

Licensed Mechanical Contractor Application M-PRIME Licence

Date: _____, 20 _____

**To the designated employee,
I hereby make application for an M-PRIME MECHANICAL contractor licence.**

Name _____ / _____
(print first and last name) (signature)

Home Address _____
(include apt # / unit # / box, grp, rr# where applicable)

Personal

Info

(all fields
required)

Town/City _____ Province _____ Postal Code _____

Personal Email _____

Personal Landline _____ Personal Mobile _____

Business Name _____

Business Address _____

Organization

Info

(if applicable)

Town/City _____ Province _____ Postal Code _____

Business Email _____

Business Landline _____ Business Mobile _____

This application is for a Mechanical Contractor's Licence under and subject to the provisions of the City of Winnipeg Building By-law and any conditions or restrictions as outlined on the licence. **The holder of a Mechanical Contractor M-PRIME Licence shall be limited to obtaining mechanical permits for:**

- **HVAC systems, where that work is to be performed by a licenced "M1" mechanical contractor, and**
- **sprinkler fire protection systems, where that work is to be performed by a licenced "M2" mechanical contractor,**

All of which is governed by the City of Winnipeg By-laws.

Licence term: 1 yr. 3 yrs. [Licence fees](#)

Submit the completed application and conditions forms with payment for the term selected via mail (cheque only; payable to The City of Winnipeg) or in person (cash, cheque, debit or credit card).

Conditions of Contractor Licence

1. As a licenced M-Prime contractor, I am aware that the work proposed on a mechanical permit for which I am an applicant must be performed by a licenced M1 or M2 contractor, as applicable, and that I must identify the licenced contractor on the permit application.
2. I am aware that if I incorrectly identify a licenced M1 or M2 contractor on a permit application, the permit or application will be immediately cancelled with a non-refundable administration fee being withheld, and re-application necessary, before the permit will proceed.
3. Where the licenced M1 or M2 contractor identified on a mechanical permit is no longer performing the work as specified on the permit, the licenced M-Prime contractor shall notify the City of Winnipeg in writing of the new licenced M1 or M2 Mechanical Contractor that is to be performing the work. The new licenced M1 or M2 Contractor shall be responsible for completion and correction of all defects for the scope of work specified on the permit for which the previous licenced M1 or M2 Contractor was contracted to perform.
4. I am aware of the fees, printed in the Planning, Development and Building Fees and Charges Schedule, associated with
 - a. failure to call for an inspection or notify the City that work has been initiated within six months of obtaining a permit,
 - b. failure to call for re-inspection of a defect, or to obtain an extension from the City within seven (7) working days of a defect being identified,
 - c. failure to close a permit or obtain an extension from the City within three-years of a permit being issued, and
 - d. work performed without a permit by an individual or contractor not licenced by the City for work which
 - i. requires a permit, and
 - ii. requires the permit holder to have a valid licence issued by the City.
5. I am aware that I must inform the City where any addition, deletion, deviation and/or revision of work is made regarding the scope of work approved under the subject permit.
6. I am aware that my licence may be revoked if, in the opinion of the authority having jurisdiction, I have violated any of the provisions of the Building Bylaw or the Building Code. This includes engaging in work without a permit where a permit is required.
7. I am aware that my contractor's licence is intended to be continuous and if not renewed by the expiry date noted on the licence, a late fee will be added to the cost of the licence. (Please note that licence renewal reminders will be sent via email; no hard copies will be mailed.)
8. I am aware that I must declare the value of the work, which shall include permanent or fixed equipment and devices as well as the labour, materials, and other devices necessary to complete the work for which the permit is being sought.
9. I am aware that certification by the professional designer is required for all work for which the professional designer is involved.
10. I have read and understood the attached Important Information for Licenced Mechanical Contractors document.

Name _____ / _____
(print first and last name) (signature)

Important Information for Licenced Mechanical Contractors

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Qualifications and requirements for licenced mechanical contractors

There are four unique types of mechanical contractor licences:

- ◆ M1 – HVAC
An M1 contractor licence allows an individual to perform any HVAC work governed by the City of Winnipeg By-laws. The individual must be the holder of a Province of Manitoba journey person sheet metal installer/technician certificate or an inter-Provincial red seal sheet metal certificate with no expiry date.
- ◆ M2 – Sprinkler installations
An M2 contractor licence allows an individual to perform any sprinkler systems work governed by the City of Winnipeg By-laws. The individual must be the holder of a Province of Manitoba journey person sprinkler system installer certificate or an inter-Provincial red seal sprinkler system installer certificate with no expiry date.
- ◆ M3 – Limited licence for certified installers of commercial cooking and other special mechanical systems
An M3 contractor licence allows an individual to perform work on specific equipment as detailed in the certification from the equipment manufacturer. The individual must be certified by the manufacturer of the equipment and said certification must remain valid for the duration of the contractor licence term.

Important Information for Licenced Mechanical Contractors (cont'd.)

- ◆ M-Prime – Prime mechanical contractor
 - The M-Prime contractor licence allows an individual to obtain M1 (HVAC) and M2 (sprinkler) permits as a Prime Mechanical Contractor managing, being responsible for, and serving as the main contact for the project for which the permit is obtained.
 - At the time of permit application, the M-Prime licenced contractor must declare a licenced M1 or M2 sub-contractor, as applicable, who will perform the HVAC or sprinkler work for which a licenced contractor is required.

See the [Mechanical Contractor Licencing webpage](#) for application forms.

Contractor responsibilities

Your City of Winnipeg mechanical contractor licence is issued to you personally, based on your personal qualifications, and not to a company or other entity. You are responsible for all mechanical work performed under permits obtained via your licence whether you perform the work personally or not. The contact information provided to us is assumed to be your current correct personal information. If you have provided your business info in lieu of your personal info or if your personal information has changed, please contact us to rectify/update at contractorlicence@winnipeg.ca.

As a mechanical contractor you are expected to be familiar with, and comply with, both the administrative and technical requirements of the [Winnipeg Building By-law No. 4555/87](#), and the pertinent sections of the [Planning, Development, and Building Fees and Charges Schedule](#) which outline the requirements pertaining to the Mechanical Contractor's responsibilities, the permit procedure, and penalties, all which are of particular interest to the contractor.

For licenced M3 contractors specifically, the work allowed to be performed is limited to the equipment and conditions specified on the manufacturer's certification and approval for the specified equipment. This certification may be conditional upon place of employment and may include an expiry date. A condition of your City of Winnipeg mechanical contractor licence is that the requirements of the manufacturer's certification be maintained for the duration of the licence term.

Be aware that your licence may be revoked if, in the opinion of the authority having jurisdiction, you have violated any of the provisions of the Winnipeg Building By-law; this includes engaging in work without a permit where a permit is required.

Representing a company/ Owning a business

If you wish to register a business name and have that name reflected on your mechanical permits, we can create an associate business folder for that purpose. To do this, [send an email request to add your business name](#). Include your name and licence number and provide all related company contact information (organization name, business address, business landline, business mobile number and your business email address). Also indicate if you would like to have access to Permits Online for that folder.

Internet access – Permits Online

We strongly encourage all licenced contractors to register for Permits Online, our permits web hub. Using Permits Online you can apply and pay for your permits, track the status of your applications and permits,

Important Information for Licenced Mechanical Contractors (cont'd.)

determine the cost of a permit prior to application submission, update your personal contact information and pay your contractor licence renewal fee. To register, forward your name and licence number via an [email request for Permits Online access](#).

Mechanical Info Centre

The [Mechanical Info Centre](#) is a City webpage that contains checklists, documents, information, fees, contact info, news, etc. for all things mechanical. The webpage provides quick links to our Permits Online portal so you can apply for a permit online and check the status of your applications, etc. The site is frequently updated so you can be assured the information is current. Be sure to bookmark our Mechanical Info Centre page or add it to your favourites for easy future access.

How to apply for a permit

Permit applications may be made in person at our Permits Office at Unit 31, 30 Fort Street or [online via your Permits Online login](#). Application forms for in-person applications are available under Downloadable Forms and Checklists on our [Mechanical Info Centre](#). In order to apply online, you must be a registered Permits Online user as noted in the Internet access section above.

Online list of licenced contractors

As a public service, and possibly as promotion for your business, the City publishes a nightly updated online [list of licenced mechanical contractors](#). To protect your privacy, we only publish the contractor's name and business name (if applicable) and the type of licence. Note that this is NOT an option; all active licenced contractors are published. If there are any errors in your published information or your name does not appear on the list when you think it should, [notify us of required changes by email](#).

Authorized Signees

If you have a staff member tasked with submitting permit applications on your behalf, you may want to add that person as an "authorized signee" under your licence. To do this, [send an email to add an authorized signee](#) and include the signee's first and last name, address, contact numbers (landline, mobile) and email address and state if you wish to grant him/her Permits Online access. Alternatively, new applicants can complete the "New Authorized Signees" portion of the Licenced Contractor Information Form sent with their notification of exam passed while existing contractors can [request a current Contractor Information Form](#) be sent for completion and submission. Note that authorized signees must be employed by you and that you assume full responsibility for permits obtained by them on your behalf.

Permit-related emails

The Development and Inspections Division communicates regularly via email, whether sent automatically at specific permit-related milestones or manually by City staff. These emails are typically sent to the permit applicant to the email address we have on file and, depending on the permit type or whether Housing or Commercial, etc., may or may not be cc'd to the licenced contractor if the permit applicant is an authorized signee. We acknowledge that the Division's business rules may not suit each company's individual business rules so we recommend you set up your email rules/filters to manage your City of Winnipeg permit-related emails to suit your specific business practices.

Important Information for Licenced Mechanical Contractors (cont'd.)

Term of licence and renewals

As a mechanical contractor, you have the option of activating your licence for a one-year or three-year term which will expire on the date indicated on the licence.

- ◆ Approximately 1½ months prior to your licence expiration date, you will receive a notice alerting you of the upcoming licence expiry and accepted methods of payment.
- ◆ Prior to expiration, a number of reminder emails will be sent to the email address(es) we have on file.
- ◆ At each licence renewal, you will be requested to confirm your contact information and that of your business and any authorized signees you may have.
- ◆ A late fee will be applied to all licence renewals made after the expiry date, with no exceptions.

Your contractor's licence is intended to be continuous. Should your licence not be renewed within six months of the expiration date indicated, it will become null and void and you must produce a valid qualification certificate to re-qualify. Note that if you opt to allow your contractor's licence to expire beyond six months, you are still responsible for all active permits under your licence until they are closed or cancelled. Refer to the process for "not renewing a licence," below.

Retirement / Closing or leaving a business / Not renewing a licence/ Death

If retiring from or leaving a business, closing a business, opting to not renew a licence, or in the case of the passing of a licenced contractor, please note the following:

1. We cannot transfer permits to another contractor.
2. A plan must be in place for closing all open permits under the contractor's licence before the licence expires (refer also to the paragraph below for guidelines regarding the sudden passing of a licenced contractor). Open permits can be viewed by logging on to Permits Online.
3. A call for inspection is required for each open permit before it can be closed. Ultimately, the responsibility is on the licenced mechanical contractor to contact the Mechanical Inspections Branch to schedule final inspections and ensure the permit is closed.
4. Additional requirements for **RETIREMENT** or when **LEAVING A BUSINESS**:
 - a. As the licenced contractor, you are still responsible for all work under your licence.
 - b. Ensure a new licenced contractor is in place for the company as soon as possible and definitely before your departure from the company.
 - c. Ensure all new permits are obtained under the new contractor's licence rather than under yours.
 - d. All open permits must be closed in a reasonable amount of time, preferably before company departure but definitely within 60 days thereof.
 - i. Upon request to the Chief Mechanical Inspector, an extension to the 60-day grace period may be granted for larger projects that will not be completed within the 60 days.
 - ii. You must indicate to the Inspections Branch who will be the company contact person for taking active responsibility for permit cleanup after your departure. Note that this does not negate your own responsibilities as the licence holder.

Important Information for Licenced Mechanical Contractors (cont'd.)

5. Additional requirements when opting to **NOT RENEW** a licence:
 - a. As the licenced contractor, you are still responsible for all work under permits obtained under your licence.
 - b. If additional time to complete open projects is required, the licence must be renewed for a term suitable for the project completion(s) (i.e.: 1-year or 3-year).
6. In the case of the **SUDDEN PASSING** of a licenced contractor:
 - a. Ensure a new licenced contractor is in place for the company as soon as possible.
 - b. Do not attempt to obtain permits under the deceased's licence. All new permits **MUST** be obtained under the new contractor's licence.
 - c. Contact the Inspections Branch with a proposed plan to close all open permits under the deceased's licence within 60 days. For larger projects that will not be completed within 60 days, an extension may be granted upon request.
 - d. The new contractor is expected to be the company contact person for taking active responsibility for cleanup of the deceased's permits.

Contact us

Any questions, concerns, etc., please contact us at contractorlicence@winnipeg.ca.

AUTHORIZED SIGNEE INFORMATION

(please print legibly or complete electronically)

NEW AUTHORIZED SIGNEES

Name: _____

Name: _____

Organization Name: _____

Organization Name: _____

Bus. Landline: _____

Bus. Landline: _____

Mobile: _____

Mobile: _____

Email: _____

Email: _____

Signature: _____

Signature: _____

DECLARATION BY LICENCED CONTRACTOR

The above authorized signees are employed by me and authorized to obtain Mechanical M1 and M2 permits on behalf of myself for which I assume full responsibility.

Contractor's

Date

Signature _____

Submitted _____