

The New Home Construction Licensing Act, 2017 (S.49 to 52) and its regulations requires all licensees to notify the Home Construction Regulatory Authority (HCRA) of changes to the information that was provided on the licence application (including any supporting documentation) or is currently displayed on the Ontario Builder Directory (OBD).

Immediate notice:

Licensees must promptly notify the HCRA, in writing, of any of the following changes:

- A person ceases to have a controlling interest in a licensee.
- A person acquires a controlling interest in the licensee.
- Any change to information that a licensee has provided to the HCRA in their application such as a change regarding the business, operations, personnel, assets liabilities or affairs of the licensee (Section 8, O. Reg. 631/20).

5 days notice:

Licensees must notify the HCRA, in writing, within five days of any change in its address for service.

30 days notice:

Licensees must notify the HCRA, in writing, within 30 days after any of the following changes:

- A person acquires ownership of 10% or more of the total number of all equity of the corporation.
- An increase in equity owned by a person who already owned at least 10% of the total number of all equity in the corporation.

To submit your change request please log into your HCRA Builder Portal account and submit the request electronically.

Alternatively, you can complete and submit the Change Request Form on Page 2.

How to submit your Change Request Form:

By email: info@hcraontario.ca

Or mail: Home Construction Regulatory Authority
40 Sheppard Avenue West, Fourth Floor, Suite 400
Toronto, ON
M2N 6K9

Change Request Form

Please fill in the information below and return to the HCRA by mail or email.

Submitted for Licensee	
Licence number:	
Business name of licensee:	
Business address:	
Date of change:	
Date of submission:	

Changes to Information		
Type of Change	Current Information	New Information
EXAMPLE: Name % of equity	EXAMPLE: John Smith 15% of equity	EXAMPLE: John Smith 43% of equity

Submitted By	
Contact name:	
Contact position:	
Contact phone number:	
Contact email address:	