

# 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

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manufacturer of the equipment and said certification must remain valid for the duration of the contractor licence term.

- ◆ 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](mailto: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.

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## **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 permit applications, track the status of your applications and permits, 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 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 and monitoring 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, 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 their behaviour and actions in relation to permits and for permits obtained by them on your behalf. Where an authorized signee has been confrontational or uncooperative with City staff, The City may request removal of that signee, or may suspend the contractor licence.

## **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 practices so we recommend you

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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 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; ensure it/they remain current.
- ◆ 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 automatically 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 and pay the late fee owing for non-renewal prior to expiry. 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.

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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](mailto:contractorlicence@winnipeg.ca).