

Licensed Mechanical Contractor Application M-Prime Licence

Application date: _____, 20 _____

The holder of a mechanical contractor M-Prime licence shall be limited to obtaining mechanical permits governed by City of Winnipeg bylaws for:

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

I hereby make application for an M-Prime mechanical contractor licence. This application is subject to the provisions of the Winnipeg Building By-law and any conditions or restrictions as outlined on the licence

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

Personal Information (mandatory)	Home mailing address: _____ <i>(include apartment / unit / box, group, RR number, where applicable)</i> City/town: _____ Province: _____ Postal code: _____ Personal email: _____ Personal landline: _____ Personal mobile: _____
Organization Information (if applicable)	Business name: _____ Business address: _____ City/town: _____ Province: _____ Postal code: _____ Business email: _____ Business landline: _____ Business mobile: _____

Licence term: One year Contractor licence fees: [Planning, Development and Building Fees and Charges](#)

Submit the following documentation to contractorlicence@winnipeg.ca:

- application and authorized signee information forms
- signed Conditions of contractor licence form

Credit card payment instructions will be provided once your application has been processed. You may also mail your application package with payment by cheque payable to the City of Winnipeg.

Your personal information is being collected consistent with the requirements and limitations set out under *The Freedom of Information and Protection of Privacy Act (FIPPA)*. This collection of personal information is authorized by section 36(1)(b) of The FIPPA for the administration of *The Winnipeg Building By-law*. Your information is protected by FIPPA's privacy provisions and will not be used or disclosed for any other purpose, except as authorized by law. Contact the City of Winnipeg's Corporate Access and Privacy Officer by mail (City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9) or by telephone (311) if you have questions about this collection of your personal information.

Conditions of Contractor Licence

1. As a licensed M-Prime contractor, I am aware that the work proposed on a mechanical permit application for which I am an applicant must be performed by a licensed M1 or M2 contractor, as applicable, and that I must identify the licensed contractor on the permit application.
2. I am aware that if I incorrectly identify a licensed M1 or M2 contractor on a permit application, the application or permit will be immediately cancelled with a non-refundable administration fee withheld, and re-application necessary.
3. Where the licensed M1 or M2 contractor identified on a mechanical permit is no longer performing the work as specified on the permit, the permit applicant shall notify the City in writing of the new licensed M1 or M2 mechanical contractor that will be performing the work. The new licensed 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 licensed M1 or M2 contractor was contracted to perform.
4. I am aware of the fees outlined in the Planning, Development and Building Fees and Charges schedule, including:
 - 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 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
 - d. work performed without a permit by an individual or contractor not licensed by the City for work which requires a permit and 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 suspended or revoked if I have violated any of the provisions of the Winnipeg Building By-law, the Manitoba Building Code or the conditions of this licence. This includes engaging in work without a permit where a permit is required.
7. I am aware that my contractor 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. Licence renewal reminders will be sent via email; paper copies may not 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 [Mechanical licensed contractor information](#).
11. I have advised my authorized signees, as applicable, of these conditions.

By signing this document, I acknowledge that I understand and agree to the above conditions of contractor licence:

Name: _____ Date: _____

Signature: _____

Authorized Signee Information

New authorized signees

Name: _____ Name: _____

Business landline: _____ Business landline: _____

Mobile: _____ Mobile: _____

Email: _____ Email: _____

Declaration by licensed contractor

I declare the above contact information to be complete and correct. The above authorized signees are employed by me and authorized to obtain mechanical M1 and M2 permits on my behalf for which I assume full responsibility.

Contractor signature: _____ Date: _____