



Planning, Property and Development Department  
Development and Inspections Division

# LICENCED 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 name in full) (signature)

**Personal Info**  
(all fields required)

Home Address \_\_\_\_\_  
(include apt # / unit # / box, grp, rr# where applicable)  
Town/City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Personal Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Personal Mobile \_\_\_\_\_

**Organization Info**  
(if applicable)

Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Town/City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Business Email \_\_\_\_\_  
Business Phone \_\_\_\_\_ 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:**

- any HVAC and/or mechanical hazardous process systems, where that work is to be performed by a licenced “M1” Mechanical Contractor, and
- fire protection (sprinkler) 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.

Indicate term of licence application  1 year  3 years [contractor licence fees](#)

To obtain your contractor licence, submit payment for the term selected and mail to: The City of Winnipeg, Contractor Licencing, Unit 18 – 30 Fort Street, Winnipeg, R3C 4K4. Alternatively, payment may be made in person by cash, cheque, debit or credit card.



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**CONDITIONS OF 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 with-held, 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 one month 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 date noted on the licence – within one-year or three-years as applicable – 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 out)*
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.*

Name \_\_\_\_\_ / \_\_\_\_\_  
(print name in full) (signature)



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## IMPORTANT INFORMATION FOR LICENCED MECHANICAL CONTRACTORS

### **Contractor responsibilities**

Your City of Winnipeg mechanical contractor's licence is issued to you personally 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.

**As a contractor you are expected to be familiar with, and comply with, the Winnipeg Building By-law No. 4555/87, which outlines the requirements pertaining to the Mechanical Contractor's responsibilities, the permit procedure and penalties, all which are of particular interest to the contractor.**

### **Are you representing a company or do you own a business?**

If you wish to have a business name displayed on your mechanical permits, we can create an associate business folder for that purpose. To do this, please email a request to [contractorlicence@winnipeg.ca](mailto:contractorlicence@winnipeg.ca) with your name and licence number and provide all related company contact information (organization name, business address, business landline and mobile phone numbers, and your business email address). Alternatively, complete the "Organization Information" portion of the attached Licenced Contractor Information Form and submit along with your contractor licence payment.

### **Internet access**

We strongly encourage all licenced contractors to register for internet access. With internet access you can apply and pay for permits online, track the status of your permits, determine the cost of a permit prior to application submission, update your personal contact information & authorized signees, and pay your annual licence renewal fee online. New applicants will receive an auto email inviting you to register for internet access once payment for your contractor's licence has been processed. Existing contractors should forward their name and licence number via an email request to [contractorlicence@winnipeg.ca](mailto:contractorlicence@winnipeg.ca).

### **Mechanical & Plumbing Info Centre**

The [Mechanical & Plumbing Info Centre](#) is a City webpage that contains checklists, documents, information, fees, contact info, etc. for all things mechanical and plumbing. Its intent is to serve the public as well as the professional; the housing installer as well as commercial & industrial installers. The webpage provides quick links to our Permits Online portal so you can apply for a permit online and check the status of your permits. The site is frequently updated so you can be assured the information is current. Be sure to bookmark this 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, by fax to 204-986-6347 or [online](#). Application forms for in person or faxed applications are available under the Downloadable Forms and Checklists bubble on our [Mechanical & Plumbing Info Centre](#). In order to apply for permits online, you must be registered for internet access as previously noted.

### **Online list of licenced contractors**

As a public service, and possibly as a selling feature for your business, the City publishes an online [list of licenced mechanical contractors](#) that is updated nightly. To protect your privacy, we only publish the contractor's name, 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 at [contractorlicence@winnipeg.ca](mailto:contractorlicence@winnipeg.ca).



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**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, notify us at [contractorlicence@winnipeg.ca](mailto:contractorlicence@winnipeg.ca) 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 internet 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.

**Term of licence and renewals**

The term for your contractor’s licence is based on the date payment for your licence is processed, with options to pay for a one-year or a three-year term.

- ◆ For each subsequent term, approximately 1½ months prior to your licence expiration date, you will receive a notice notifying you of the upcoming expiration date and accepted methods of payment.
- ◆ At each annual licence renewal, you will be required 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.
- ◆ Your contractor’s licence is intended to be continuous. Should your licence not be renewed within twelve months of the expiration date indicated, it will become null and void and you will be required to re-write the exam in order to re-qualify.

**Contact Us**

Any questions, concerns, etc., please contact us at [contractorlicence@winnipeg.ca](mailto:contractorlicence@winnipeg.ca).

**AUTHORIZED SIGNEE INFORMATION**

(please print legibly or complete electronically)

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**NEW AUTHORIZED SIGNEES**

Name: _____	Name: _____
Organization name: _____	Organization name: _____
Mailing address: _____	Mailing address: _____
Bus. phone (landline): _____	Bus. phone (landline): _____
Mobile phone: _____	Mobile phone: _____
Email: _____	Email: _____
Signature: _____	Signature: _____

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**DECLARATION BY LICENCED CONTRACTOR**

The above authorized signees are employed by me and authorized to obtain «clicktype» permits on behalf of myself for which I assume full responsibility.

Contractor’s Signature _____	Date Submitted _____
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