

Dear Home Builder:

New requirements came into effect on December 1, 2017 for residential builders in Alberta. All residential builders in Alberta are required to have a builder licence in order to obtain permits for new homes and to construct new homes.

**Don't wait!** You are encouraged to apply **for your full licence now**, in advance of the construction season, **to avoid delays that could impact your business.**

### **Who Requires a Builder Licence?**

If you build residential homes in Alberta, you will need a builder licence. You can apply for either a General Contractor or a Developer Licence.

A **General Contractor** licence is required for homes where the Alberta Building Code does not require the involvement of a coordinating registered professional. This includes homes that are up to four dwelling units.

A **Developer** licence is required for homes where the Alberta Building Code requires the involvement of a coordinating registered professional. This includes homes that are five or more dwelling units.

### **When Should I Apply?**

**Don't wait!** You are encouraged to apply for your licence now. Applying now will avoid processing delays that could impact your business.

### **What if I have a Provisional Licence? Do I need to apply now?**

Your provisional licence is set to expire on May 1<sup>st</sup>, so you will need to submit an application for a full licence in advance of May 1<sup>st</sup> to ensure there are no interruptions to your business. If you wait until the last minute, your licence may not be processed by the time your provisional licence expires. This will impact your ability to obtain building permits for new homes and to register new homes.

In order to submit an application for a full licence, you will need to go through all four steps outlined below.

### **How do I apply?**

#### **Step 1: Request access to the New Home Buyer Protection System Builder's Portal**

Visit <http://www.municipalaffairs.alberta.ca/builders-portal-information> to submit an NHBPS Access Request. If you already have an account, log in at <https://www.maconnect.alberta.ca>

#### **Step 2: Fill out your builder profile**

You will be asked to provide company contact information, contact information for all directors and officers, and copies of driver's licences or other government-issued photo identification

acceptable to the Registrar for directors and officers. Please do not provide your Social Insurance Number or Health Card Number.

You will need to list all building-related associated organizations. This information must align with the provincial corporate registry (CORES).

### **Step 3: Fill out the licence application under the “Applications” tab**

On the Part 1: Company Information tab, use the radio buttons to select the appropriate licence class.

On the Part 2: Licence Application tab, provide responses to all items on the application questionnaire.

### **Step 4: Pay for your application**

You can either pay the \$600 application fee online, or mail a cheque or money order along with the invoice. Your application will not be processed until payment is received.

In order to pay online, you will need to make sure your web browser pop-up blocker has been turned off. Please turn off your browser pop-up blocker while you make payment, and then turn it back on once payment has been made.

For more information about applying, please refer to the user manual at:  
[http://www.municipalaffairs.alberta.ca/documents/nhbpo/NHBPS\\_v2\\_RB\\_User\\_Manual.pdf](http://www.municipalaffairs.alberta.ca/documents/nhbpo/NHBPS_v2_RB_User_Manual.pdf).

You can also call 1-866-421-6929 or email [builderlicensing@gov.ab.ca](mailto:builderlicensing@gov.ab.ca)