

## Licensed Demolition Contractor Application

This application is for a Demolition Contractor Licence subject to the provisions of the Winnipeg Building By-law and any conditions or restrictions as outlined on the licence.

Application date: \_\_\_\_\_, 20 \_\_\_\_\_

Type of licence (select one):  D1  D2  D-Prime

### Organization information

Company name: _____		
Company mailing address: _____		
City/town: _____	Province: _____	Postal code: _____
Company email*: _____		
Company landline: _____	Company mobile: _____	

\* The company email should be a shared email address rather than a personal address; a mailbox that all current and future administrators can access to monitor all permits under the company licence.

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

Submit the following documentation to [contractorlicence@winnipeg.ca](mailto:contractorlicence@winnipeg.ca):

- application and administrator/authorized signee information forms
- signed conditions of contractor licence form
- copy of COR/SECOR certification (D1/D2 only)
- verification of liability insurance (D1/D2 only); certificate of insurance must indicate that operations include demolition and must detail any restrictions or limitations with respect to demolition activities. If no restrictions or limitations, it must indicate so.

Credit card payment instructions will be provided once document processing is complete. You may also mail your application package with payment by cheque payable to the City of Winnipeg.

## Conditions of Contractor Licence

1. I am aware of the fees outlined in the Planning, Development and Building Fees and Charges Schedule.
2. I am aware that the company must inform the City where any revision of work is made regarding the scope of work approved under the subject permit.
3. I am aware that the company licence may be suspended or revoked if the company has violated any of the provisions of the Winnipeg Building By-law, the Manitoba Building Code or the conditions of the licence. This includes engaging in work without a permit where a permit is required.
4. I am aware that the company 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.
5. I am aware that the company 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.
6. I am aware that as a D1 or D2 licence holder, the company will receive an email identifying its association with a permit applied for by a licensed D-Prime contractor, and that if not associated with that permit, I must contact the City immediately to indicate such.
7. I am aware that, for D-Prime licence holders:
  - a. The work proposed on a D-Prime demolition permit application must be performed by a licensed D1 or D2 contractor, as applicable, and the licensed contractor must be identified on the permit application.
  - b. If the company incorrectly identifies a licensed D1 or D2 contractor on a permit application, the application or permit will be immediately cancelled with a non-refundable administration fee withheld, and re-application necessary.
  - c. Where the licensed D1 or D2 contractor identified on a demolition permit is no longer performing the work as specified on the permit, the licensed D-Prime company shall notify the City in writing of the new licensed D1 or D2 demolition contractor that will be performing the work.
8. I have read and understood the [Demolition licensed contractor information](#).
9. I have advised other administrators and 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:

Administrator name: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator signature: \_\_\_\_\_

## Administrator / Authorized Signee Information

### Licence administrator(s) – mandatory

It is mandatory to name at least one administrator. Administrators listed below are authorized to apply for permits under the organization's contractor licence and have permission to modify the administrators and authorized signees associated with this organization's licence. Submit additional copies of this page if naming more than two administrators.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Landline: \_\_\_\_\_

Landline: \_\_\_\_\_

Mobile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### Authorized signee(s) – optional

The authorized signee(s) listed below are authorized to apply for permits on behalf of the organization associated with this contractor licence. Submit additional copies of this page if naming more than two authorized signees.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Landline: \_\_\_\_\_

Landline: \_\_\_\_\_

Mobile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### Declaration by administrator

The above administrators and authorized signees are authorized to obtain demolition permits on behalf of the licensed organization for which I assume full responsibility.

Administrator name: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator signature: \_\_\_\_\_