

**Schedule “G” to By-law No. 2005-0067**  
**Specialty Trade Contractor**

In addition to the other requirements of this By-law, the following regulations apply to Specialty Trade Contractor as defined in this Schedule.

**DEFINITIONS**

1. In addition to the terms defined in the general section of this By-law, the following terms shall have the corresponding meanings;

*“Drain Contracting Company”* means a Person who undertakes or is engaged in the business of drainage work including the installing, replacing, repairing or maintenance of drains, drainage systems and sewage disposal systems, who solicits and advertises such work to the public, and who either is himself a Drain Contractor or employs a Drain Contractor.

*“Drain Contractor”* means a Person who carries on the business of laying, repairing and installing public or private drains and sewage disposal systems on the exterior of any building.

*“General Trade Contractor”* means a Person who is skilled in any trade involving building, constructing or removing any building or structure of any kind, and includes but is not limited to poured concrete, framing, masonry, roofing, siding, glass and glazing, finish carpentry, paint, wall, flooring, building finishing, foundation, exterior building renovations, landscape construction, pool installation, and driveway paving work.

*“General Trade Contracting Company”* means a Person who undertakes or is engaged in the business of contracting General Trade work and who solicits and advertises such work to the public, except a trade, business, or occupation otherwise required to be licensed under this by-law and also except homebuilders who are insured under the Ontario Home Warranty Program.

*“Heating Ventilation Air Conditioning Contracting Company”* means a Person who undertakes or is engaged in the contracting of heating, ventilation, and air conditioning work including the installing, repairing, and maintaining of warm air, hot water or steam heating equipment of any kind, who solicits and advertises such work to the public, and who either is himself a Master HVAC Installer or employs a Master HVAC Installer.

*“HVAC”* shall mean Heating Ventilation Air Conditioning

*“Journeyman Plumber”* means a Person who has been issued a certificate of qualification by the Province of Ontario, and who having served an apprenticeship is qualified to work in the plumbing trade under the direction of another more qualified Person.

*“Master HVAC Installer”* means a Person who has been issued a Certificate of Qualifications under the *Ontario College of Trades and Apprenticeship Act, 2009*, S.O. 2009, c.22, as amended and is aware of and knowledgeable in the general regulations under this act and operates in a manner pursuant to the requirements of the act and its Regulations and is skilled in the planning, superintending and installation of warm air, steam and hot water heating systems, air conditioning and ventilation systems, and equipment used in connection therewith, who engages in such work, and who is familiar with the laws, rules, and regulations governing the same.

*“Master Plumber”* means a Person who has been issued a Certificate of Qualifications in the plumbing trade under the *Ontario College of Trades and Apprenticeship Act, 2009*, S.O. 2009, c.22, as amended and is aware of and knowledgeable in the general regulations under this act and operates in a manner pursuant to the requirements of the act and its Regulations and is skilled in the planning, superintending, and installing of plumbing, who engages in such work, and who is familiar with the laws, rules, and regulations governing the same.

*“Plumbing Contracting Company”* means a Person who undertakes or is engaged in the business of contracting for plumbing work, who solicits and advertises such work to the public, and who either is himself a Master Plumber or employs as Master Plumber.

*“Septic Tank Contracting Company”* means a Person who undertakes or is engaged in the business of contracting for septic tank installation work, who solicits and advertises such work to the public, and who either is himself a qualified on-site sewage installer registered by the Province to supervise septic tank installations or employs an on-site sewage installer.

*“Specialty Trade Contractor”* includes but is not limited to Plumbing Contracting Company, Master Plumber, Journeyman Plumber, Drain Contracting Company, Drain Contractor, Septic Tank Contracting Company, Heating Air Conditioning and Ventilation Contracting Company, Master HVAC Installer, General Trade Contractor and General Trade Contracting Company.

## **PROHIBITIONS**

2. No Person shall carry on the business of a *Specialty Trade Contractor* within the Town without first obtaining a licence in accordance with the requirements of this by-law.

3. No person licensed as a Specialty Trade Contractor under this By-law and Schedule shall perform any work which requires a licence or permit unless the licence or permit is first obtained.
4. No Licensee of a Specialty Trade Contractor shall store equipment or commercial vehicles, on Premises that will be in contravention of the Town's Zoning By-law or any other by-law.

### **APPLICATION REQUIREMENTS**

5. In addition to the application requirements as set out in the general section of this By-law, every person at the time of making application for a *Specialty Trade Contractors* license shall provide:
  - a) a Certificate of Insurance completed and signed by the applicant's Insurance Broker providing proof of Commercial General Liability insurance in a minimum amount of not less than (2) million dollars (\$2,000,000) with an endorsement that notice will be given to the Certificate Holder in writing at least (30) days prior to cancellation, expiration, or variation thereof. The Town of Halton Hills must be listed as the Certificate Holder;
  - b) photo identification to the satisfaction of the Issuer of Licenses
6. Every person licensed under this By-law shall carry on his person the said licence or an official identification card or badge certifying thereto issued by the Licence Issuer, at all times when performing or engaging in the trade, business or occupation so licensed, and shall produce the same for inspection at the request of any Officer.

### **MASTER PLUMBER**

7. Every applicant or Licensee for a Master Plumber licence shall:
  - a) provide the name of the licensed Plumbing Contracting Company that employs him if not self-employed;
  - b) submit a valid Certificate of Qualifications as a Plumber under the Trades Qualifications and Apprenticeship Act, R.S.O. 1990, c. T. 17, as amended.

### **PLUMBING CONTRACTING COMPANY**

8. Every applicant or Licensee of a Plumbing Contracting Company shall 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.
9. Every Licensee of a Plumbing Contracting Company shall:

- a) not permit or perform 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;
  - b) 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
  - c) obtain all necessary permits prior to the commencement of any work.
10. No licence is required by a Person performing plumbing work:
- a) 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;
  - b) in his or her own residence;
  - c) as an apprentice working under the direct supervision of a Master Plumber licensed under this by-law; or
  - d) 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**

11. Every applicant or Licensee of a Master HVAC Installer shall:
- a) submit a Certification 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;
  - b) submit a copy of 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;
  - c) provide the name of the licensed HVAC Contracting Company that employs him, if not self-employed;

- d) 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;
  - e) 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
12. A Master HVAC Installer shall:
- a) be in the employ of the licensed Heating Ventilation Air Conditioning Contracting Company shown on the licence, if not self-employed;
  - b) not act as such for more than one HVAC Contracting Company at any one time: and
  - C) 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 VENTILATION AIR CONDITIONING (HVAC) CONTRACTING COMPANY**

13. Every applicant or Licensee of an HVAC Contracting Company shall:
- a) be licensed as a Master HVAC Installer or employ at least one Master HVAC Installer licensed under this by-law;
  - b) provide proof of Provincial certification for a sheet metal worker or steamfitter if performing such work for the applicant.
14. An HVAC Contracting Company shall:
- a) 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;
  - b) 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

- c) 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 LAYER OR SEPTIC**

- 15. Every applicant or Licensee Drain Layer shall:
  - a) provide the name of the licensed Drain Contracting Company who employs him, if not self-employed; and
  - b) if performing drainage design work provide proof of current registration with the Ministry of Municipal Affairs and Housing in the QuARTS (Qualification and Registration Tracking System) for building practitioners.
- 16. No Person shall perform, carry out or affect any drain 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.
- 17. No licence is required by a Person who performs drain work;
  - a) in his or her own residence;
  - b) for an Owner, or an employee of the Owner, carrying out maintenance drain work on Premises owned by the Owner; and
  - c) who is under the supervision of a Drain Layer or Master Plumber licensed under this by-law.

## **DRAIN OR SEPTIC TANK CONTRACTING COMPANY**

- 18. Every applicant or Licensee of a Drain or Septic Tank Contracting Company shall:
  - a) be licensed as a Drain Layer or employ at least one Drain Layer licensed under this by-law; and
  - b) if performing drainage system design work 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.

## **GENERAL TRADE CONTRACTOR**

19. Every applicant or Licensee of a General Trade Contractor shall:
  - a) submit a Certificate of Qualifications as required (if applicable) by the Trades Qualification and Apprenticeship Act, R.S.O. 119, c. T.17.

## **GENERAL TRADE CONTRACTING COMPANY**

20. Every applicant or Licensee of a General Trade Contracting Company shall obtain all necessary permits prior to the commencement of any work.
21. 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.
22. 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:
  - a) the name, address and phone number of the General Trade Contracting Company and of the Person for whom the work is being done;
  - b) the address where the work is to be performed;
  - c) a description of the materials and services to be supplied;
  - d) an estimate of the total cost of the proposed work;
  - e) the terms of payment;
  - f) details of the warranties or guarantees extended by the contractor; and
  - g) the start and completion date.
23. 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.