

Fill out this form, in ink and in block letters.

## Natural person

|                     |   |                                  |                         |
|---------------------|---|----------------------------------|-------------------------|
| Type of application | <input type="checkbox"/> Issuing of a licence       |                                  |                         |
|                     | <input type="checkbox"/> Modification of a licence: | Licence or file # <sup>A</sup> : | For the RBQ's use only: |

## 1 Identification of the enterprise

|  |             |
|--|-------------|
| Name at birth <sup>B</sup> :                             | First name: |
| Other name of the enterprise (legal name) <sup>C</sup> : |             |
| Other name of the enterprise (legal name):               |             |
| NEQ (Québec Enterprise Number) <sup>D</sup> :            |             |

### Civic address of the enterprise's headquarters (P.O. box unacceptable)

|   |       |                        |                         |
|---|-------|------------------------|-------------------------|
| Address (number, street and city):  |       |                        |                         |
| Province:   |       | Postal code:           |                         |
| Telephone number:   | Ext.: | Fax number (optional): | Cell number (optional): |
| Email address:  |       |                        |                         |
| I accept the release of the following information in the Licence-Holders Registry (check): <input type="checkbox"/> Telephone number <input type="checkbox"/> Email address |       |                        |                         |

Check this box if you request priority treatment. Additional cost are applied<sup>E</sup>.

### A Licence or file #

Indicate your licence number if this concerns an application for modification of an existing licence, or your file number if you know it.

### B Name at birth and first name

You must indicate your name at birth and your first name.

### C Other name of the enterprise (legal name)

Indicate any other name used in the province of Quebec, related to your construction activities and appearing on the declaration of registration with the Registraire des entreprises du Québec.

### D NEQ (Québec Enterprise Number)

You do not have to provide a NEQ if the name used in the province of Quebec for the purpose of operating your business enterprise includes your first name and last name in full. Example: Pierre Maltais Construction. If you have such a number, it begins with the digits 22.

### E Priority treatment

In order for an applicant to be entitled to priority treatment, he/she must meet the two (2) criteria below:

- Presents an application in full, i.e. including the application form filled out, the payment made to the correct amount, etc.;
- Detains the required qualifications in the fields or subclasses applied for (no examination required),
- To know the additional cost, consult the Fee structure section ([www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca)).

The owner-builder cannot apply for subclasses 1.1.1 and 1.1.2 of Schedule I, nor for subclasses from Schedule III.

### Natural person: An individual business enterprise.

An individual who makes business alone, either under his/her own name or under the name appearing on his/her declaration of registration. A natural person is inferred to be a private individual, as opposed to the notion of company, which designates a business enterprise.

### FOR THE RBQ'S USE ONLY

Application #: 1-



**1.2 Type of work and properties**

**Real property rights**

I hereby attest that I detain real property rights as a  Tenant  Owner

**Description of the work <sup>A</sup>**

Renovation  Repair  Maintenance  Alteration  Demolition  Foundation  Erection

Indicate the estimated costs for the overall work <sup>B</sup>:

**Indicate the address or location of all the properties for which you contemplate carrying out such work.**

Check this box if there is only one address and if it is the same as mentioned in Section 1. Go to section 2.

Address (number, street and city):

Province:

Postal code:

Address (number, street and city):

Province:

Postal code:

Address (number, street and city):

Province:

Postal code:

Address (number, street and city):

Province:

Postal code:

Address (number, street and city):

Province:

Postal code:

**A Description of the work**

Check the type(s) of work contemplated.

**B** It is not required to hold an owner-builder's licence for work SOLELY of renovation, repair or maintenance carried out on the property of the owner-builder AND which is estimated at less than \$20,000.

## 2 Identification of the officer

### 2.1 Identification

|  |                         |
|--|-------------------------|
| <input type="checkbox"/> Mr. <sup>A</sup> <input type="checkbox"/> Ms. | For the RBQ's use only: |
| Name at birth <sup>B</sup> :   | First name:             |
| Date of birth (yyyy-mm-dd) <sup>C</sup> :                              |                         |

### Home address of the natural person (P.O. box unacceptable)

|                                    |             |                    |
|------------------------------------|-------------|--------------------|
| Address (number, street and city): |             |                    |
| Province:                          |             | Postal code:       |
| Telephone number:                  | Fax number: | Cell phone number: |

#### **A** Mr. or Ms.

Check "Mr." or "Ms." Check one only of these statuses.

#### **B** Name at birth and first name

You must indicate your name at birth and your first name.

#### **C** Date of birth

It is important to indicate the date of birth.

## Examination

If you check this box, the Régie du bâtiment du Québec (RBQ) will send you a written notification to attend specifying the date, time and place of the examinations. When you decide to forward your application for licence, you must be ready to take the examinations. No late arrival at or adjournment of an examination session shall be accepted, barring a situation beyond your control. You must notify the Direction des relations avec la clientèle with a letter justifying your absence, otherwise your request for adjournment could be rejected.

- Indicate also if you wish to take the RBQ's examinations in English or in French. If you fail to specify this, you will be called for taking the examinations in French.

## Training to acknowledge

If you check the Training to acknowledge box, you must provide a copy of the diploma or the equivalent certificate relevant to the competency field for which you are applying. Refer to the List of Training Programs Recognized by the RBQ. Completion of one of these programs exempts you from taking one or several examinations. If your diploma is not part of the RBQ's List, you will not be granted recognition of your training. You shall then either have to take the examinations, or apply for an exemption by submitting a professional file.

## Professional file

You must provide documented proof that you possess the required knowledge and skills for every competency field and subclass subject to evaluation. For more information, refer to the document entitled Professional file, which is available at [www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca).

## Skills already recognized

If you have already had certain skills recognized by the RBQ, you might be exempted from any new evaluation, provided that some conditions are met.

### 2.2 Qualification of the guarantor

| Competency field <sup>A</sup>   | Method of evaluation                 |  |  |  |
|---|--------------------------------------|--|--|--|
| <input type="checkbox"/> Management of safety   | <input type="checkbox"/> Examination | <input type="checkbox"/> Training to acknowledge | <input type="checkbox"/> Professional file | <input type="checkbox"/> Skills already recognized |
| <input type="checkbox"/> Management of projects and sites   | <input type="checkbox"/> Examination | <input type="checkbox"/> Training to acknowledge | <input type="checkbox"/> Professional file | <input type="checkbox"/> Skills already recognized |
| <input type="checkbox"/> Carrying out of construction work<br>(See Schedules I and II at<br><a href="http://www.rbq.gouv.qc.ca">www.rbq.gouv.qc.ca</a> ) <sup>B</sup> | Subclass # _____                     |  |  |  |
|   | <input type="checkbox"/> Examination | <input type="checkbox"/> Training to acknowledge | <input type="checkbox"/> Professional file | <input type="checkbox"/> Skills already recognized |
|   | Subclass # _____                     |  |  |  |
|   | <input type="checkbox"/> Examination | <input type="checkbox"/> Training to acknowledge | <input type="checkbox"/> Professional file | <input type="checkbox"/> Skills already recognized |
|   | Subclass # _____                     |  |  |  |
|   | <input type="checkbox"/> Examination | <input type="checkbox"/> Training to acknowledge | <input type="checkbox"/> Professional file | <input type="checkbox"/> Skills already recognized |
|   | Subclass # _____                     |  |  |  |
|   | <input type="checkbox"/> Examination | <input type="checkbox"/> Training to acknowledge | <input type="checkbox"/> Professional file | <input type="checkbox"/> Skills already recognized |
| In which one of the following languages do you wish to take the examinations? <input type="checkbox"/> French <input type="checkbox"/> English                        |                                      |  |  |  |

**The fees for the examinations, the fees for the acknowledgement of the training and those for the assessment of the professional file are not refundable.**

#### **A** Competency field

You are the sole officer. Only you may act as a guarantor, and your skills must be assessed in each one of the fields of qualification.

#### **B** Carrying out of construction work (See website, Schedules I and II)

When you check the Carrying out of construction work box, you must indicate the subclass number(s) of Schedules I and II which are applied for.

### 2.3 Mandatory declaration of the officers <sup>A</sup>

#### A. During the past five (5) years, have you or has the enterprise been convicted:

- 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 manpower management (CCQ)?  Yes  No

#### B. Have you been the officer of a legal person or partnership during the 12 month period preceding the discontinuance of contractor activities of this legal person or partnership?

Yes  No

If Yes, indicate on a separate sheet appended the name of the legal person or partnership, its licence number, as well as the cause of the discontinuance of activities.

#### **A** Mandatory declarations (questions)

- Important: You must answer all questions.
- Criminal acts: The enterprise must indicate if it has been found guilty, during the last five (5) years, of any criminal act, whether related or not related to the construction industry.
- Making a false statement constitutes an offence. The RBQ may at any time verify and obtain the necessary information for the enforcement of the Building Act. To this end, the RBQ has entered into agreements in particular with the Sûreté du Québec and Equifax Canada Inc. To this end, the RBQ has entered into agreements in particular with Equifax Canada Inc. as well as with the Sûreté du Québec for the purpose of verifying the background and former acts and activities.

## 3 Identification of the lenders - Each lender must fill out Schedule 1, Declaration of the lender

Check this box if you are applying for a modification of licence only and there are no changes related to the lenders.  
If you have checked this box, go to Section 4.

Does the business enterprise have any lenders<sup>A</sup>?  Yes  No  
If you have answered No, go to Section 4.

### 3.1 Identification of the lender

Mr.<sup>B</sup>  Ms.  Legal person / partnership

For the RBQ's use only:

Name at birth<sup>C</sup>:

First name:

Date of birth (yyyy-mm-dd):

Name of the enterprise<sup>D</sup>:

NEQ (Québec Enterprise Number):

**Home address in the case of a natural person, or civic address of headquarters, if legal person / partnership  
(P.O. box unacceptable)**

Address (number, street and city):

Province:

Postal code:

Telephone number:

Fax number:

Cell phone number:

#### A Lenders

- You must identify all lenders under money lending agreements, other than banking institutions, Caisses populaires and credit unions, insurance companies, trust companies or saving societies. Furthermore, this disposition does not concern buyer accounts of suppliers of services and materials, shareholders advances, credit lines and credit cards, nor financial leases.
- The business enterprise (natural person) must supply to the RBQ the list of its lenders.
- Each lender must fill out Schedule 1, Declaration of the lender.
- The loan which is provided according to the new dispositions concerns only the lending of money and not the lending of property.

#### B Mr., Ms., Legal person / partnership

Check "Mr.", "Ms.", or "Legal person / partnership". Check one only of these statuses.

#### C Name at birth and first name

If this concerns a natural person, it is important to indicate the name at birth, the firstname and the date of birth.

#### D Name of the enterprise

If this concerns a legal person or a partnership, it is important to indicate the legal name of the legal person or partnership, as well as its NEQ.

| 3.1 Identification of the lender  |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person / partnership | For the RBQ's use only:         |
| Name at birth:  | First name:                     |
| Date of birth (yyyy-mm-dd):   |                                 |
| Name of the enterprise:   | NEQ (Québec Enterprise Number): |

**Home address in the case of a natural person, or civic address of headquarters, if legal person / partnership  
(P.O. box unacceptable)**

|                                    |             |                    |
|------------------------------------|-------------|--------------------|
| Address (number, street and city): |             |                    |
| Province:                          |             | Postal code:       |
| Telephone number:                  | Fax number: | Cell phone number: |

| 3.1 Identification of the lender  |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person / partnership | For the RBQ's use only:         |
| Name at birth:  | First name:                     |
| Date of birth (yyyy-mm-dd):   |                                 |
| Name of the enterprise:   | NEQ (Québec Enterprise Number): |

**Home address in the case of a natural person, or civic address of headquarters, if legal person / partnership  
(P.O. box unacceptable)**

|                                    |             |                    |
|------------------------------------|-------------|--------------------|
| Address (number, street and city): |             |                    |
| Province:                          |             | Postal code:       |
| Telephone number:                  | Fax number: | Cell phone number: |

## 4 Formal declaration of the guarantor

I hereby declare that all the information provided in this application and its appendices is truthful and complete, and that it reflects my actual situation.

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

**Making a false statement constitutes an offence.**

The RBQ may at any time verify and obtain the necessary information for the enforcement of the Building Act. To this end, the RBQ has entered into agreements in particular with the Sûreté du Québec and Equifax Canada Inc. To this end, the RBQ has entered into agreements in particular with Equifax Canada Inc. as well as with the Sûreté du Québec for the purpose of verifying the background and former acts and activities.

## 5 Documents to enclose

**To avoid processing delays, enclose all documents required. An incomplete application could be returned to the sender.**

- Form completed in full, including the original signatures.
- Provide a valid Québec Enterprise Number (NEQ) if the name used in the province of Quebec does not contain your first name and last name in full.
- A cheque to the correct amount, payable to the ministre des Finances or to the Régie du bâtiment du Québec.
- Your diploma if you are applying for an acknowledgement of training (Section 2.3). Refer to the List of Training Programs recognized at [www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca).
- If you are applying for the evaluation of your professional file (Section 2.3), refer to the document entitled “Professional file: Qualification through assessment of professional file of a guarantor, for a contractor’s licence or an owner-builder’s licence”, available at [www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca), to learn about all the documents to be enclosed. You may also contact the Direction des relations avec la clientèle to receive a copy of this document.
- A transmittal letter if you have answered Yes to question B of Section 2.3.
- If you request priority treatment, pay double the fees.

### Protection of personal information

The personal information that you are sending 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 RBQ Licence-Holder Register, which can be consulted at the RBQ’s website, at [www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca). The RBQ may use this information for the administration and for the 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.

### Payment

The total amount is to be paid by cheque or money order, payable to the ministre des Finances or to the Régie du bâtiment du Québec. If you know your RBQ file number, write it on the back of your cheque. Postdated cheques are not accepted. Do not send cash. The original of your form, your payment as well as all documents to be enclosed must be sent to the following address:

#### Service à la clientèle

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

The fee schedule can be found on the RBQ’s website ([www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca)) in the fee structure section.

If you want to give your application in person at the client services counter, you will be able to pay by cheque, postal money order, debit card, credit card or cash.

**IMPORTANT:** You can’t send your application by email since your payment has to be enclosed. Otherwise, your application will be returned to you. Consult the Fee structure section ([www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca)) to know the amount to enclose.



# Schedule 1

PHOTOCOPY AND ADD PAGES AS REQUIRED.

## 1 Declaration of the lender - section to be filled out by the lender

If the lender is a legal person or a partnership, you must also fill out the section entitled "Identification of the lender's officers" for each one of its officers. Otherwise fill out the Signature section.

|   |                         |
|---|-------------------------|
| <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person / partnership | For the RBQ's use only: |
| Name of the lender:   |                         |

|  |  |
|--|--|
| <b>During the past five (5) years, has the abovementioned lender been convicted:</b> |  |
| of an indictable offence?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under the Income Tax Act?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under the Excise Tax Act (GST)?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under the Taxation Act?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under the Act respecting the Administration fiscale?                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under the Act respecting the Québec sales tax (QST)?                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under any other tax law?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### 1.1 Identification of the lender's officers (if lender is a legal person or a partnership)

|   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person / partnership | For the RBQ's use only:         |
| Name at birth:  | First name:                     |
| Date of birth (yyyy-mm-dd):   |                                 |
| Name of the enterprise:   | NEQ (Québec Enterprise Number): |

Home address in the case of a natural person, or civic address of headquarters, if legal person / partnership (P.O. box unacceptable)

|                                    |              |                    |
|------------------------------------|--------------|--------------------|
| Address (number, street and city): |              |                    |
| Province:                          | Postal code: |                    |
| Telephone number:                  | Fax number:  | Cell phone number: |

|   |  |
|---|--|
| <b>During the past five (5) years, has the abovementioned officer been convicted:</b> |  |
| of an indictable offence?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under the Income Tax Act?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under the Excise Tax Act (GST)?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under the Taxation Act?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under the Tax Administration Act?                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under the Act respecting the Québec sales tax (QST)?                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| of an offence under any other tax law?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**1.1 Identification of the lender's officers (if lender is a legal person or a partnership)**

|   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Legal person / partnership | For the RBQ's use only:         |
| Name at birth:  | First name:                     |
| Date of birth (yyyy-mm-dd):   |                                 |
| Name of the enterprise:   | NEQ (Québec Enterprise Number): |

**Home address in the case of a natural person, or civic address of headquarters, if legal person / partnership (P.O. box unacceptable)**

|                                    |              |                    |
|------------------------------------|--------------|--------------------|
| Address (number, street and city): |              |                    |
| Province:                          | Postal code: |                    |
| Telephone number:                  | Fax number:  | Cell phone number: |

**ADuring the past five (5) years, has the abovementioned officer been convicted:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| of an indictable offence?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| of an offence under the Income Tax Act?                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| of an offence under the Excise Tax Act (GST)?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| of an offence under the Taxation Act?                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| of an offence under the Tax Administration Act?                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| of an offence under the Act respecting the Québec sales tax (QST)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| of an offence under any other tax law?                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## 2 Signature

**Mandatory original signature of the lender or lender's officer**

I hereby declare that all the information provided reflects the actual situation of the lender and his/her officers, and where the lender is a legal person or a partnership, I am authorized to sign on the lender's behalf.

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

**Protection of personal information**

The personal information that you are sending 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 RBQ Licence-Holder Register, which can be consulted at the RBQ's website, 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 such information, to the extent that it is necessary for the performance of their duties.

**IMPORTANT:** You can't send your application by email since your payment has to be enclosed. Otherwise, your application will be returned to you. Consult the Fee structure section ([www.rbq.gouv.qc.ca](http://www.rbq.gouv.qc.ca)) to know the amount to enclose.

**Important**

You must answer all questions.

**Criminal acts**

The lenders must indicate if they have been found guilty, during the last five (5) years, of any criminal act, whether related or not related to the construction industry.

Making a false statement constitutes an offence. The RBQ may at any time verify and obtain the necessary information for the enforcement of the Building Act. To this end, the RBQ has entered into agreements in particular with the Sûreté du Québec and Equifax Canada Inc. To this end, the RBQ has entered into agreements in particular with Equifax Canada Inc. as well as with the Sûreté du Québec for the purpose of verifying the background and former acts and activities.