

Schedule No. 9 to By-law No. 2005-0067

Class of Licence:	SPECIALTY TRADE CONTRACTOR
Type of Licence:	Master Plumber Journeyman Plumber Plumbing Contracting Company Drain Layer Drain Contracting Company Septic Tank Contracting Company Heating, Ventilation, Air Conditioning Contracting Company Master HVAC Installer General Trade Contracting Company Master Electrician Journeyman Electrician Electrical Contracting Company
Purpose:	Public Safety and Consumer Protection to ensure Persons for hire are identified, qualified, and insured for consumer protection and that required permits and inspections are obtained for safety and quality control.

MASTER PLUMBER

23.1 Every applicant or Licensee for a Master Plumber licence shall:

- 23.1.1 produce two (2) pieces of identification, one (1) of which contains a photograph to the satisfaction of the Issuer of Licences upon initial application;
- 23.1.2 submit a Certificate of Qualification as a Plumber under the Trades Qualifications and Apprenticeship Act, R.S.O. 1990, Chapter T. 17, as amended; and
- 23.1.3 provide the name of the licensed Plumbing Contracting Company that employs him if not self-employed.

PLUMBING CONTRACTING COMPANY

23.2 Every applicant or Licensee of a Plumbing Contracting Company shall:

- 23.2.1 produce two (2) pieces of identification, one (1) of which contains a photograph to the satisfaction of the Issuer of Licences upon initial application; and
- 23.2.2 provide the names and addresses of all Master Plumbers employed by him to perform work in the Town and must employ at least one Master Plumber.

23.3 Every Licensee of a Plumbing Contracting Company shall:

- 23.3.1 not perform or permit to be performed any plumbing work that is not performed either by a Master Plumber licensed under this by-law, or by a Journeyman Plumber and apprentice under the direct supervision of a Master Plumber licensed under this by-law;
- 23.3.2 advise the Town if a Master Plumber ceases employment with him and provide the name and address of any new Master Plumber prior to his commencement of any plumbing work; and

- 23.3.3 obtain all necessary permits prior to the commencement of any work and, upon completion, procure an inspection from the Town for the consumer.
- 23.4 No licence is required by a Person performing plumbing work:
 - 23.4.1 as an employee of a public service commission, a municipal corporation, a commercial or industrial establishment in its own established premise where the Person has a Certificate of Qualification in the trade of plumbing from the province of Ontario;
 - 23.4.2 in his or her own residence;
 - 23.4.3 as an apprentice working under the direct supervision of a Master Plumber licensed under this by-law; or
 - 23.4.4 who is the registered Owner, or an employee of the registered Owner, carrying out maintenance plumbing work on Premises owned by that Owner.

MASTER HVAC INSTALLER

- 23.5 Every applicant or Licensee of a Master HVAC Installer shall:
 - 23.5.1 submit a Certificate of Qualification as a Refrigeration and Air Conditioning Mechanic under the Trades Qualifications and Apprenticeship Act, R.S.O. 1990, Chapter T. 17, as amended;
 - 23.5.2 submit a copy of a Gas Technician Level 1 Certificate issued by the Ministry of Consumer and Business Services Technical Safety Standards Authority for the installation, adjustment and repair of natural gas or propane appliances and equipment used for heating or cooling purposes;
 - 23.5.3 provide the name of the licensed Heating Ventillation, Air Conditioning Contracting Company that employs him, if not self-employed;
 - 23.5.4 submit a Certificate of Qualification as a steamfitter issued under the Trades Qualifications and Apprenticeship Act, R.S.O. 1990, for the installation, repair and adjustment of steam and hot water heating systems, if applicable;
 - 23.5.5 submit a Certificate of Qualification as a sheet metal worker issued under the Trades Qualifications and Apprenticeship Act, R.S.O. 1990, if performing sheet metal work for the installation, repair and adjustment of warm air heating systems of all kinds, if applicable; and
 - 23.5.6 produce two (2) pieces of identification, one (1) of which contains a photograph to the satisfaction of the Issuer of Licences upon initial application
- 23.6 A Master HVAC Installer shall:
 - 23.6.1 be in the employ of the licensed Heating Ventillation Air Conditioning Contracting Company shown on the licence, if not self-employed;
 - 23.6.2 not act as such for more than one Heating Ventillation Air Conditioning Contracting Company at any one time; and

- 23.6.3 not cause or permit a registered apprentice or an unqualified Person to perform any heating works, or to install any heating material or appliances, except as an assistant to and under the direct personal supervision of a licensed Master HVAC Installer who possesses the applicable mandatory provincial trade certifications.

HEATING VENTILLATION AIR CONDITIONING CONTRACTING COMPANY

23.7 Every applicant or Licensee of Heating Ventillation Air Conditioning Contracting Company shall:

- 23.7.1 be licensed as an Master HVAC Installer or employ at least one Master HVAC Installer licensed under this by-law;
- 23.7.2 provide proof of provincial certification for a sheet metal worker or steamfitter if performing such work for the applicant; and
- 23.7.3 produce two (2) pieces of identification, one (1) of which contains a photograph to the satisfaction of the Issuer of Licences upon initial application; and

23.8 A Heating Ventillation Air Conditioning Contracting Company shall:

- 23.8.1 not permit or cause a registered apprentice or unlicensed Person to perform any heating works or install any heating material or appliances except as an assistant to and under the direct personal supervision of a licensed Master HVAC Installer;
- 23.8.2 advise the Town if a licensed Master HVAC Installer ceases employment with him, and provide the name and address of any new Master HVAC Installer prior to his commencement of any heating work; and
- 23.8.3 obtain all necessary permits prior to the commencement of any work and, upon completion, procure a final inspection from the Town for the consumer.

DRAIN or SEPTIC TANK CONTRACTING COMPANY

23.9 Every applicant or Licensee of a Drain or Septic Tank Contracting Company shall:

- 23.9.1 produce two (2) pieces of identification, one (1) of which contains a photograph to the satisfaction of the Issuer of Licences upon initial application;
- 23.9.2 be licensed as a Drain Layer or employ at least one Drain Layer licensed under this by-law; and
- 23.9.3 if performing drainage system design work or installing septic tanks, submit the name and address of a qualified on-site sewage installer and the registration issued by the Ministry of Municipal Affairs and Housing indicating that the installer has the qualifications set out in Section 2.18.3 of the Ontario Building Code.

DRAIN LAYER or SEPTIC TANK INSTALLER

23.10 Every applicant or Licensee Drain Layer or Septic Tank Installer shall:

- 23.10.1 produce two (2) pieces of identification, one (1) of which contains a photograph to the satisfaction of the Issuer of Licenses upon initial application;
- 23.10.2 provide the name of the licensed Drain or Septic Tank Contracting Company who employs him, if not self-employed; and
- 23.10.3 if performing drainage design work or installing septic tanks submit the on-site sewage installer's registration issued by the Ministry of Municipal Affairs and Housing indicating t installer has the qualifications set out in Section 2.18.3 of the Ontario Building Code.

23.11 No Person shall perform, carry out or affect any drain or sewer work in the Town for hire unless such Person is a licensed Drain Layer, or is supervised by a licensed Drain Layer and employed by a Drain Contracting Company licensed under this by-law.

23.12 No licence is required by a Person who performs drain work:

- 23.12.1 in his or her own residence;
- 23.12.2 for an Owner, or an employee of the Owner, carrying out maintenance drain work on Premises owned by the Owner; or
- 23.12.3 who is under the supervision of a Drain Layer, on-site sewage installer, or Master Plumber licensed under this by-law.

GENERAL TRADE CONTRACTING COMPANY

23.13 Every applicant or Licensee of a General Trade Contracting Company shall:

- 23.13.1 produce two (2) pieces of identification, one (1) of which contains a photograph to the satisfaction of the Issuer of the Licences upon initial application; and
- 23.13.2 obtain all necessary permits prior to the commencement of any work.

23.14 No Person licensed as a General Trade Contracting Company shall employ or otherwise contract any Drain Layer, Drain Contracting Company, Septic Tank Installer, Septic Tank Contracting Company, Plumbing Contracting Company, Master Plumber, Electrical Contracting Company, Master Electrician, Master HVAC Installer, Heating, Air Conditioning & Ventilation Contracting Company or any other Person required to be licensed under this by-law unless such Person is licensed under this by-law.

23.15 Every Person licensed as a General Trade Contracting Company shall not commence or undertake any work for another Person unless a written contract has been signed between the General Trade Contracting Company and the Person on whose behalf the work is being done and every contract shall set out:

- 23.15.1 the name, address and phone number of the General Trade Contracting Company and of the Person for whom the work is being done;

- 23.15.2 the address where the work is to be performed;
 - 23.15.3 a description of the materials and services to be supplied;
 - 23.15.4 an estimate of the total cost of the proposed work;
 - 23.15.5 the terms of payment;
 - 23.15.6 details of the warranties or guarantees extended by the contractor;
and
 - 23.15.7 the start and completion date.
- 23.16 No Person shall deposit any materials or debris on any road allowance and, in the event any materials are deposited on any road allowance by any employee or any sub contractor employed by the General Trade Contracting Company, the licensee shall remove the obstructing materials or debris immediately or shall bear all costs of removal by the Town.

MASTER ELECTRICIAN

23.17 Every applicant or Licensee of a Master Electrician licence shall:

- 23.17.1 produce two (2) pieces of identification, one (1) of which contains a photograph to the satisfaction of the Issuer of Licences upon initial application;
- 23.17.2 submit a Certificate of Qualification as an Electrician under the Trades Qualifications and Apprenticeship Act, R.S.O. 1990, Chapter T. 17, as amended; and
- 23.17.3 provide the name of the licensed Electrical Contracting Company that employs him if not self-employed.

ELECTRICAL CONTRACTING COMPANY

23.18 Every applicant or Licensee of an Electrical Contracting Company licence shall:

- 23.18.1 produce two (2) pieces of identification, one (1) of which contains a photograph to the satisfaction of the Issuer of Licences upon initial application;
- 23.18.2 provide the names and addresses of all Master Electricians employed by him to perform work in the Town and must employ at least one Master Electrician.

23.19 Every Licensee of an Electrical Contracting Company shall:

- 23.19.1 not perform or permit to be performed any electrical work that is not performed either by a Master Electrician licensed under this by-law, or by a Journeyman Electrician and apprentice under the direct supervision of a Master Electrician licensed under this by-law;
- 23.19.2 advise the Town if a Master Electrician ceases employment with him and provide the name and address of any new Master Electrician prior to his commencement of any electrical work; and
- 23.19.3 obtain all necessary permits prior to the commencement of any work and, upon completion, procure a certificate of inspection from the Electrical Safety Authority for the consumer.

23.20 No licence is required by a Person performing electrical work:

- 23.20.1 as an employee of a public service commission, Halton Hills Hydro, a municipal corporation, a commercial or industrial establishment in its own established Premises where the Person has a Certificate of Qualification in the trade of electrician from the province of Ontario;
- 23.20.2 in his or her own residence;
- 23.20.3 as an apprentice working under the direct supervision of a Master Electrician; or
- 23.20.4 as an Owner, or an employee of an Owner, carrying on electrical work in respect of Premises owned by that Owner, under the supervision of a certified electrician or a Master Electrician