



THE CORPORATION OF THE TOWN OF OAKVILLE
 1225 Trafalgar Road
 Oakville Ontario, L6H 0H3
 Telephone: 905-845-6601 Fax: 905-815-6077

2020 APPLICATION TO LICENCE AN H.V.A.C CONTRACTOR

FEE: \$196.00 (non-refundable, non-transferable, not pro-rated) **Renewal Date: December 31 every year**

The following must be fully completed and submitted along with all required documents and the applicable

fee. Applications may be submitted as follows:

- By E-mail to service@oakville.ca
- Drop box delivery, Enforcement Services, 1225 Trafalgar Road;
- By Mail to: Enforcement Services, Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3

BUSINESS: Note: For a business address, P.O.Box number will not be accepted.

NAME: _____

BUSINESS OWNER: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE NUMBER: _____ Sole Proprietor: _____ Partnership: _____

APPLICANT:

NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

The following documents must be included with this application.

- If a corporation, provide a copy of the incorporating documents and corporate number.
- If partnership, provide list of names, date of birth and address of each partner.
- Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000). The Town of Oakville and address **must** appear on the certificate as either "**Additional Insured**" or "**Certificate Holder**" in order to provide the Town at least ten days' notice in writing prior to cancellation, expiration or change of policy.
- Original Canadian Criminal Reference Check issued by an accredited Canadian Police Service, no more than 30 days old at the time of the licence application
- Evidence that the applicant is a qualified H.V.A.C installer or has a qualified H.V.A.C Refrigeration Installer, HVAC Gas Fitter Installer, HVAC Sheet Metal Installer, or any installer otherwise qualified and licensed or registered to do so under the laws in the Province of Ontario, in his/her employ.

Note: A business licence from another municipality will not be accepted, as it does not qualify the applicant as being a qualified H.V.A.C. installer.

Please be advised:

- Incomplete applications will not be processed.
- It is an offence to operate a business without a licence and charges may be laid without additional notice.

I hereby declare that I will comply with the provisions of all by-laws pertaining to the licence for which I am applying.

Signature

Date

Once your application is completed, please send the full package by email to service@oakville.ca. An email with payment instructions will be sent upon receipt of a complete application by Enforcement Services.

Completed applications with payment by cheque will also continue to be accepted by mail to:
 Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

Note: Personal information on this form is collected under the authority of the *Municipal Act* and the Town of Oakville Licensing By-law and will be used for business licensing and regulating. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-845-6601.