

# Builder Licensing Application Process

## Basic steps to apply online through New Home Buyer Protection System

### Requirement for Builder Licence

All residential builders in Alberta are required to have a builder licence to obtain permits for new home construction. You may apply for either a General Contractor or a Developer Licence depending on the types of homes you intend to build.

### When to apply for a Builder Licence

You are encouraged to apply for your licence at your earliest convenience in advance of the coming construction season. Submitting your application now can help prevent any processing delays that may affect your business operations.



### How to apply for a Builder Licence

#### Step 1: Register for an account with New Home Buyer Protection System

- To register for an account, access the Account Request Form at <https://nhbpsapply.ma.gov.ab.ca/>.
- If you already have an account, log in through MA Connect at <https://www.maconnect.alberta.ca/>.

#### Step 2: Complete your Builder Profile

- This includes details of your company and contact information for all directors and officers.
- Useful tip: Upload a copy of the driver's licenses for all directors and officers.

#### Step 3: Complete the Licence Application

- Note that warranty backing is required before a builder licence can be issued.
- Useful tip: Remember to click on "Submit and Exit" to ensure that your application is submitted for processing.

#### Step 4: Pay for your application

- You can choose to pay online or by mailing a printed copy of the invoice along with your payment.

### After you apply

- Applications are reviewed and recommendations are developed within approximately 14 business days after a complete paid application is received.
- However, it could be longer if a builder fails to provide current and complete information.
- During peak construction times, the review may take longer than 14 business days.

### Connect with the Residential Protection Program:

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)  
Phone: 780-644-1010 (within Canada and United States)  
Toll free: 1-866-421-6929 (within Canada)  
Email: [rpp@gov.ab.ca](mailto:rpp@gov.ab.ca)