the New Home Buyer portal beginning December 1, 2017. The licence fee is \$600 and is valid for one year, unless otherwise indicated. Licence renewal is \$500.

## Owner Builder Authorization

Individuals planning to build their own home must apply to the Registrar for an Owner Builder Authorization, whether building with or without warranty. For more information, visit [www.homewarranty.alberta.ca](http://www.homewarranty.alberta.ca).

## Information for Permit Issuers

Currently under the *New Home Buyer Protection Act*, a building permit cannot be issued unless appropriate warranty coverage or an exemption from the coverage requirement is in place on the property. That process remains in place, and beginning December 1, 2017, the permit applicant is also required to provide proof of a builder licence.

Permit issuers, accredited municipalities and accredited agencies can confirm an applicant's licence status by checking the applicant's Registrar's Certificate, their Certificate of Licence, as well as the builder registry at [www.builderlicensing.alberta.ca](http://www.builderlicensing.alberta.ca).

## Applying for a Builder Licence

Builders can apply for a licence online at [www.builderlicensing.alberta.ca](http://www.builderlicensing.alberta.ca). The application will ask for:

- Basic business contact information, including contact information for directors
- List of associated building companies
- Proof of acceptance by a warranty provider
- Any history of fraud
- Any undischarged bankruptcies or arrangements under the *Companies' Creditors Arrangement Act* that have not been completed
- Building-related court proceedings
- Compliance record with safety and consumer protection legislation
- Photocopies of the driver's licences or government-issued identification associated with all company directors

## Two Licence Classes

Builders can apply as either a developer or a general contractor, depending on what types of homes they intend to construct. Both may sell new homes directly to a consumer.

### 1. Licensed Developer

- A licensed developer typically builds residential projects with five or more dwelling units, such as condominiums.
- When the project requires the involvement of a coordinating registered professional, the builder is required to have a developer licence.
- A coordinating registered professional coordinates the design work and field review of the other registered professionals required to comply with the Alberta Building Code.

### 2. Licensed General Contractor

- A general contractor builds single-family homes or multiple-family dwellings up to four dwelling units.
- These residential buildings do not require a coordinating registered professional but may require the involvement of registered professionals for certain aspects of the building.

For more information, visit  
[www.builderlicensing.alberta.ca](http://www.builderlicensing.alberta.ca)