



Identifying Sub-Trades for Construction Permits

No.: PERMITS-08
Date: 1998-02-13
Revised: 2018-12-20

Purpose:

- To inform owners of City requirements concerning identifying all trades involved on a construction project.

Background:

- Concerns have been expressed with regard to licencing of trades conducting business with the City.

Implementation:

- The Richmond Business Licence Bylaw No. 7360 prescribes the business licence requirements for all trades conducting business or work within the City.
- For all construction permits issued on or after the date of issuance of this Bulletin, all trades and sub-trades involved on a construction project must be confirmed by the owner or agent.
- The attached "Trades Data Sheet" must be submitted at the permit application stage to confirm the designer, general contractor and those sub-trades known at this stage.
- A completed "Trades Data Sheet" must be submitted to the Building Inspector prior to final inspection to confirm all other sub-trades on the project.
- Should you have any questions, comments or suggestions concerning this bulletin please contact the Supervisor, Permits at 604-276-4278 or the Coordinator, Building Inspections at 604-276-4369.

See attached →



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Building Address: _____

Owner/Agent: _____

General Contractor – Company Name: _____ **HPO Builder Licence No.:** _____

Business Licence No.: _____ **Address:** _____

Project Designer Name: _____

Business Licence No.: _____ **Address:** _____

Trade	Company Name	Business Licence No.	Address	Phone No.
Alarm System Installer				
Cabinetry				
Concrete Placement				
Drywall Installer				
Electrical Installer				
Excavation				
Finish Carpentry				
Finished Flooring				
Fireplace				
Framer				

Gas				
Gutters & Downpipes Installer				
Heating (Forced Air)				
Heating (Hydronic)				
Insulation Installer				
Landscaping				
Masonry Including Chimney				
Painting				
Plumbing				
Roofing Installer				
Sewer (Site Services)				
Siding Installer				
Soils Preparation				
Sprinkler				
Stucco Installer				
Vacuum Rough-In Installer				