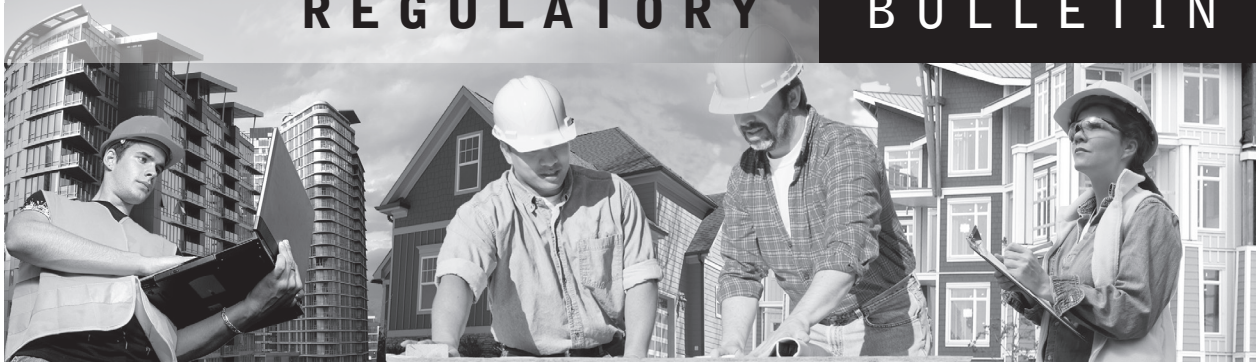




Homeowner
Protection Office
Branch of BC Housing



How to Become a Licensed Residential Builder

All residential builders applying for building permits to construct new homes in B.C. must be Licensed Residential Builders and arrange for home warranty insurance. In geographic areas where building permits are not required, residential builders must be Licensed Residential Builders and arrange for home warranty insurance prior to the commencement of construction.

STEP 1 – Apply to an approved home warranty insurance company

An important requirement for obtaining a licence from the Homeowner Protection Office (HPO) is acceptance by a third-party home warranty insurance provider authorized by the Financial Institutions Commission (FICOM). A list of warranty providers and their contact information can be found on the HPO website.

If you are accepted for home warranty insurance, your warranty provider will notify the HPO.

STEP 2 – Complete an application online

Applying for a new HPO Licence is now quicker and easier. You are now able to make application and pay the related HPO fees online. On the HPO website, go to the Builder Licensing page and click on “Start a New Licence Application.”

Please note: you will be required to have a valid email account in order to use the online licence application process.

The information bulletin *Online Application Process for New Residential Builder Licence* provides step-by-step help designed to guide you through the process. You will find the bulletin on the Builder Licensing page.

STEP 3 – Check your email

Complete applications are processed in the order in which they are received. A new licence application without payment will not be processed.

Once a decision has been made, the HPO will notify you on your account and by email. When the licence is approved, the HPO will include the licensee information on the Licensed Residential Builder Registry available on the HPO website. If you wish, you will be able to log in to the Licensed Builder Portal and download and print your Licence Certificate.



Regulatory Bulletins are a series of publications developed by the Homeowner Protection Office (HPO), a branch of BC Housing, to provide information on and interpretation of the *Homeowner Protection Act* and regulations. All current regulatory bulletins can be viewed on the HPO website.

This bulletin and the website copy are for convenience only and do not constitute legal advice. For complete details consult the *Act* and its regulations. For more information, contact the HPO at:

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