



IF YOU FILL OUT THIS FORM BY HAND, PLEASE WRITE IN INK, USING BLOCK CAPITALS.

Use this form to apply for a licence or to modify your licence.

This form is intended for **natural persons** doing business on their own (sole proprietorship) under their own name or the name written on their registration declaration.

**PLEASE JOIN A COPY OF ONE OF YOUR PHOTO ID ISSUED BY A GOVERNMENT AUTHORITY TO THIS FORM.**

The endnotes refer to explanations at the end of this document.

## 1. Type of application

What is the reason for this application?

RBQ use only:

Apply for a licence.

Modify your licence to add subclasses<sup>1</sup>. Enter the licence number: \_\_\_\_\_

Do you want priority treatment<sup>2</sup>?      Yes      No

## 2. Information on the enterprise

### 2.1. Identification of the enterprise

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Other names of enterprise (company name)<sup>3</sup>: \_\_\_\_\_

Other names of enterprise (company name): \_\_\_\_\_

NEQ (Québec Enterprise Number)<sup>4</sup>: \_\_\_\_\_

Enter the physical address of the enterprise's head office and the contact information (a post office box is not accepted).

Address (number, street and city):			
Province:		Postal code:	
Phone no:	Extension:	Fax no (optional):	
Email:		Cell phone no (optional):	

Check the information you accept to show in the Licence holder's repertory<sup>5</sup> :

Phone number      Email

RBQ use only:

Application #: 1-



## 2.2. Specialized contractor subclasses applied for

Indicate the subclass or subclasses of specialized contractor (Schedule III of the Regulation respecting the professional qualification of contractors and owner-builders) that you wish to have on your licence. The licence subclasses determine the work that can be carried out by the enterprise. Consult the list of subclasses in Schedule III at [www.rbq.gouv.qc.ca/subclasses](http://www.rbq.gouv.qc.ca/subclasses).

Subclass no: \_\_\_\_\_ Subclass no: \_\_\_\_\_ Subclass no: \_\_\_\_\_

Subclass no: \_\_\_\_\_ Subclass no: \_\_\_\_\_ Subclass no: \_\_\_\_\_

## 3. Identification of the officer

As a natural person doing business on your own, you are the officer of your enterprise. You have to join a copy of one of your photo ID issued by a government authority.

Mr. Ms.	<b>RBQ use only:</b>
First and last name at birth:	Date of birth (yyyy-mm-dd):

**Enter the home address of the officer and their contact information (a post office box is not accepted).**

Address (number, street and city):			
Province:		Postal code:	
Phone no:	Extension:	Fax no (optional):	
Email:		Cell phone no (optional):	

### 3.1. Qualification of the guarantor

As a natural person doing business on your own, you are the sole guarantor of your enterprise registered with the Régie du bâtiment du Québec. You must be evaluated in the four fields of qualification.

**Indicate which method of evaluation you choose for each field of qualification in the table below.**

Check the field or fields of qualification the officer wants to be qualified for. Then, for each field, check the method of evaluation you choose. For the field Construction work performance, write the number of the subclass of Schedule I or II.

Field of qualification	Evaluation method <sup>6</sup>			
	Examination <sup>7</sup>	Training to acknowledge <sup>8</sup>	Professional file <sup>9</sup>	Skills already recognized <sup>10</sup>
Administration	Examination	Training to acknowledge	Professional file	Skills already recognized
Construction site safety management	Examination	Training to acknowledge	Professional file	Skills already recognized
Project and construction site	Examination	Training to acknowledge	Professional file	Skills already recognized
Construction work performance (see Schedules I and II of the List of licence subclasses, at <a href="http://www.rbq.gouv.qc.ca">www.rbq.gouv.qc.ca</a> )	Subclass no. _____			
	Examination	Training to acknowledge	Professional file	Skills already recognized
	Subclass no. _____			
	Examination	Training to acknowledge	Professional file	Skills already recognized
	Subclass no. _____			
	Examination	Training to acknowledge	Professional file	Skills already recognized
Subclass no. _____				
Examination	Training to acknowledge	Professional file	Skills already recognized	
Subclass no. _____				
Examination	Training to acknowledge	Professional file	Skills already recognized	

**If you choose the examination as the evaluation method, in which language does the officer want to take it?**

If you don't answer this question, the officer will have to take the examination in French.

French      English

## 3.2. Mandatory declarations of the officer

You must answer all the questions and declare any indictable offence, whether related or not related to the construction industry. The RBQ may at any time verify this information with Equifax Canada Inc. and the Sûreté du Québec.

Making a false statement constitutes an offence punishable with a fine and may lead to the refusal to issue a licence, the suspension of a licence or the cancellation of a licence.

**THIS APPLICATION WILL BE RETURNED TO YOU IF YOU DO NOT ANSWER EVERY QUESTION.**

### A. Unless a pardon was obtained, have you or has the enterprise been convicted by a court of Québec or outside of Québec:

of an indictable offence under section 45 or 47 of the Competition Act (R.S.C., 1985, c. C-34)?  
Yes, 5 years ago or less      Yes, more than 5 years ago      No

of an indictable offence under paragraph 1 of section 380, under section 462.31 or any of sections 467.11 to 467.13 of the Criminal Code (R.S.C., 1985, c. C-46)?  
Yes, 5 years ago or less      Yes, more than 5 years ago      No

of an offence under sections 5, 6 or 7 of the Controlled Drugs and Substances Act (S.C. 1996, c. 19)?  
Yes, 5 years ago or less      Yes, more than 5 years ago      No

of any other indictable offence?  
Yes, 5 years ago or less      Yes, more than 5 years ago      No

**If you answered "Yes, more than 5 years ago" to at least one of the last questions, were you or the enterprise sentenced to imprisonment<sup>11</sup> because of the offence or indictable offence?**

Yes      No

### B. Unless a pardon was obtained, have you or has the enterprise been convicted by a court of Québec or outside of Québec:

of an offence under the Income Tax Act?	Yes	No
of an offence under the Excise Tax Act (GST)?	Yes	No
of an offence under the Taxation Act?	Yes	No
of an offence under the Tax Administration Act?	Yes	No
of an offence under the Act respecting the Québec sales tax (QST)?	Yes	No
of an offence under any of tax law?	Yes	No
of an offence under the Consumer Protection Act (OPC)?	Yes	No
of an offence under the Act respecting occupational health and safety (CNESST)?	Yes	No
of an offence under the Act respecting labour relations, vocational training and workforce management in the construction industry (CCQ)?	Yes	No

### C. Have you ever filed for personal bankruptcy? Yes      No

If you answered yes, enter the date of the bankruptcy:

### D. In the last 3 years, have you acted as the officer of another enterprise that filed for bankruptcy? Yes      No

### E. Was any of the officers the officer of a partnership or a legal person during the 12 months preceding the cessation of this partnership's or legal person's activities as a contractor? Yes      No

If you answered yes, please join a signed explanatory letter. In this letter, write the name of the partnership or legal person, the licence number and the reason behind the cessation of the activities.

### F. In the last 5 years, have you acted as the officer of a partnership or a legal person that was convicted of an offence to a tax law or of any other indictable offence? Yes      No

## 4. Identification of the lenders

Check this box if you apply for a licence modification only and if there is no changes concerning the lenders. If you checked this box, go to the next section.

**MAKE PHOTOCOPIES OF THIS PAGE IF YOU HAVE MORE THAN ONE LENDER.**

Are there lenders in the enterprise<sup>12</sup>?

Yes      No

If not, go to the next section. If yes, you must identify all the enterprise's lenders. For each lender, you must fill out the annex 1, "Statement of the lender and their officers."

### 4.1. Information on the lender

Is this person a natural person or an enterprise (legal person or partnership)?

Natural person	Enterprise (legal person or partnership)
Mr.                      Ms.	Name of enterprise:
Last name:	NEQ (Québec Enterprise Number):
First name:	
Date of birth (yyyy-mm-dd):	RBQ use only:

Enter the home address of the natural person or the address of the enterprise's head office (a post office box is not accepted).

Address (number, street and city):			
Province:		Postal code:	
Phone no:	Extension:	Fax no (optional):	
Email:		Cell phone no (optional):	

## 5. Licence security

The contractor must provide a security<sup>13</sup>, except if they apply for subclasses 1.1.1 or 1.1.2 only. The original certificate of licence security must be provided to the RBQ by the contractor for the licence to be issued.

Name of the guarantor (company or association issuing security): \_\_\_\_\_

No of security<sup>14</sup> : \_\_\_\_\_

## 6. Formal declaration of the guarantor

I declare that all the information provided in this declaration and its annexes is accurate and complete, and that it represents my real situation.

Last name:	First name:
Signature:	Date of signature (yyyy-mm-dd):

# Instructions on documents to attach, sending the application and payment

## Documents to send

To avoid additional processing delays, join the required documents.

- Duly completed form with original signatures.
- Cheque to the exact amount, written to the ministre des Finances or to the Régie du bâtiment du Québec. See the fee structure at [www.rbq.gouv.qc.ca/fee-structure](http://www.rbq.gouv.qc.ca/fee-structure).
- A copy of one of your photo ID issued by a government authority<sup>15</sup>.
- Explanatory letter if you have been the officer of a legal person or a partnership during the 12 months preceding the cessation of their activities as contractors.
- Diploma for each training to acknowledge.
- Every required element in the professional file if you have it evaluated.
- Original certificate of licence security.
- Copy of Certificate of Absolute Discharge if you ever declared bankruptcy.

**ATTENTION! AN INCOMPLETE APPLICATION WILL BE SENT BACK TO YOU.**

## Sending the form and payment

### By mail

Please send the original form with the payment and all the required documents by mail at:

Régie du bâtiment du Québec  
Service à la clientèle  
255, boulevard Crémazie Est, local 040  
Montréal (Québec) H2M 1L5

### Payment

The total amount may be paid by cheque or postal money order, written to the ministre des Finances or the RBQ. If you know your RBQ file number, write it on the back of the cheque. Postdated cheques and cash are not accepted.

### In person

You can submit your application in person at:

255, boulevard Crémazie Est, local 040  
Montréal (Québec) H2M 1L5

### Payment

The total amount may be paid by credit card, debit card, cash, cheque or postal money order, written to the ministre des Finances or the RBQ. If you know your RBQ file number, write it at the back of the cheque.

### ATTENTION! BEFORE SENDING YOUR APPLICATION, MAKE SURE TO:

- join the cheque or the postal money order to the right amount
- join the original certificate of licence security
- answer all mandatory statements, including the ones on indictable offences
- check that all sections are completed, that all the required documents are attached and that the formal statement and appendixes are signed.

### Protection of personal information

Personal information that you submit to the RBQ as well as that which will be added to your file remain confidential, with the exception of the information published in the Licence holders' repertory, which can be consulted at [www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca). The RBQ may use this information for the administration and enforcement of the Building Act. Only employees assigned to the enforcement of this Act shall have access to this information, to the extent that it is necessary for the performance of their duties.

### Destruction of personal identity documents

The copy of any ID is destroyed in compliance with the Act respecting Access to documents held by public bodies and the Protection of personal information (chapter A-2.1) and the Archives Act (chapter A-21.1), following the issue of a licence, the refusal to issue a licence (final decision), the abandon of the licence application or if the application is returned to the sender because it is incomplete. Any invalid ID will be destroyed upon its receipt.

# ANNEX 1 – Statement of the lender and their officers

This section must be **completed by the lender** or, if they are a legal person or partnership, one of their officers.

**MAKE PHOTOCOPIES OF THIS ANNEX  
IF YOU HAVE MORE THAN ONE LENDER.**

## 1. Identification of the lender

Is this person a natural person or an enterprise (legal person or partnership)?

Natural person	Enterprise (legal person or partnership)
Mr.                      Ms.	Name of enterprise:
Last name:	NEQ (Québec Enterprise Number):
First name:	
Date of birth (yyyy-mm-dd):	RBQ use only:

## 2. Mandatory declarations of the lender

You must answer all the questions and declare any indictable offence, whether related or not related to the construction industry. The RBQ may at any time verify this information with Equifax Canada Inc. and the Sûreté du Québec.

Making a false statement constitutes an offence punishable with a fine and may lead to the refusal to issue a licence, the suspension of a licence or the cancellation of a licence.

**THIS APPLICATION WILL BE RETURNED  
TO YOU IF YOU DO NOT ANSWER  
EVERY QUESTION.**

**In the 5 years before the loan was granted, unless you obtained a pardon, have you ever been convicted by a court of Québec or outside of Québec:**

of an indictable offence under section 45 or 47 of the Competition Act (R.S.C., 1985, c. C-34)?	Yes	No
of an indictable offence under paragraph 1 of section 380, under section 462.31 or any of sections 467.11 to 467.13 of the Criminal Code (R.S.C., 1985, c. C-46)?	Yes	No
of an offence under sections 5, 6 or 7 of the Controlled Drugs and Substances Act (S.C. 1996, c. 19)?	Yes	No
of any other indictable offence?	Yes	No
of an offence under the Income Tax Act?	Yes	No
of an offence under the Excise Tax Act (GST)?	Yes	No
of an offence under the Taxation Act?	Yes	No
of an offence under the Tax Administration Act?	Yes	No
of an offence under the Act respecting the Québec sales tax (QST)?	Yes	No
of an offence under any other tax law?	Yes	No

### 3. Identification of the lender's officers

If the lender is a legal person or a partnership, you must identify all their officers and complete the declarations.

**MAKE PHOTOCOPIES OF THIS SECTION  
IF YOU HAVE MORE THAN 2 OFFICERS.**

#### 3.1. Identification of the lender's officer

Is this person a natural person or an enterprise (legal person or partnership)?

Natural person	Enterprise (legal person or partnership)
Mr.                      Ms.	Name of enterprise:
Last name:	NEQ (Québec Enterprise Number):
First name:	
Date of birth (yyyy-mm-dd):	RBQ use only:

Enter the home address of the natural person or the address of the enterprise's head office (a post office box is not accepted).

Address (number, street and city):			
Province:		Postal code:	
Phone no:	Extension:	Fax no (optional):	
Email:		Cell phone no (optional):	

#### 3.2. Identification of the lender's officer

Is this person a natural person or an enterprise (legal person or partnership)?

Natural person	Enterprise (legal person or partnership)
Mr.                      Ms.	Name of enterprise:
Last name:	NEQ (Québec Enterprise Number):
First name:	
Date of birth (yyyy-mm-dd):	RBQ use only:

Enter the home address of the natural person or the address of the enterprise's head office (a post office box is not accepted).

Address (number, street and city):			
Province:		Postal code:	
Phone no:	Extension:	Fax no (optional):	
Email:		Cell phone no (optional):	

### 3.3. Mandatory declarations of the lender's officers

You must answer all the questions and declare any indictable offence, whether related or not related to the construction industry. The RBQ may at any time verify this information with Equifax Canada Inc. and the Sûreté du Québec.

Making a false statement constitutes an offence punishable with a fine and may lead to the refusal to issue a licence, the suspension of a licence or the cancellation of a licence.

**THIS APPLICATION WILL BE RETURNED TO YOU IF YOU DO NOT ANSWER EVERY QUESTION.**

**In the 5 years before the loan was granted, unless a pardon was obtained, has any of the officers ever been convicted by a court of Québec or outside of Québec:**

of an indictable offence under section 45 or 47 of the Competition Act (R.S.C., 1985, c. C-34)?	Yes	No
of an indictable offence under paragraph 1 of section 380, under section 462.31 or any of sections 467.11 to 467.13 of the Criminal Code (R.S.C., 1985, c. C-46)?	Yes	No
of an offence under sections 5, 6 or 7 of the Controlled Drugs and Substances Act (S.C. 1996, c. 19)?	Yes	No
of any other indictable offence?	Yes	No
of an offence under the Income Tax Act?	Yes	No
of an offence under the Excise Tax Act (GST)?	Yes	No
of an offence under the Taxation Act?	Yes	No
of an offence under the Tax Administration Act?	Yes	No
of an offence under the Act respecting the Québec sales tax (QST)?	Yes	No
of an offence under any other tax law?	Yes	No

If you answered yes to at least one of the last questions, enter the name of the concerned officer(s):

### 3.4. Signature

#### Mandatory original signature of the lender or their officer

I declare that all the information represents the real situation of the lender and their officers, and if the lender is a legal person or a partnership, I am authorized to sign on their behalf.

Last name:	First name:
Mandatory original signature of the lender or their officer:	Date of signature (yyyy-mm-dd):

#### Protection of personal information

Personal information that you submit to the RBQ as well as that which will be added to your file remain confidential, with the exception of the information published in the Licence holders' repertory, which can be consulted at [www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca). The RBQ may use this information for the administration and enforcement of the Building Act. Only employees assigned to the enforcement of this Act shall have access to this information, to the extent that it is necessary for the performance of their duties.

## Complementary explanations

1. **Modify your licence:** You must enter the licence number, complete the officer's or officers' mandatory declarations and enter the new information to add the subclass. Before sending the form, make sure that all the sections are completed, that all the documents are attached and that the formal declaration and the annexes are signed.
2. **Priority treatment:** If you pay to have priority treatment, your file will be processed before anyone else's. You are not entitled to priority treatment if you choose the examination or professional file as the evaluation method of your competency. Moreover, if your file does not meet the conditions of issuance of a licence (sections 58 and 60 of the Building Act), or if it requires further analysis, the treatment could be delayed. To know the additional cost, go to [www.rbq.gouv.qc.ca/fee-structure](http://www.rbq.gouv.qc.ca/fee-structure).
3. **Other names of the enterprise:** Enter the other names of the enterprise used in Québec that are related to its activities as a contractor and that appears on its registration declaration.
4. **Québec Enterprise Number (NEQ):** Enter the number given by the Registraire des entreprises du Québec, if you have one. It starts with 22 for a natural person.
5. **Licence holders' repertory:** The repertory is available online to the public at [www.rbq.gouv.qc.ca/repertory](http://www.rbq.gouv.qc.ca/repertory) and provides an information sheet on each contractor and owner-builder holding a RBQ licence.
6. **Evaluation method:** To learn more, go to [www.rbq.gouv.qc.ca/evaluation-method](http://www.rbq.gouv.qc.ca/evaluation-method).
7. **Examination:** If you choose this evaluation method, the RBQ will send you a written convocation with the date, hour and location of the examinations. When you apply, make sure that you are ready to take them. You cannot postpone the examination. Go to [www.rbq.gouv.qc.ca/examination](http://www.rbq.gouv.qc.ca/examination).
8. **Training to acknowledge:** If you choose this evaluation method, you must join a copy of your diploma or certificate of completion for the field you want to be acknowledged in. Go to [www.rbq.gouv.qc.ca/recognized-training](http://www.rbq.gouv.qc.ca/recognized-training) to see if your program is recognized by the RBQ.
9. **Professional file:** If you choose this evaluation method, you must prove that you have the necessary skills and knowledge for each field and subclass applied for. To know if you are eligible and which documents to send with your application, go to [www.rbq.gouv.qc.ca/professional-file](http://www.rbq.gouv.qc.ca/professional-file).
10. **Skills already recognized:** Under certain conditions, you may be exempted from taking examinations to be a guarantor for a licence if your skills have already been recognized by the RBQ in the last 5 years. To know if you are eligible, go to [www.rbq.gouv.qc.ca/recognized-skills](http://www.rbq.gouv.qc.ca/recognized-skills).
11. **Term of imprisonment:** The term of imprisonment includes the time served in a correctional facility, intermittent sentences (weekend jail) and conditional sentences (house arrest).
12. **Lender:** At the end of cash advance contract, you must identify all the lenders, other than financial institutions, credit unions or caisses d'économie, insurance companies, trust companies or saving companies. Moreover, this provision does not concern the account receivable of service or material providers, advances from shareholders, lines of credit and credit cards, or financial leasing.
13. **Licence security:** Licence security is a financial guarantee that any contractor holding a licence must provide in order to guarantee the performance of their contractual obligations toward their clients. For more information on licence security, go to [www.rbq.gouv.qc.ca/licence-security](http://www.rbq.gouv.qc.ca/licence-security).
14. **Security no:** Number appearing on the certificate of security.
15. **Photo identification issued by a government authority:** E.g., passport, driver's licence, national ID card with a photo, health insurance card issued by the Régie de l'assurance maladie du Québec.