

# 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](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](http://www.municipalaffairs.alberta.ca/documents/nhbpo/NHBPS_v2_RB_User_Manual.pdf)
- You can also email [builderlicensing@gov.ab.ca](mailto:builderlicensing@gov.ab.ca) or call 1-866-421-6929