



Licensed Contractor Application

DATE:
1. APPLICANT INFORMATION
Company Name:
Company Address:
Representative Name:
Representative Phone:
Representative Email:
Emergency Contact Name:
Emergency Contact Phone:
2. REQUIRED DOCUMENTS CHECKLIST
<input type="checkbox"/> Completed Application <input type="checkbox"/> WSIB Clearance Certificate <input type="checkbox"/> Certificate of General Liability Insurance, Minimum \$5,000,000.00 <input type="checkbox"/> Certificate of Pollution Liability Insurance, Minimum \$2,000,000.00 <input type="checkbox"/> Applicable Indemnity Deposit <input type="checkbox"/> Applicable Permit Fee <input type="checkbox"/> Other: _____
3. SIGNATURE OF APPLICANT
Print Name: _____ Title: _____ Signature: _____ Date: _____ Individual signing must be able to bind the Corporation

Please send complete package by mail or electronically to operations@essex.ca

TOWN USE ONLY	
License Issuance Date: _____	Certificate Provided to Contractor <input type="checkbox"/>
License Issued By: _____	Added to Contractor List and circulated <input type="checkbox"/>
Expiration: _____	

Application:

The following documents would be required for a valid application:

- Complete application
- Application Fee as set in the Fees and Charges By-Law, as amended from time to time.
- Certificate of General Liability Insurance with minimum Coverage of \$5 million with coverage extending to January 31st of the following year.
- Certificate of Pollution Liability Insurance with minimum Coverage of \$2 million with coverage extending to January 31st of the following year.
- Current WSIB Clearance Certificate.
- Indemnity Deposit as set in the Fees and Charges By-Law, as amended from time to time.
- Any and all other documents that may be required and/or reasonably be requested by the Town from time to time.

Insurance:

In reference to the above listed insurance requirements, the Town of Essex shall be:

- a) Named as an additional insured in the policy of insurance and the policy shall contain a cross-liability/severability of interest clause.
- b) Indemnified from any and all claims, demands, losses, costs or damages resulting from the performance of a contractor's obligation under a contract with the property owner. See Section 7 of the Property Servicing Policy for more information.
- c) Insurance policies shall not be altered, cancelled or allowed to lapse. In case of cancellation of insurance policies, the contractor's Insurer shall provide a thirty (30) days written notice by registered mail to the Town of Essex.

Security Deposits:

Accepted forms of security deposits are either certified cheque or cash.

Security deposits shall be held for the duration of the license for indemnification and compliance purposes. Use of security deposits for remedy from site servicing on Town owned property can be used at the complete discretion of the Director of Infrastructure Services, acting reasonably, and after providing adequate notice to the License Holder to remedy the deficient works. The security deposit shall not be used for any remedial works on private property as this would fall under the agreement between the Licensed Contractor and the Property Owner.

License Issuance:

Upon successful application, the Clerk's department shall issue a license to the applicant that clearly displays:

- Company Name
- Date of Issue
- Date of Expiration which shall expire on December 31st of the current year
- Signature of the Clerk of the Town of Essex or designate

License Termination & Expiration:

Should a Licensed Contractor request, in writing, that they no longer wish to be a Licensed Contractor, their name will be removed from the Licensed Contractor list and the deposit will be returned to them.

Should the Town of Essex receive notification that at any point during licensure that any of the conditions in Section 5.1 are no longer being met by the Licensed Contractor (ie. Insurance no longer valid), the Licensed Contractor will be notified in writing and shall provide proof of compliance with this policy within 5 business days failing which the License shall be terminated accordingly.

The Town of Essex reserves the right to terminate any license for being in violation or non-compliance with this policy or any other policies, by-laws, regulations or applicable legislation.

Contractor Licences expire on December 31st each year. Applicants may renew annually and are required to complete another application form and must provide the supporting documents and the application fee as described herein. A reminder letter or email will be sent in December or January each year to notify of the expiration of the license.

Should the Licensed Contractor no longer wish to remain licensed, they will notify the Town, in writing, and the security deposit will be returned.