



**Planning and Economic Development  
Licensing and By-Law Services**  
330 Wentworth Street North  
Hamilton, Ontario L8L 5W3  
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Phone: (905) 546-2782 Option 3  
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HST# 88932 3218 RT0001

# TRADE LICENCE QUESTIONNAIRE

FOR OFFICE USE ONLY

LICENCE NUMBER:

RECEIVED BY

RECEIPT NUMBER

APPLICATION DATE

PLEASE PRINT CLEARLY

- Licence Type:**
- |  |  |
|--|--|
| <input type="checkbox"/> Building Repair | <input type="checkbox"/> Plumbing                              |
| <input type="checkbox"/> Drain Repair    | <input type="checkbox"/> Sprinkler & Fire Protection Installer |
| <input type="checkbox"/> HVAC            |  |

**Contractor Licence Applicants:**

Applicant Name:

Business Name (if applicable):

Name of Insurance Company:

Amount of Liability Insurance:

Policy Number:

Expiry Date:

Have you had a Trade Licence revoked:  Yes  No

If yes, please give location and date:

Is your business registered with the Ontario Ministry of Consumer & Commercial Relations?

Yes  No

If yes, please give Registration Number (Sole Proprietor and Partnerships only):

Name of Master in your Employ:

Same as above

**Master Licence Applicants:**

Applicant Name:

Number of Years Certified:

Certificate No.:

Years of Experience:

Have you written a Master's examination previously?  Yes  No

If yes, please give location and date:

Name of Contractor you are working for:

I, (please print name) \_\_\_\_\_ acknowledge it is my responsibility to notify the City of Hamilton in writing immediately of any changes in the information provided, during the course of this application, the period of a license and upon any renewal of a license and to ensure compliance with all City of Hamilton Licensing By-law 07-170, pertaining to this application.

Signature of Applicant

Date of Submission

**\*\*Submission of this application does not constitute approval by the City of Hamilton and its Departments\*\***

**Notice of Collection:** The City of Hamilton collects Personal Information as defined by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended, under authority of sections 151 and 227 of the Municipal Act, 2001; S.O. 2001, c. 25, as amended, and the City of Hamilton Consolidated By-Law No. 07-170. Personal Information collected on this form will be used to issue, monitor, and regulate licensing, and perform record searches. As permitted or required by law, Personal Information may be shared with Public Health, Hamilton Fire, Building, Zoning or other applicable internal departments for comment or action as it relates to licensing or compliance with laws and bylaws, including external Provincial or Federal Government branches as requested. Personal Information will be de-identified and aggregated for program planning, and for statistical and reporting purposes. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for circulation of information related to the business community, business licensing or the location of the business. Questions about the collection of this personal information can be directed to Tiffany Gardner, Licensing & Bylaw Services, 330 Wentworth St N, 905-546-2424, Tiffany.Gardner@hamilton.ca. **Business Identifying Information:** As mandated by section 2(2.1) and (2.2) of the Municipal Freedom of Information and Protection of Privacy Act, the business information collected on this application form will be maintained as a business record. Information associated with an individual in a professional, business, or official capacity is not personal information. Business information may be publicly available. Providing false or incomplete information could result in the refusal of this application. **Risks of Using Electronic Communication Notice:** The City of Hamilton will use reasonable means to protect the security and confidentiality of information sent and received using electronic communication. However, due to risks such as accidental disclosure or interception by parties not intended to receive the information, we cannot guarantee the security and confidentiality of electronic communication and will not be liable for the improper disclosure of confidential information that is not the direct result of intentional misconduct of the City and/or its staff.