



**PLUMBING BUSINESS LICENCE APPLICATION  
MUNICIPAL CODE CHAPTER 326 A-9**

COMPLETE DEFINITIONS AND LICENCE FEES ARE AVAILABLE ON THE CITY OF BRANTFORD WEBSITE AT WWW.BRANTFORD.CA

**NEW APPLICATION**
                         
  **RENEWAL APPLICATION**

**PLUMBING CONTRACTOR**  
 New - \$448.00  
 Renew - \$344.00

**SEWER/DRAIN LAYER CONTRACTOR**  
 New - \$448.00  
 Renew - \$344.00

**MASTER PLUMBER**  
 New - \$323.00  
 Renew - \$223.00

**MASTER DRAIN LAYER**  
 New - \$323.00  
 Renew - \$223.00

NAME OF MASTER/CONTRACTOR		NAME OF BUSINESS (OPERATING AS)	
MAILING ADDRESS		BUSINESS ADDRESS (LOCATION TO BE LICENSED)	
CITY	POSTAL CODE	CITY	POSTAL CODE
HOME PHONE	CELL PHONE	BUSINESS PHONE	FAX

E-MAIL ADDRESS (For Correspondence Purposes)

**ADDITIONAL REQUIREMENTS:**

- (a) a copy of the certificate of qualification of every master plumber and master drain layer employed in the business;
- (b) the full names of every apprentice plumber, journeyman plumber, master plumber, and master drain layer employed in the business;
- (c) proof that the applicant has obtained and will maintain a commercial general liability insurance policy with a policy limit of not less than \$2,000,000 per occurrence; and
- (d) a copy of the registration, licence plate number, make and model of every vehicle used in the business.

DOES ANY PLUMBER HAVE A BACKFLOW TESTERS CERTIFICATE? YES / NO (Circle one)	WILLING TO WORK ON LEAD SERVICE LINE REPLACEMENT? YES / NO (Circle one)
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PLUMBER'S NAME:	CERTIFICATE NUMBER: (Attach Copy)
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SIGNATURE <i>I have the authority to bind the business/corporation</i>	TITLE	DATE (M/D/Y)
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NAME IN FULL (PLEASE PRINT)

**FOR OFFICE USE ONLY**

LICENCE FEE	PAYMENT METHOD	CASH <input type="checkbox"/>	DEBIT <input type="checkbox"/>	MASTER CARD <input type="checkbox"/>
		VISA <input type="checkbox"/>	CHEQUE <input type="checkbox"/>	

CERTIFICATE OF QUALIFICATION    
 PROOF OF INSURANCE    
 VEHICLE REGISTRANTION    
 NAMES OF EMPLOYEES

TAG(S) ISSUED		
PHOTO ID ISSUED	COMMENTS:	
MASTER NUMBER	CONTRACTOR NUMBER	BLDG APPROVAL:
DATE RECEIVED	CUSTOMER NUMBER	DATE ISSUED

Please direct any inquiries regarding this form or licence fees to the Clerk's Department 519-759-4150.

**RETURN COMPLETED FORM WITH APPLICABLE LICENCE FEE TO CITY CLERK'S DEPARTMENT,  
100 WELLINGTON SQUARE, PO BOX 818, BRANTFORD, ON N3T 5R7**

*Information on this form is collected under the authority of Section 10(2) 11 of the Municipal Act, 2001, as amended and Chapter 326 of the City of Brantford Municipal Code, and will be used in the approval process for obtaining a Business Licence. This information is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection of personal information should be directed to the Manager of Licensing & Administrative Services, 100 Wellington Square, Brantford, Ontario N3T 2M2 (519)759-4150.*



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**Business Licensing  
Municipal Code Chapter 326**

Master Plumber means a person who holds a certificate of qualification from the Province of Ontario as a plumber, who is qualified in the planning, superintending and installation of plumbing, is familiar with the laws, rules and regulations governing the same, and who alone, or by journeyman and/or apprentice plumbers under his or her supervision, performs plumbing work.

Plumbing Contractor means a person who carries on a business of performing plumbing work in the City, who employs at least one master plumber who is not carrying on any separate plumbing business or work as a plumber, and may include a master plumber.

**On November 18, 2013, City Council passed a revised Business Licensing bylaw. As a result of this bylaw, the annual expiration date has been changed from December 31st to March 31st.**

A few key highlights of the changes in Business Licensing bylaws and the **Plumbing Trades** schedule are as follows:

- Change in annual expiration date to March 31st annually
- The establishment of a late fee for failing to renew your Business licence prior to the expiration effective April 1st annually
- Creation of standard application requirements including the addition of the following:
  - Every application for a licence shall contain all of the following information:
    - the name of the applicant, along with a copy of the applicant's identification;
    - if a corporation, a copy of the constituting documents of the corporation and a copy of the master business licence of the corporation;
    - a list of vehicles, along with licence plate numbers for said vehicles, use in connection with the business;
    - proof that the applicant has obtained and will maintain a commercial general liability insurance policy with a policy limit of not less than \$2,000,000 per occurrence.

