



**Business enterprises domiciled in Ontario and exempted from the professional qualifications evaluation process**

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

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

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.

**To be exempted from the RBQ's qualification evaluation process, the enterprise must meet certain conditions listed in the "Subclasses applied for" section of this form.**

If the enterprise does not meet said conditions, it must comply with the requirements of the professional qualifications evaluation process. The usual contractor's licence application available on the RBQ's website must be completed.

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: \_\_\_\_\_

## 2. Information on the enterprise

### 2.1. Identification of the enterprise

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

Other names of enterprise (company name)<sup>2</sup>: \_\_\_\_\_

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

NEQ (Québec Enterprise Number)<sup>3</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>4</sup> :**

Phone number      Email

RBQ use only

Application #: 1-



## 2.2. Subclasses applied for<sup>5</sup>

In this section, you must indicate the subclasses you wish to add to your licence and show that you have gained the necessary experience to carry out the works authorized by the subclasses of Schedule I and II of the Regulation respecting the professional qualification of contractors and owner-builders. Consult the list of subclasses at [www.rbq.gouv.qc.ca/subclasses](http://www.rbq.gouv.qc.ca/subclasses).

For each subclass of Schedule I and Schedule II applied for, you must attach **5 supporting documents** (one for each of the last 5 years) proving that you have gained the necessary experience to carry out the works authorized by this subclass. The accepted supporting documents are contracts or invoices with a detailed description of the works carried out. On these contracts and invoices, you have to identify the works that are relevant for the subclass applied for in this application.

For each supporting document, you have to **fill out the annex 2** of this form.

In the table below:

1. Enter the subclass number applied for in this application.
2. Check the condition of exemption that you meet:
  - a. The enterprise has been registered for at least 5 years with the Companies and Personal Property Security Branch of the Ministry of Government Services of Ontario.
  - b. The enterprise has been registered for at least 3 years with the Tarion Warranty Corporation (check only if you apply for subclasses 1.1.1 and/or 1.1.2).
3. Indicate which supporting documents you attach to this form.

Subclass applied for	Condition met	Supporting document
Subclass no.:	a or b	
Subclass no.:	a or b	
Subclass no.:	a or b	
Subclass no.:	a or b	
Subclass no.:	a or b	

## 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 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):	

### 3.1. 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.

**YOU MUST ANSWER ALL THE QUESTIONS SO THAT YOUR APPLICATION IS COMPLETE.**

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.

**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>6</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>7</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>8</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)<sup>9</sup>: \_\_\_\_\_

Number of security<sup>10</sup>: \_\_\_\_\_

## 6. Formal declaration of the officer

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.
- A copy of one of your photo ID issued by a government authority<sup>11</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.
- Original certificate of licence security.
- Copy of Certificate of Absolute Discharge if you ever declared bankruptcy.
- Proof of registration, for 3 years, with Tarion Warranty Corporation, or proof of registration, for 5 years, with the Companies and Personal Property Security Branch of the Ministry of Government and Consumer Services.
- Copy of the contracts and invoices of the last 5 years for work related to the subclasses applied for.

SEE THE FEE STRUCTURE AT  
[www.rbq.gouv.qc.ca/fee-structure](http://www.rbq.gouv.qc.ca/fee-structure).

## 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.

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

## Processing your application

When we receive your licence application, we ensure that all of the form's sections have been completed and that all required documents and the payment are included.

If your application is incomplete, we will contact you in writing. You will then have a 21-day deadline to send us the missing documents or information to process your request.

## To learn more

### Régie du bâtiment du Québec (RBQ)

For any questions regarding this application, contact the RBQ:

Phone: 514 864-8997 or 1 888 271-1827

Email: [rbq.ententes.quebec-ontario@rbq.gouv.qc.ca](mailto:rbq.ententes.quebec-ontario@rbq.gouv.qc.ca)

### Ministry of Government and Consumer Services of Ontario

For services provided to enterprises from Ontario and to obtain forms, contact the Ministry of Government and Consumer Services of Ontario:

Jobs Protection Office  
347 Preston St, suite 430  
Ottawa ON K1S 3J4

Phone: 613 288-3847 or 888 998-9959

Fax: 613 727-2900

Email: [oqconstruction@ontario.ca](mailto:oqconstruction@ontario.ca)

### 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.

**YOU MUST ANSWER ALL THE QUESTIONS  
SO THAT YOUR APPLICATION IS COMPLETE.**

**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):	<b>RBQ use only:</b>

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):	<b>RBQ use only:</b>

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.

**YOU MUST ANSWER ALL THE QUESTIONS  
SO THAT YOUR APPLICATION IS COMPLETE.**

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.

**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.

# ANNEX 2 – Description of the works

A copy of this annex must be **joined to any contract or invoice** that you enclose to this application as a supporting document. These documents must demonstrate that you have gained the necessary experience to carry out the works authorized by the subclass applied for.

**MAKE PHOTOCOPIES, IF NECESSARY.**

## 1. Identification of the subclass applied for

Which subclass do you want to add to the licence? See the list of licence subclasses at [www.rbq.gouv.qc.ca/subclasses](http://www.rbq.gouv.qc.ca/subclasses).

Title of the subclass: \_\_\_\_\_ Number of the subclass: \_\_\_\_\_

## 2. Identification of the works carried out

Number of the contract or invoice that you join as a supporting document: \_\_\_\_\_

Client's name: \_\_\_\_\_ Works carried out in (year): \_\_\_\_\_

Indicate what you did the works on (check only one box):

Civil engineering structures

Civil engineering work that is not a structure

Stands, grandstands or exterior terraces whose highest point, above the ground, is more than 1.2 m and whose load capacity is more than 60 persons

Tents or outdoor air-supported structures to which the Chapter I of the Construction Code applies and used as residential occupancies or health care or detention occupancies whose floor area is more than 100 m<sup>2</sup>

Tents or outdoor air-supported structures to which the Chapter I of the Construction Code applies and used as assembly occupancies or mercantile occupancies whose floor area is more than 150 m<sup>2</sup> or whose load capacity is more than 60 persons

Belvederes built with materials other than backfill and constituted of horizontal platforms linked by their construction elements whose total area is more than 100 m<sup>2</sup> or whose load capacity is more than 60 persons including access facilities

Elevators, lifts, dumbwaiters, escalators, moving walks and material lifts to which the CAN/CSA B44-00 standard applies

Elevating devices to which the CAN/CSA B355-00 or CAN/CSA B613-00 standard applies

Elevating devices different from the previous ones

Passenger ropeways or conveyors referred to in the CAN/CSA Z98-01 standard

Electrical installations

Installation intended to use, store and distribute gas

Pressure installations independent of a building

Plumbing installations independent of a building

Lightning protection installations independent of a building

Petroleum equipment installations

Amusement rides and devices

Bathing places

Building referred to in Part 3 of the National Building Code, and its equipment

Building referred to in Part 9 of the National Building Code, and its equipment

## 3. Description of the works carried out

Provide a complete description of the works carried out relevant to the application. Explain how this work experience has been relevant for the subclass applied for.

## 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. **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.
3. **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.
4. **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.
5. **Subclasses:** The licence subclasses establish which works an enterprise is authorized to carry out. See the list of subclasses at [www.rbq.gouv.qc.ca/subclasses](http://www.rbq.gouv.qc.ca/subclasses).
6. **Term of imprisonment:** The term of imprisonment includes the time served in a correctional facility, intermittent sentences (weekend jail) and conditional sentences (house arrest).
7. **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.
8. **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).
9. **Guarantor:** The guarantor (company or association issuing security) must be registered with the Autorité des marchés financiers (AMF).
10. **Number of security:** Number appearing on the document attesting your licence security.
11. **Photo identification issued by a government authority:** E.g., passport, driver's licence, national ID card with a photo.