

Licensed Demolition Contractor Information and Application

Important Information for Licensed Demolition Contractors

Table of Contents

Qualifications and requirements for licensed demolition contractors	2
Contractor responsibilities	2
COR/SECOR certification	3
Liability insurance.....	3
Administrators	3
Authorized signees.....	3
Internet access – Permits Online	3
How to apply for a permit	4
Permit-related emails	4
Closing a business / not renewing a licence	4
Administrator leaving the company	5
Contact us	5
Conditions of Contractor Licence	6
Licensed Demolition Contractor Application	7
Administrator / authorized signee information	8

Qualifications and requirements for licensed demolition contractors

The program offers three licensing options:

- D1 – full licence for all demolitions
A D1 contractor licence allows a company to perform any demolition work governed by the City of Winnipeg By-laws. The company must be COR or SECOR certified and must hold a minimum \$5 million liability insurance (certificate of insurance must indicate that operations include demolition).
- D2 – limited licence for residential demolitions only (single/two family dwellings and row housing)
A D2 contractor licence allows a company to perform demolition work governed by the City of Winnipeg By-laws to single- and two-family dwellings and row housing only. The company must be COR or SECOR certified and must hold a minimum \$2 million liability insurance (certificate of insurance must indicate that operations include demolition).
- D-Prime – a project manager licence for builders/developers to facilitate sub-contracting of demolition activities to a D1 or D2 licensed contractor
 - The D-Prime contractor licence allows a company to obtain demolition permits as a Prime Demolition 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 D-Prime licensed contractor must declare a licensed D1 or D2 sub-contractor, as applicable, who will perform the demolition work for which a licensed contractor is required.

In summary, demolition companies must meet the following criteria to obtain a licence:

- COR or SECOR certification (D1/D2 only)
- Verification of appropriate liability insurance (D1/D2 only); certificate of insurance must indicate that operations include demolition
- Payment of an annual contractor licence fee
Note: There will be no annual licence fee for 2023. Fees will be applicable for 2024 licences.

Companies not COR/SECOR certified must be registered for certification to qualify for a D1 or D2 demolition contractor licence in 2023. COR/SECOR certification must be achieved by 2024.

Contractor responsibilities

Your City of Winnipeg demolition contractor licence is issued to the company. Your company is responsible for all demolition work performed under permits obtained via the licence. The contact information provided to us is assumed to be the current correct information. If any contact information has changed, email contractorlicence@winnipeg.ca to request an Information Change form.

As a demolition 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 Demolition Contractor's responsibilities, the permit procedure, and penalties, all which are of particular interest to the contractor.

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.

Utility disconnection: It is the licensed demolition contractor's responsibility to ensure that all utilities, including electricity and natural gas, are in an appropriate state for the building demolition. The contractor must ensure that arrangements have been made with Manitoba Hydro and other utility providers prior to commencing demolition.

COR/SECOR certification

COR or SECOR certification is a condition of your City of Winnipeg demolition contractor licence. Training and certification is delivered by the [Construction Safety Association of Manitoba](#) and the [Manitoba Heavy Construction Association](#).

Your contractor licence will be suspended if the COR or SECOR certification is revoked or not maintained. The suspension does not carry a financial penalty however, if the contractor licence is suspended, your company is not eligible to obtain permits for demolition work. Additionally, a suspended company cannot be listed under a D-Prime application as the licensed D1 or D2 contractor. Once COR or SECOR certification is re-established, the suspension will be lifted.

Liability insurance

Companies are required to maintain liability insurance coverage, which may include pollution liability if hazardous materials are involved. Liability insurance requirements are as follows:

- D1 – minimum \$5 million per occurrence
- D2 – minimum \$2 million per occurrence
- Certificate of insurance must indicate that operations include demolition

The City of Winnipeg, Risk Management Division, Insurance Branch will determine if the liability insurance certificate submitted is acceptable and will monitor expiry. Approximately two weeks before expiry, the Insurance Branch will contact the licensed contractor and the insurance broker and request a renewal certificate of insurance. If a renewal certificate is not provided before the expiry date, the contractor licence will be suspended until a renewal certificate is provided and processed by the Insurance Branch.

The suspension does not carry a financial penalty but, companies with suspended licences cannot apply for new demolition permits nor can they be listed as the licensed D1 or D2 contractor under a new D-Prime permit application. A suspension notice will be emailed to licence administrators upon certificate expiry.

Administrators

Administrators:

- are authorized to apply for permits under the company contractor licence
- have permission to modify the administrators associated with the company licence
- have permission to modify the authorized signees associated with the company licence
- serve as the primary contact for the licence
- serve as the alternate contact if the permit applicant is unavailable

Administrators are typically company owners, a person designated as a contract administrator and others having authority in the company. It is mandatory to name at least one administrator.

Authorized signees

Any staff members, in addition to the Administrator(s), who may be submitting permit applications on behalf of the company must be listed as an 'authorized signee' under the company licence. Authorized signees must be employed by the company, who assumes full responsibility for permits obtained by the authorized signees on the company's behalf. As permit applicants, authorized signees serve as the main contact for the permits they have obtained.

Internet access – Permits Online

We strongly encourage all licensed contractors to register for Permits Online. Permits Online allows you to pay for permits and track the status of applications and permits. In addition, administrators can pay the contractor licence renewal fee. A registration email will be sent to all administrators upon new application and to authorized signees as they are added.

How to apply for a permit

The Demolition/Removal Building Permit Application Form is available at winnipeg.ca/ppd/permits/Residential/Demolitions.stm and winnipeg.ca/ppd/permits/Commercial/Resources.stm. Refer to the permit application for detailed requirements and how to submit an application.

Permit-related emails

The Development & 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's email address on file and, depending on the permit type, etc., may or may not be copied to the licensed company's email. 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.

Term of licence and renewals

As a demolition contractor, your company licence will be valid for a one-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 the company contact information and that of the administrators and any authorized signees.
- A late fee will be applied to all licence renewals made after the expiry date, with no exceptions.

Your company contractor licence is intended to be continuous. Should the licence not be renewed within six months of the expiration date indicated, it will become null and void and the company must re-qualify as per the qualifications and requirements noted above, and pay the applicable late fee.

If there are active permits associated with the licence, it is expected that the licence be renewed until all active permits can be closed. If the company allows the contract licence to expire beyond six months, the company is still responsible for all active permits under the licence until they are closed or cancelled. Refer to the process for "not renewing a licence" below.

Closing a business / not renewing a licence

If closing a business or opting to not renew a licence:

1. We **cannot transfer permits to another company's contractor licence**.
2. A plan must be in place for closing all active permits under the licence before the licence expires. As the licensed contractor, the company is still responsible for all work under permits obtained under the licence. If additional time to complete active projects is required, the licence must be renewed until project completion(s). Active permits can be viewed by logging in to Permits Online.
3. If closing the licensed company before the completion of all active projects, where another separate company is taking over the project(s) to completion:
 - a. a new permit must be in place before the original permit is closed.
 - b. the administrator must coordinate the closure of the original permit with the appropriate Inspections Branch.
4. A call for inspection is required for each active permit before it can be closed. Ultimately, it is the responsibility of the licensed demolition contractor to contact the applicable Inspections Branch to schedule inspections as required and ensure the permit is closed.

Administrator leaving the company

If an administrator retires, suddenly passes or otherwise leaves the company:

1. If there is more than one administrator linked to the licence, simply request the inactive administrator be removed from the licence.
2. If the inactive administrator is the only administrator associated with the licence, a new licence administrator must be in place for the company before the departure of the inactive administrator, if possible.

Contact us

Any questions or concerns, contact contractorlicence@winnipeg.ca.

Conditions of Contractor Licence

1. I am aware of the fees, printed 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 revoked if, in the opinion of the authority having jurisdiction, the company has violated any of the provisions of the Building By-law or the Building Code. 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; no hard copies will 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 certification by the professional designer is required for all work for which the professional designer is involved.
8. I have read and understood the attached Important Information for Licensed Demolition Contractors document.

Administrator name: _____ Date: _____

Administrator signature: _____

Licensed Demolition Contractor Application

Date: _____, 20____

Type of licence: D1 D2 D-Prime

Organization Information

Company name: _____		
Company mailing address: _____		
Town/City: _____	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.

This application is for a Demolition 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.

Licence fees (no licensing fee for 2023)

Submit the following documentation via email to contractorlicence@winnipeg.ca:

- completed 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

Submit payment after receiving notification that document processing is complete. Credit card payment instructions will be provided at that time.

Demolition Contractor Administrator / authorized signee information

(please print clearly or complete electronically)

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: _____