

## **TEMPORARY LICENCES**

IN ACCORDANCE WITH THE ARCHITECTS ACT AND MAA BY-LAWS, INDIVIDUALS WHO WISH TO PROVIDE ARCHITECTURAL SERVICES IN THE PROVINCE OF MANITOBA, ARE REQUIRED TO MAINTAIN REGISTERED MEMBERSHIP IN THE MANITOBA ASSOCIATION OF ARCHITECTS, AS WELL AS FIRM REGISTRATION.

AS AN ALTERNATE TO THE PROCESS OF REGISTERED MEMBERSHIP AND FIRM REGISTRATION, OR IN THE CASE OF AN ARCHITECT WHO IS LICENSED IN A JURISDICTION WHICH DOES NOT HAVE RECIPROCITY WITH THE MAA, THE PROCESS OF TEMPORARY LICENCE IN ACCORDANCE WITH SUBSECTIONS 16.1(1) AND 16.1(2) OF THE ARCHITECTS ACT IS AVAILABLE FOR THE PURPOSE OF PROVIDING ARCHITECTURAL SERVICES ON A SPECIFIC PROJECT.

AS A MATTER OF POLICY, THE MAA DOES NOT OBJECT TO AN ARCHITECT AND/OR ARCHITECTURAL PRACTICE, WHICH IS REGISTERED IN ANOTHER JURISDICTION, RESPONDING TO AN EXPRESSION OF INTEREST OR REQUEST FOR PROPOSALS, PROVIDED THAT THE INDIVIDUAL OR PRACTICE HAS ESTABLISHED THAT IT IS ELIGIBLE FOR A TEMPORARY LICENCE IN THE PROVINCE OF MANITOBA. HOWEVER, THE INDIVIDUAL AND/OR ARCHITECTURAL PRACTICE SHALL NOT RENDER ANY ARCHITECTURAL SERVICES PRIOR TO RECEIVING A TEMPORARY LICENCE IN ACCORDANCE WITH THE ACT AND BY-LAWS.

### **A. PROVISION OF SERVICES – TEMPORARY LICENCE**

THE PROVISION OF A TEMPORARY LICENCE IS BASED ON THE FOLLOWING CONDITIONS:

1. A SEPARATE TEMPORARY LICENCE IS ISSUED FOR EACH SEPARATE COMMISSION OR PROJECT. A SEPARATE BUILDING PROJECT IS DETERMINED BY ITS SEPARATE BUILDING PERMIT.
2. THE APPLICANT/LICENSEE MUST BE A PERSON WHO IS AN ARCHITECT PRACTICING AS A PRINCIPAL IN AN ARCHITECTURAL PRACTICE IN THE OTHER JURISDICTION.
3. THE APPLICANT/LICENSEE MUST FORM A PROFESSIONAL BUSINESS RELATIONSHIP WITH A "COLLABORATING ARCHITECT", WHICH IS A REGISTERED MEMBER OF THE MAA WHO IS EITHER A PRINCIPAL IN AN ARCHITECTURAL PRACTICE, OR A PRINCIPAL OR FULL-TIME PERMANENT EMPLOYEE IN A JOINT ARCHITECTURAL AND ENGINEERING PRACTICE, THAT IS REGISTERED AND AUTHORIZED TO PRACTICE ARCHITECTURE IN THE PROVINCE OF MANITOBA.
4. A TEMPORARY LICENCE SHALL ONLY BE ISSUED ON A BUILDING PROJECT WHEN THE APPLICANT/LICENSEE AND THE COLLABORATING ARCHITECT AGREE AND JOINTLY UNDERTAKE TO:
  - A) INCLUDE BOTH THEIR NAMES, FIRM OR CORPORATION NAMES AND LOCAL ADDRESSES ON ANY DRAWINGS, SPECIFICATIONS, AND/OR SIGNS OR ANNOUNCEMENTS RELATING TO THE PROJECT;
  - B) BOTH SIGN AND SEAL ALL DRAWINGS;
  - C) ASCERTAIN THAT ALL CONTRACT DOCUMENTS SUBSTANTIALLY CONFORM TO APPLICABLE CODES AND BYLAWS;
  - D) PROVIDE ALL NECESSARY FIELD REVIEW TO ASCERTAIN THAT THE CONSTRUCTION SUBSTANTIALLY CONFORMS TO THE CONTRACT DOCUMENTS; AND
  - E) SIGN THE CERTIFICATE OF SUBSTANTIAL PERFORMANCE (A COPY OF WHICH SHALL THEN BE FILED WITH THE MAA OFFICE WITHIN FOURTEEN DAYS OF IT BEING SIGNED).
5. A TEMPORARY LICENCE MUST BE MAINTAINED FOR A BUILDING PROJECT UNTIL ONE YEAR FOLLOWING THE DATE OF SUBSTANTIAL COMPLETION.
6. THE TEMPORARY LICENCE SHALL BE VALID FOR ONE YEAR FROM THE DATE OF ISSUANCE AND MUST BE RENEWED ON OR BEFORE THE ANNIVERSARY DATE EACH YEAR. THE ANNUAL FEES ARE BASED ON CONSTRUCTION COST AS THIS TERM IS DEFINED IN THE MOST RECENT VERSION OF THE CANADIAN STANDARD FORM OF CONTRACT FOR ARCHITECTURAL SERVICES, DOCUMENT 6.

THE LICENSEE (APPLYING ARCHITECT) IS REQUIRED TO PROVIDE A BRIEF REPORT REGARDING THE PROJECT STATUS AND CONSTRUCTION COST WITH EACH ANNUAL SUBMISSION OF TEMPORARY LICENCE FEES.

**B. SUSPENSION/CANCELLATION OF TEMPORARY LICENCE**

1. WHEN A PROJECT IS TO BE IN ABEYANCE FOR AN INDEFINITE PERIOD, UPON RECEIPT OF THE INVOICE FOR THE SUCCEEDING YEAR, THE LICENSEE MAY RETURN THE TEMPORARY LICENCE SEAL AND REQUEST IN WRITING A SUSPENSION OF THE TEMPORARY LICENCE FOR ONE YEAR, ON THE BASIS THAT IF THE PROJECT IS RESUMED DURING THE COURSE OF THAT YEAR, THE MAA WILL BE NOTIFIED SO THAT AN INVOICE MAY BE ISSUED AS AT THE NEW ANNIVERSARY DATE. FAILING SUCH NOTIFICATION, AN INVOICE IS SENT AT THE END OF THE YEAR OF SUSPENSION, AND A SECOND YEAR OF SUSPENSION MAY BE REQUESTED. AT THE END OF THE SECOND YEAR OF SUSPENSION, IF THE PROJECT IS STILL IN ABEYANCE, THE TEMPORARY LICENCE IS CANCELLED, AND A NEW APPLICATION MUST BE MADE IF, AND WHEN, THE PROJECT IS RE-ACTIVATED.
2. FAILURE TO EITHER PAY THE ANNUAL TEMPORARY LICENCE FEE OR REQUEST A SUSPENSION ON OR BEFORE THE DUE DATE FOR PAYMENT, MAY RESULT IN CANCELLATION OF THE TEMPORARY LICENCE. IN ORDER TO HAVE THE TEMPORARY LICENCE REINSTATED, FEES IN ARREARS AS WELL AS THE FEE FOR THE YEAR OF RENEWAL WILL BE PAYABLE.
3. ANY APPLICANT WHO HAS PAYMENT OF FEES IN ARREARS WILL BE REQUIRED TO PAY THESE FEES PRIOR TO THE ISSUANCE OF A TEMPORARY LICENCE FOR ANY OTHER PROJECTS IN MANITOBA.

**C. APPLICATION AND LICENCE FEES**

THE ORIGINAL APPLICATION FORM (WITH ORIGINAL SIGNATURES OF ALL PARTIES CONCERNED) MUST BE SUBMITTED TO THE MAA OFFICE. **ELECTRONIC SIGNATURES AND/OR ELECTRONIC SUBMISSIONS ARE NOT PERMITTED.**

AN APPLICATION FEE OF \$350.00 + \$17.50 GST (\$367.50), BY WAY OF CHEQUE OR MONEY ORDER, MUST BE SUBMITTED WITH THE APPLICATION FORM.

FOLLOWING APPROVAL OF THE APPLICATION, AN INVOICE FOR THE APPLICABLE ANNUAL TEMPORARY LICENCE FEE WILL BE FORWARDED. FLAT RATE FEES, BASED ON THE ANTICIPATED CONSTRUCTION COST OF THE PROJECT (AS THIS TERM IS DEFINED IN THE STANDARD FORM OF CONTRACT FOR ARCHITECTURAL SERVICES, DOCUMENT 6), AS FOLLOWS:

<u>CONSTRUCTION COST</u>	<u>ANNUAL TEMPORARY LICENCE FEE</u>
UP TO \$1 MILLION	\$1,500 + \$ 75.00 GST = \$1,575.00
OVER \$1 MILLION & UP TO \$3 MILLION	\$2,000 + \$100.00 GST = \$2,100.00
OVER \$3 MILLION & UP TO \$10 MILLION	\$3,000 + \$150.00 GST = \$3,150.00
OVER \$10 MILLION & UP TO \$20 MILLION	\$4,500 + \$225.00 GST = \$4,725.00
OVER \$20 MILLION & UP TO \$50 MILLION	\$5,500 + \$275.00 GST = \$5,775.00
OVER \$50 MILLION	\$7,000 + \$350.00 GST = \$7,350.00

**NOTE: THE APPLICATION FORM CAN BE FILLED IN ON SCREEN, PRIOR TO PRINTING.**



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## TEMPORARY LICENCE APPLICATION

### 1. NAME OF ARCHITECT MAKING APPLICATION:

(A) APPLICANT IS A MEMBER IN GOOD STANDING IN THE JURISDICTION OF:

(PROVIDE LETTER FROM LICENSING AUTHORITY WITH APPLICATION)

(B) APPLICANT IS A PRINCIPAL IN THE ARCHITECTURAL FIRM OF:

(PROVIDE LETTER OF GOOD STANDING FROM LICENSING AUTHORITY WITH APPLICATION)

(C) HEAD OFFICE:

STREET ADDRESS

CITY PROVINCE COUNTRY POSTAL/ZIP CODE

TELEPHONE FAX EMAIL

(D) FIRM REGISTERED IN THE JURISDICTION OF:

(E) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(SIGNATURE OF APPLICANT) (MTH/DAY/YEAR)

### 2. NAME OF COLLABORATING ARCHITECT:

(A) COLLABORATING ARCHITECT IS A MEMBER IN GOOD STANDING IN MANITOBA.

(B) COLLABORATING ARCHITECT IS A PRINCIPAL IN THE ARCHITECTURAL FIRM/CORPORATION, OR A PRINCIPAL OR FULL-TIME PERMANENT EMPLOYEE IN THE JOINT A/E FIRM /CORPORATION, OF:

(C) HEAD OFFICE:

STREET ADDRESS

CITY PROVINCE COUNTRY POSTAL/ZIP CODE

TELEPHONE FAX EMAIL

(D) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(SIGNATURE OF COLLABORATING ARCHITECT) (MTH/DAY/YEAR)

3. PROJECT INFORMATION

(A) DESCRIPTION (BUILDING TYPE, SIZE OR OTHER DESCRIPTORS, AS APPLICABLE)

(B) SCOPE OF SERVICES

(C) PROJECT NAME AND ADDRESS

(D) "CONSTRUCTION COST" (IF APPLICABLE): \$ (AS DEFINED IN THE STANDARD FORM OF CONTRACT, DOC. 6)

4. COMMENCEMENT DATE OF SERVICES: (MTH/DAY/YEAR)

5. PROJECTED COMPLETION DATE OF PROJECT: (MTH/DAY/YEAR)

6. PROJECTED COMPLETION DATE OF SERVICES: (MTH/DAY/YEAR)

7. PROJECT STATUS, REPORTING EACH YEAR ON THE ANNIVERSARY DATE OF THE ISSUANCE OF THE TEMPORARY LICENCE UNTIL PROJECT COMPLETED (OR UNTIL 1 YEAR AFTER SUBSTANTIAL PERFORMANCE OF BUILT PROJECT)

REPORTS RECEIVED:

REPORT 1	MTH _____	DAY _____	YR _____
REPORT 2	MTH _____	DAY _____	YR _____
REPORT 3	MTH _____	DAY _____	YR _____
REPORT 4	MTH _____	DAY _____	YR _____
REPORT 5	MTH _____	DAY _____	YR _____
REPORT 6	MTH _____	DAY _____	YR _____

8. THE COLLABORATING ARCHITECT WILL BE RESPONSIBLE FOR REQUIREMENTS AS SET OUT IN ITEMS 4A TO 4E INCLUSIVE LISTED IN THE INFORMATION SHEET RELATIVE TO APPLICATION FOR A TEMPORARY LICENCE BULLETIN OR AS OTHERWISE REQUIRED BY THE MAA COUNCIL AND SET OUT BELOW:

A CHEQUE OR MONEY ORDER, IN THE AMOUNT OF \$367.50 AND MADE PAYABLE TO THE "MANITOBA ASSOCIATION OF ARCHITECTS" OR "MAA", MUST BE SUBMITTED WITH THE APPLICATION FORM. THE ANNUAL LICENCE FEE WILL BE INVOICED, FOLLOWING ACCEPTANCE OF THE APPLICATION FORM.