

# Residential Builder Licence Renewal Steps

To submit a licence renewal application log into your NHBPS account through MA Connect. Review your Builder Profile, ensure the information is current and aligns with your information in the Alberta Corporate Registry (CORES), and then complete the licence questionnaire, found under the Licensing tab.

## **Licence Renewal Instructions:**


STEP 1: Log in to your [Builder's Portal](https://www.maconnect.alberta.ca) through MA Connect (<https://www.maconnect.alberta.ca>)

STEP 2: Edit your Builder Profile. To access it, click on "Launch", and then click on "Builder Profile".

- a) Under Contacts, add all current directors, majority shareholders, and officers. A majority shareholder has 25% or more shares. This information must align with your information in the Alberta Corporate Registry.
- b) Under Associated Companies, list majority shareholder companies (25% or more shares) and associated companies. This information must be current and align with your information in the Alberta Corporate Registry.
- c) Under Attachments, upload current and valid driver's licence copies for all directors, majority shareholders, and officers.


STEP 3: Fill out the licence renewal application. To access it, click on "Licensing", and then click on "Apply for Renewal".

STEP 4: Payment. The fee for a licence renewal is \$500.

HELP: To access the Residential Builder User Manual click on the Help Icon  in NHBPS or click [here](#).

After you submit the application a compliance officer will review the builder profile and the licence renewal application, if they have questions or believe that there is information missing, they will contact you.

## **Visuals:**

Below are two screenshots. Screenshot 1, the landing page of NHBPS, shows where to click on the primary navigation menu to open the Builder Profile tab (Step 2), the Licensing tab (Step 3), and the Help icon . Clicking on the Help icon launches a user manual that can assist you with your application. Screenshot 2 provides a visual of how to launch the licence renewal application (Step 3).

Screenshot 1:



Screenshot 2:

Applications

Payments

Licences

## Licence Applications

Information from your Builder Profile is used as part of a Licence Application. Please review your Company Details, Contacts, Accountability, and Associated Companies to ensure that they are up-to-date.

+ Apply for Licence

+ Apply for Renewal

Reset Filters

| Actions | Application ID | Application Type | Licence Class | Application Status | Submitted By | Date Submitted |
|---------|----------------|------------------|---------------|--------------------|--------------|----------------|
|---------|----------------|------------------|---------------|--------------------|--------------|----------------|

Need further assistance? Contact us at [RPP@gov.ab.ca](mailto:RPP@gov.ab.ca), or by phone at 1-866-421-6929.