

Title: Building Contractors , Certification Trades and Home Repair Conditions	Number: 0004
Department: Business Licensing	Effective Date: January 1, 2013

**PURPOSE**

Building Contractors, Certification Trades and Home Repair Services fall under the Licensing Bylaw No. 2339. Under the Licensing Bylaw, the License Inspector has the power to apply conditions to any Business License. This document will assist in explaining the conditions over those parties or persons providing building contractors, certification trades and home repairs in the City of Medicine Hat. These conditions cover a wide variety of subjects including; issuance of a Business License, certificates, tickets, and other requirements.

**1. DEFINITIONS**

- 1.01 "General Contractor" can apply for Building or Development Permits.
- 1.02 "Certification Trades" certified journey person to work in the trade. Can only apply for a permit in their certified discipline.
- 1.03 "Home Repairs" (Handyperson) cannot apply for a Building or a Development Permit.
- 1.04 "Prepaid Contractor" means any Contractor that accepts money before work is complete.

**2. CONDITIONS**

To obtain a Building Contractor, Certification Trade or Home Repair Business License the following conditions must be adhered to.

- 2.01 Attach a copy of all certificates, licenses or letters of approval issued by the Federal, Provincial or Municipal authorities.
- 2.02 A Certification Trade company must have at least one certified journey person on staff. A copy of the certification is mandatory to obtain a Business License.
- 2.03 If the company accepts advanced payment (also known as prepayment of deposit) or progress payments for residential customers, a copy of the Provincial Prepaid Contractor License from Service Alberta is mandatory.
- 2.04 If the company does not have a Provincial Prepaid Contractor License from Service Alberta, the company will not accept advanced payment (also known as prepayment or deposit) or progress payments from residential customers. The company will only bill residential customers after the work is completed.
- 2.05 If the company only enters contracts with commercial businesses and does not contract with consumers or construction of a new home covered by the Alberta New Home Warranty Program or the National Home Warranty, a Provincial Prepaid Contractor License is not required.
- 2.06 If the company changes their method of operation and accepts advance payments or progress payments from residential customers the company will contact Service Alberta immediately at [www.servicealberta.ca](http://www.servicealberta.ca) or 1.877.427.4088. The company will also forward a copy of the Provincial Prepaid Contractor License to the City of Medicine Hat.