



## Contractor Accreditation and Dwelling Certification Regulations

### Accreditation

1. A builder's representative has 60 days to request the accreditation of the company, following the representative's training. Having a trained representative allows a company to receive Novoclimat accreditation.
2. The company's accreditation remains temporary until it has successfully certified one dwelling.
3. Any company that does not have a dwelling certified in the two years following its temporary accreditation will lose that accreditation. Re-accreditation is possible, so long as the training is followed once again.
4. Unless it has a specific agreement with the ministère des Ressources naturelles et de la Faune, any accredited company that does not have any dwellings certified during a 24-month period will also lose its accreditation.
5. If a trained representative leaves a company, he/she may request the accreditation of a new company. Above-mentioned items 3 and 4 will still apply, starting from the first accreditation.
6. Any company whose trained representative is no longer employed with it may maintain its accreditation upon condition of naming a new representative who must follow the training program.
7. Any company having on its record more than one registered dwelling that cannot be certified according to the Novoclimat regulations may lose its accreditation. The company will receive notification in advance, to allow it to take the corrective measures required to maintain its accreditation.
8. The company's representative is required to attend the training-update sessions offered by the ministère des Ressources naturelles et de la Faune, in order to maintain its accreditation.

### Certification

1. The first inspection (Inspection A) must be carried out before the gypsum plasterboard is installed.
2. The builder must absolutely have the second inspection (Inspection B) before the owners take possession. Otherwise, the builder will defray a fee of \$100. No inspection will be carried out after a 30-day period from the date on which the owners take possession. On that date, the file will be closed.
3. After the Inspection B report, the builder has 60 days to correct any deficiencies identified in the report, and to contact the technical advisor to confirm that the corrections have been made. If the builder does not carry out the corrective measures within the required timeframe, no certificate will be issued.
4. The certification request must be sent to the technical advisor within 60 days following the date of the Inspection B report, or, where applicable, upon confirmation of the corrective measures.
5. The contractor is responsible for the compliance of each aspect of the Novoclimat program requirements that allow certification. Therefore, in the event that the contract between the buyer and the contractor assigns responsibility for some of the work to the buyer, the contractor must vouch for the proper execution of that work, as it regards the Novoclimat requirements.

### Administration Region(s) Served

Please indicate the name(s) of the administrative regions in which you carry out building activities: Abitibi-Témiscamingue, Bas-Saint-Laurent, Capitale-Nationale, Centre-du-Québec, Chaudière-Appalaches, Côte-Nord, Estrie, Gaspésie-Îles-de-la-Madeleine, hors Québec, Lanaudière, Laurentides, Laval, Mauricie, Montérégie, Montréal, Nord-du-Québec, Outaouais, Saguenay-Lac-Saint-Jean.

**In order to facilitate our promotional efforts, we ask that you please advise the ministère des Ressources naturelles et de la Faune of any changes to your contact information or business territory.**