

# **PLUMBING CONTRACTORS AND MASTER PLUMBERS**

## **RESIDENT PLUMBERS**

- Plumbing Contractors must provide copy of Certificate of Insurance (two million liability) naming the City of Kingston as an additionally insured party
- a copy of a valid Ontario Certificate of Qualification (wallet size) from the Province of Ontario or an Interprovincial Qualification.

## **NON-RESIDENT PLUMBERS**

- Must be a holder of a valid Ontario Certificate of Qualification from the Province of Ontario for at least two (2) years
- Provide proof he/she has been a Journeyman Plumber for a period of 2 years
- Original Ontario certificate of Qualification (Wallet Size) must be produced (or Interprovincial)
- Provide Proof of Insurance (two million liability) means a certified copy of a policy of insurance or certificate of insurance issued by a company authorized to carry on the business of insurance in the Province of Ontario.
- Provide copy of Insurance (two million liability)
- Provided that the applicant submits a letter to the Licensing Division, from any other municipality in which he holds a valid Master Plumber's license, or provide a letter from the municipalities Clerks department that he has successfully passed the respective Master's examination and has carried on the trade for two years

## **MASTER PLUMBERS**

Municipalities previously participating in the standard provincial examination program and the Master Plumbers' Reciprocal Licensing Program:

- The City of Barrie
- The City of Brantford
- The City of Cambridge
- The City of Cornwall
- The City of Guelph
- The City of Hamilton
- The City of Kitchener
- The City of London
- The City of Peterborough
- The City of Sarnia
- The City of Sault Ste. Marie
- The City of Stratford
- The City of Thunder Bay
- The Municipality of Metropolitan Toronto
- The City of Windsor
- The Regional Municipality of York

**PLUMBING TRADE**

**LOCATION:**  
216 Ontario Street  
Kingston, Ontario K7L 2Z3

**City Of Kingston  
Licensing and Permits**

**Phone:** (613) 546-4291  
**Fax:** (613)542-1332

**TYPE OF APPLICATION:**                      MASTER                       CONTRACTOR

<b>Applicant</b>		<b>FEE(S):</b>		<b>Total:</b>
<b>Address</b>		<b>City</b>	<b>Postal Code</b>	
<b>Home PH#</b>	<b>Business PH#</b>	<b>FAX#</b>	<b>Date of Birth</b>	
<b>Trade Certificate of Qualification Number (Ontario)</b>		<b>Date of Issue</b>	<b>Number of Years Certified</b>	
<b>Have you written a Master's Examination Previously?</b> <i>If YES, please state municipality(s) and date(s) exam written.</i>				
<b>Municipality</b>			<b>Date</b>	
<b>Municipality</b>			<b>Date</b>	
<b>Name and address of Employer/Contractor (if applying for Master's)</b>			<b>LICENSE #</b>	
<b>Name of Master (if applying for Contractor's)</b>			<b>LICENSE #</b>	
<b>CONTRACTORS ONLY - Name of Insuring Company &amp; Policy Expiry Date</b> (Proof Must Accompany Application)				
<b>Is the application being made on behalf of a company?</b> <i>(List name, address of owners, partners, officers of company)</i>				
<b>Name</b>	<b>Address</b>	<b>Position</b>		
<b>Name</b>	<b>Address</b>	<b>Position</b>		

**APPLICANTS FOR MASTER PLUMBER'S LICENCES MUST HAVE HELD A VALID JOURNEYMAN PLUMBER'S LICENCE FOR AT LEAST TWO (2) YEARS IN ORDER TO QUALIFY TO WRITE THE MASTER PLUMBER'S EXAMINATION.**

Please note that a license will only be issued upon confirmation that the business complies with all applicable zoning, building and property standards requirements and upon filing of appropriate proof of insurance. Infractions of any of these regulations may result in the license application being cancelled. APPLICANTS COMMENCING BUSINESS PRIOR TO APPROVAL OF THE BUSINESS LICENCE DO SO AT THEIR OWN RISK. This application, together with the prescribed fee payable to City of Kingston must be returned to the LICENSE OFFICE.

**DECLARATION**  
PROVINCE OF ONTARIO } IN THE MATTER OF AN APPLICATION FOR  
JUDICIAL DISTRICT OF } THE GRANT OF A MUNICIPAL LICENCE  
TO WIT:

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ do solemnly declare:

- That I am the applicant (or the \_\_\_\_\_ of the applicant corporation) for the grant of a license authorizing me for the applicant corporation to carry on within the City of Kingston the particular trade or business described in the application.
- That I understand that any license issued pursuant to the said application is subject to revocation by the Council of The Corporation of the City of Kingston, but if revoked a proportionate part of the license fee will be returned to me.
- That I undertake to conform to and abide by all relevant by-laws of the City of Kingston now or hereafter in force. That in carrying on the business authorized by the license, I shall not discriminate against any person or class of person because of his/her race or creed.
- That the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME at the City of Kingston,

this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ Applicant

\_\_\_\_\_  
A Commissioner, etc.

**(FOR OFFICE USE ONLY)**

**LICENSE NO. ISSUED:**

**PROOF OF LIABILITY INSURANCE FOR CONTRACTORS:**

**ISSUED BY:**

Personal information contained in this form and schedules is collected under the authority of The Municipal Act, 2001, and will be used as public information and in the administration and enforcement of the by-laws of the City of Kingston, including the release in a public directory. Questions about the collection of personal information may be addressed to the Chief Building Official of the City of Kingston.