

How to apply for a New Residential Builder Licence

Using the Online Licensed Builder Portal



This guide explains how to apply and pay for licensing fees online. You will be notified by email once your application is approved. Once approved, you can download and print your Licence Certificate. You can change your contact information online too.

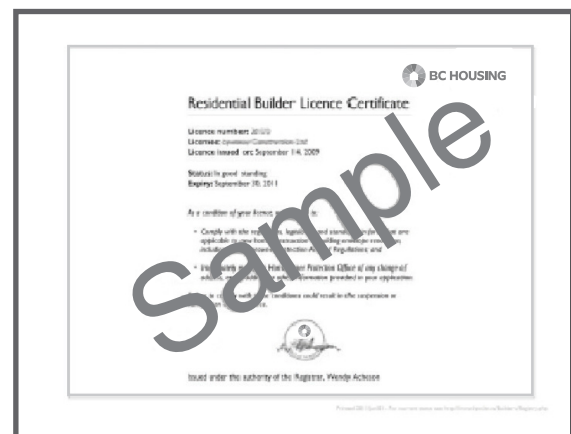
If you want to make changes to your licence information prior to your renewal date, see the step-by-step Online Licence Renewals and Licence Amendments guide at bchousing.org.

Go online to: <https://lims.bchousing.org/LIMSPortal/LRBPortal/>

Review the instructions then **Start application**.

Please note: you need a valid email account to use the online licence application process.

Follow the step-by-step guide to get started.



Complete the next 10 information categories

If you miss required information, or complete information incorrectly, the system re-directs you to the required information with a message in red at the top of the page. Once you correct the information you can proceed.

If you do not understand a question, please click on the information icon for a detailed explanation.

1. Company information

Provide your company name, company type and licence type.

2. Company contact information

3. Persons in control of the company:

- You are required to provide the name(s), contact information, date of birth and driver's licence for the owner (in the case of a sole proprietorship), partners, directors, officers, majority shareholders and senior managers responsible for managing construction.
- You need to indicate if each individual is qualified or carries a *deemed qualified* status.

Note: click on the help box for more information on how to determine deemed qualified.

- If you are not deemed qualified, you need to complete your Qualifications and Experience details. Companies may nominate individuals to meet the qualifications requirements on behalf of the company.

A nominee must be an individual listed as a person in control of the company. One nominee must have at least 24 months of managerial or supervisory experience in residential construction within the last five years. More than one nominee can satisfy the seven core competency requirements. For more information on the qualification requirements, please go online to bchousing.org to [Qualification Requirements for New Residential Builders](#).

4. Nominee for CPD

If your licence type is General Contractor, you are required to enter a nominee for Continuing Professional Development (CPD). You are able to choose any of the persons in control of the company listed during step 3. This person is responsible for completing CPD within the term of your licence.

5. Primary contact

This is the individual you select to be your BC Housing license-related contact. This person does not need to be listed as in control of the company as identified in step 3.

6. Memberships

List your memberships here. If you hold a membership that doesn't appear on the list, please scroll to the bottom and click on "*Other*" and enter the association name. You can enter as many memberships as you wish.

7. Past construction

Please list all of the new homes you have completed or substantially completed over the last 36 months.

8. General information

Provide an estimate of your new home construction for the next year. This estimate is for statistical purposes only. You are also required to disclose whether you or any person in control of the company has been convicted of, or has any judgments made against them in different Acts related to the industry, or convicted of any offence involving fraud.

At the bottom of this page you are asked to create an online account so you can login to the portal. Once approved, you can check your status, register homes and manage your licence information anytime.

9. Confirmation

Review your application. Confirm that you are authorized to apply for a licence on behalf of the licensee and that you understand the licence obligations and conditions. This acknowledgment ensures that you also agree to the public disclosure of your company contact information via the Licenced Residential Builder Registry.

To continue, select *Confirm Application* to move to the final payment page. To stop the process, you can cancel your application and return to the initial login screen.

10. Signature and payment

The first step to complete the application process is to download, print and sign your application.

You may either mail, fax or scan it to the Licensing and Consumer Services branch of BC Housing.

You have three options for paying the new \$600 licence fee:

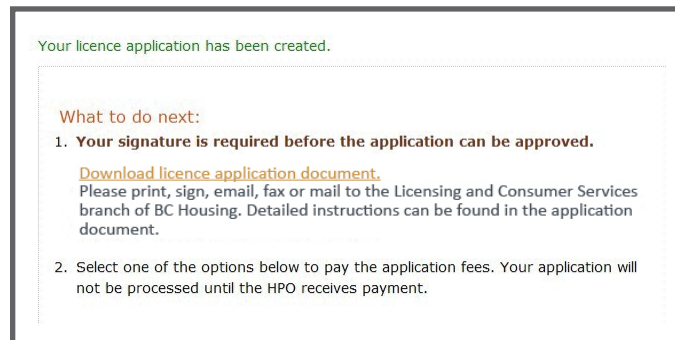
- a) Credit card
- b) Manual payment
- c) Pay later

Credit card payment is the fastest licence application process. **“Manual payment”**, such as paying by cheque, takes longer. Applications are queued for processing based on when the Licensing department receives payment with signed applications. **“Pay later”** applications are queued for processing when the Licensing and Consumer Services branch of BC Housing receives both payment and signed applications.

Select a payment option. If you pay by credit card, this online form confirms credit card payment. Enter your details then click **Make Payment**. Once payment is made, download your receipt.

If you choose to pay **manually**, print the form and attach it to your payment for submission.

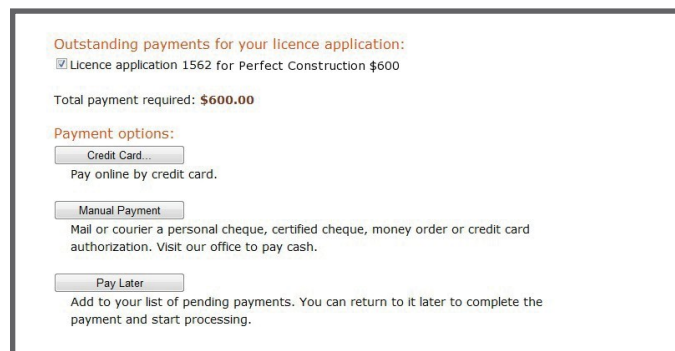
If you choose to **pay later**, login to your account at a later date, find the link **Outstanding payments** to the right of the screen then complete payment.



Your licence application has been created.

What to do next:

- Your signature is required before the application can be approved.**
[Download licence application document.](#)
Please print, sign, email, fax or mail to the Licensing and Consumer Services branch of BC Housing. Detailed instructions can be found in the application document.
- Select one of the options below to pay the application fees. Your application will not be processed until the HPO receives payment.



Outstanding payments for your licence application:

Licence application 1562 for Perfect Construction \$600

Total payment required: **\$600.00**

Payment options:

Pay online by credit card.

Mail or courier a personal cheque, certified cheque, money order or credit card authorization. Visit our office to pay cash.

Add to your list of pending payments. You can return to it later to complete the payment and start processing.

Processing

Licence applications are processed in the order they are received. **Payment is required to process applications.**

Processing applications may be delayed for the following:

- a. Application is not signed
- b. Incomplete information
- c. Incorrect information
- d. Licensee, or persons associated with the licensee, are under investigation for non-compliance or found to be in non-compliance with either the Homeowner Protection Act or any other licence conditions.

To expedite processing, please ensure your application is as complete as possible.

Once processed, your licence status is automatically updated on the [Licensed Residential Builder Registry](#). Builders with valid email accounts are emailed licence approvals. Licence approval letters are sent to all manual applicants. When licence applications are denied, a letter is mailed to the builder in addition to an online notification to the builders' account.

Check your status

Check your account anytime to view your licence application status. If your application is incomplete, your account may contain a notification of outstanding item(s).

What to do next:

1. **Your signature is required before the application can be approved.**
[Download licence application document.](#)
If you have not already done so, please print, sign, and then email, fax or mail it to BC Housing. Detailed instructions can be found in the application document.
2. Payment has not yet been received by BC Housing. If you have not already sent in a manual payment, please start the payment process by selecting "Outstanding payments" to the right.

Licence: # not yet assigned
Licensee: Perfect Construction
Status: Pending

Current warranty acceptance:
No current proof of warranty acceptance.

For More Information contact:

Licensing and Consumer Services
Branch of BC Housing

203 – 4555 Kingsway
Burnaby BC V5H 4T8

604 646 7050 phone
604 646 7051 fax
1 800 407 7757 toll-free

licensinginfo@bchousing.org email
bchousing.org website
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