

Owner Builder Training Guide for the New Home Buyer Protection Public Registry

Prepared by

New Home Buyer Protection Office
Alberta Municipal Affairs

Contents

1	Introduction	3
2	Using the Owner Builder Portal of the NHBPS.....	3
2.1	Accessing the NHBPS through MA Connect.....	4
2.2	Navigation Menus.....	6
2.3	Creating an Owner Builder Profile	8
2.4	Creating a New Home Registration.....	10
2.5	Applying for an Owner Builder Authorization for Exemption.....	14
2.6	My Application Status	26
2.7	Obtaining a Building Permit	27
2.8	Registration Search	28
3	Learn More.....	30

Figures

Figure 1 - MA Connect login screen	5
Figure 2 - MA Connect application selection screen	5
Figure 3 - Owner Builder Portal landing page (no outstanding tasks)	6
Figure 4 - Task Lists menu (no outstanding tasks)	7
Figure 5 - Registrations menu (no outstanding tasks)	8
Figure 6 - Owner Builder Profile.....	9
Figure 7 - Owner Builder - New Home Registration screen, upper half	10
Figure 8 - Owner Builder - New Home Registration screen, lower half.....	11
Figure 9 - Online payment form.....	13
Figure 10 - Payment Confirmation screen	14
Figure 11 - Application for Owner Builder Authorization, top.....	16
Figure 12 - Application for Owner Builder Authorization, bottom	17
Figure 13 - Co-Applicant data entry screen, top	18
Figure 14 - Co-Applicant data entry screen, bottom	19
Figure 15 - Applicant Information screen, top.....	20
Figure 16 - Applicant Information screen, middle	21
Figure 17 - Contractor Information screen	22
Figure 18- Affidavit of Execution.....	23
Figure 19 - Fee Summary, top	24
Figure 20 - Online payment form.....	25
Figure 21 - Payment Confirmation screen	26
Figure 22 - Sample Registrar's certificate	28
Figure 23 - Search Registrations screen	28
Figure 24 - Registration Status options.....	29

Tables

Table 1- Task Lists menu items	7
Table 2 - Registrations menu items	8
Table 3 - Registration Status options	30
Table 4 - New Home Buyer Protection Office Contact Information	30

1 Introduction

The *New Home Buyer Protection Act (NHBPA)* establishes minimum requirements for warranty coverage on new residential construction in Alberta. Under the Act, a building permit cannot be issued unless appropriate warranty coverage as defined in the legislation or an authorization for exemption from the coverage requirement is in place on the property.

The *NHBPA* applies to all new homes built where the building permit is applied for after February 1, 2014. In addition to new homes (as defined in the *NHBPA*), the legislation also applies to substantial reconstruction, as well as manufactured homes (includes modular, ready-to, move, etc.).

The purpose of this guide is to provide instruction for the use of the Owner Builder Portal of the New Home Buyer Protection System (NHBPS), including creating an owner builder profile, creating and editing a new home registration with warranty coverage, creating an application for authorization to build without warranty coverage, managing payments, searching registrations, and managing outstanding tasks. This guide is not a resource for interpretation of the legislation. Interpretive bulletins and other resources will be made available as needed. Contact the New Home Buyer Protection Office (NHBPO) for more information (See Table 4 - New Home Buyer Protection Office Contact Information).

Note: In the event that the NHBPS is unavailable (e.g., for extended maintenance or upgrade), downloadable forms will be available from the Municipal Affairs website at

http://municipalaffairs.alberta.ca/home_warranties_information_for_owner_builders.cfm

so that applications for owner builder authorization can be submitted offline. These include:

- Instructions for Submitting an Application for Authorization
- Application for Owner Builder Authorization
- Mandatory Questionnaire
- Affidavit of Execution

While this training guide is designed primarily to support the online application process, the overall processes described here, the purpose of each form, and the information collected also apply to the offline application process.

2 Using the Owner Builder Portal of the NHBPS

The Owner Builder Portal of the NHBPS is designed specifically for use by individuals who are building homes in which they intend to live. Professional builders who are constructing new homes to be sold to others (e.g., spec homes, custom homes, condominium developments, etc.) must use the Residential Builder's Portal to submit new home registrations for approval and inclusion in the Public Registry.

Under the *NHBPA*, owner builders have two options when constructing their homes. They can choose to purchase warranty coverage meeting the requirements specified in the legislation or they can apply for an authorization for exemption from the requirement to purchase warranty coverage. Both of these options are facilitated by the Owner Builder Portal of the NHBPS.

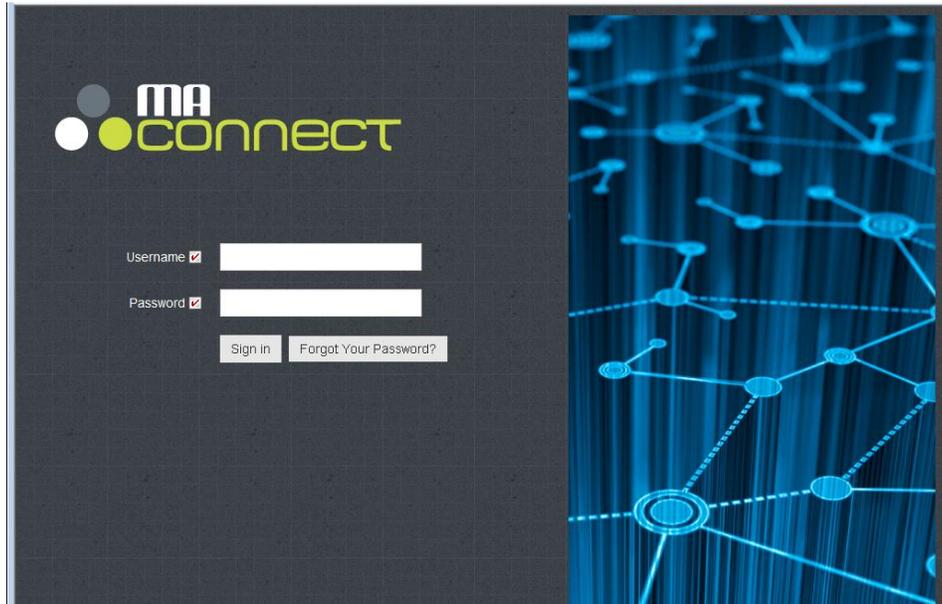
Note: If you intend to obtain financing for the construction of your home, we strongly recommend that you speak to your financial institution (i.e., mortgage broker) before deciding whether or not you will obtain warranty coverage. Your financial institution may require you to purchase warranty coverage as a condition of financing, so be sure to discuss this issue with them before applying for an application for an owner builder authorization for exemption from the requirement for warranty coverage.

2.1 Accessing the NHBPS through MA Connect

MA Connect is a secure gateway that provides external users (i.e., users outside of Alberta Municipal Affairs) with access to protected online applications. MA Connect is not a part of the NHBPS, but is used to gain access to the system. Each user of the NHBPS must have a unique MA Connect account, which will provide a username and password for accessing the NHBPS. To receive a username and password, you must complete and submit the NHBPS Access Request form found on the Information for Owner Builders page of the Municipal Affairs website. Once you have received your username and password, you will be able to log in to the system and create your Owner Builder Profile, which must be completed before you can create a new home registration or apply for an authorization for exemption from the warranty requirement.

Note: The first and last names provided by the applicant on the NHBPS Access Request form will be used to set up the MA Connect account for the applicant. The applicant's Owner Builder Profile in the NHBPS system will be created using the first and last names from the MA Connect account; that information will be pre-populated and uneditable in the Owner Builder Profile.

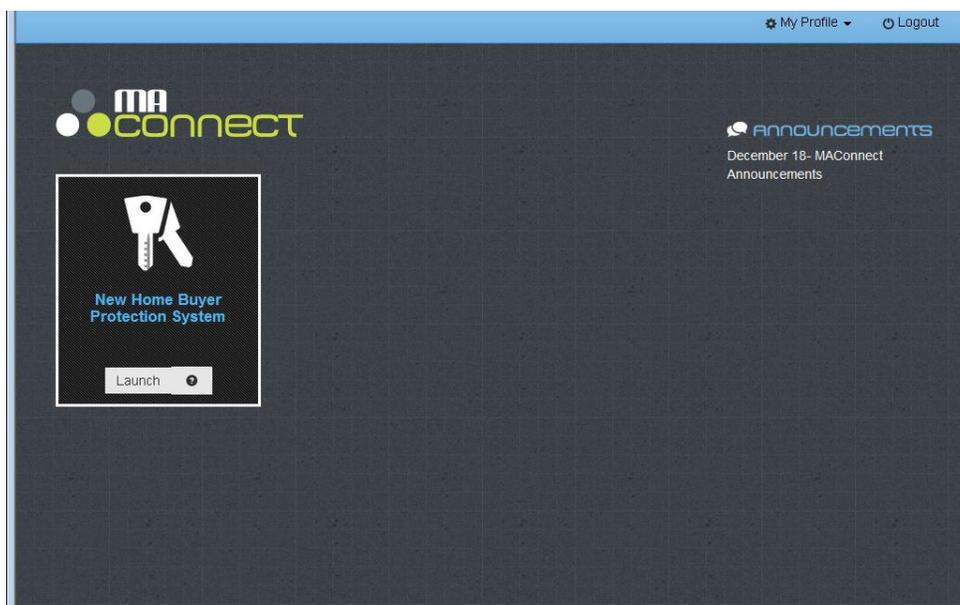
Figure 1 - MA Connect login screen



To log in to the Owner Builder Portal of the NHBPS:

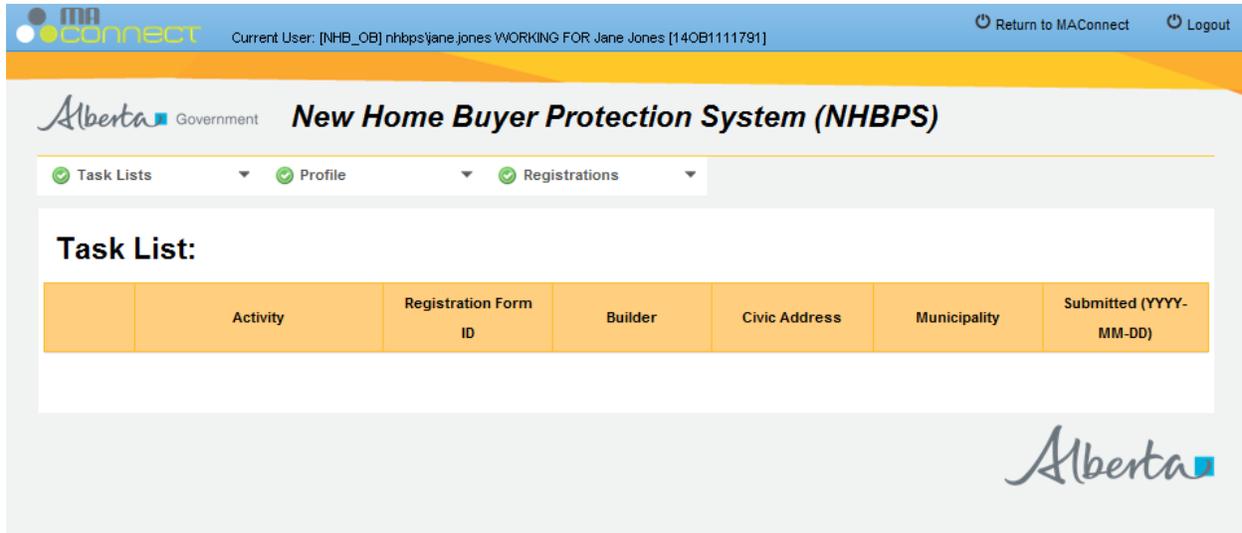
1. Click on the link provided in the email in which you received your access credentials. We recommend saving this link via the bookmark feature of your browser.
2. Enter the username and password provided in the email.
3. Click the **Sign-In** button.
4. Click the **Launch** button in the New Home Buyer Protection System access panel.

Figure 2 - MA Connect application selection screen



- You will be redirected to the Task List landing page of the Owner Builder Portal of the NHBPS. From this page, you will be prompted to complete your Owner Builder Profile.

Figure 3 - Owner Builder Portal landing page (no outstanding tasks)



2.2 Navigation Menus

The primary navigation tools for the NHBPS are three dropdown menus that are found at the top of the screen:

Task Lists – Each of the items in this menu links to a list of incomplete or outstanding tasks that must be completed in order for the associated registration or application for authorization to be processed by the NHBPO. Each entry in a task list will contain information about the specific task, as well as links to the tool(s) used to carry out the task.

Profile – Links to the user’s Owner Builder Profile. Your profile must be completed before you can create an Owner Builder Authorization for Exemption or a New Home Registration.

Registrations – Links to tools for creating and managing new home registrations and applications for owner builder authorization.

Figure 4 - Task Lists menu (no outstanding tasks)

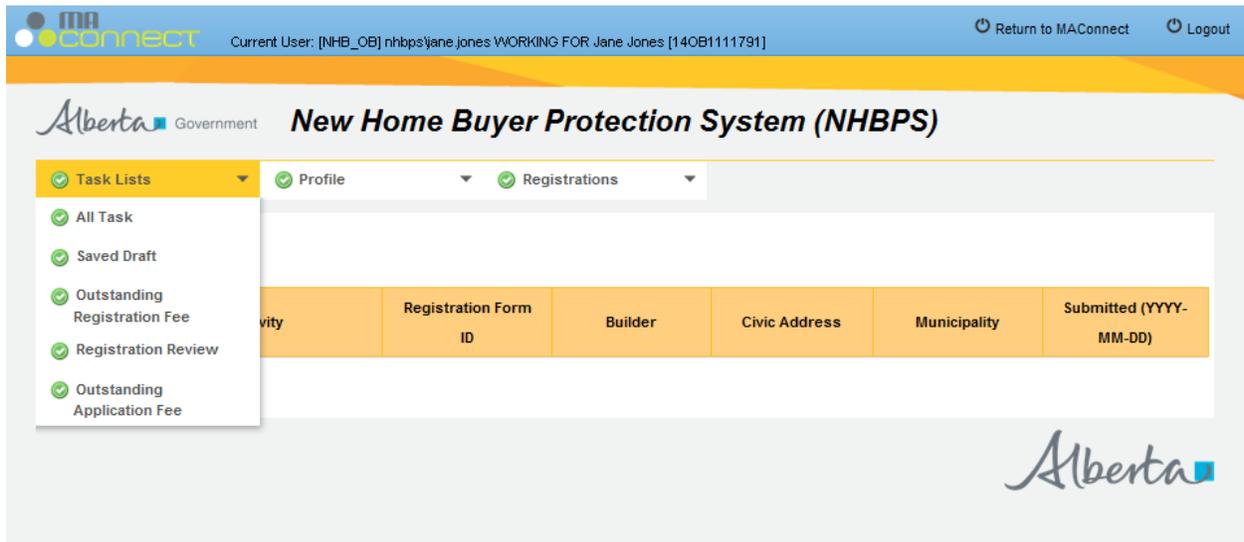


Table 1- Task Lists menu items

Menu Item	Description
All Tasks	Lists all of the user's outstanding tasks.
Saved Drafts	Lists new home registrations and authorization applications that have been saved as drafts.
Outstanding Registration Fee	If the user has submitted a new home registration (with warranty) but has not yet paid the fee, it will appear in this list.
Registration Review	Registrations that have been rejected by the warranty provider will appear in this task.
Outstanding Application Fee	If the user has submitted an application for owner builder authorization to build but has not yet paid the fee, it will appear in this list.

Figure 5 - Registrations menu (no outstanding tasks)

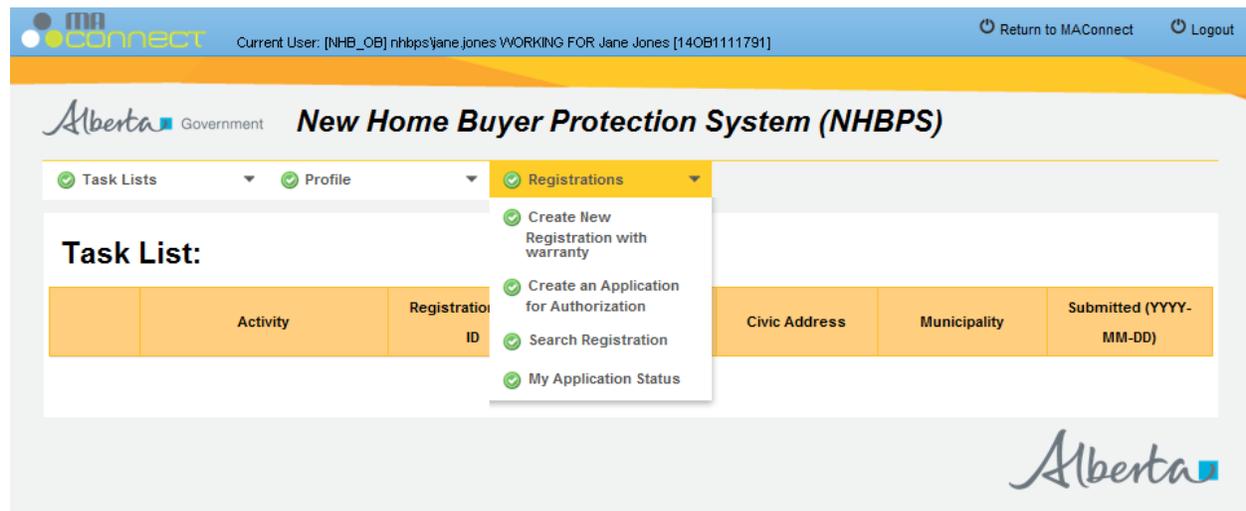


Table 2 - Registrations menu items

Menu Item	Description
Create New Registration with Warranty	Links to the tool for creating and editing registrations for new home that will be built with warranty coverage.
Create an Application for Authorization	Links to the tool for creating and editing applications for owner builder authorization for exemption from the requirement for warranty coverage.
Search Registrations	Links to the tool for searching the users submitted registrations.
My Application Status	

2.3 Creating an Owner Builder Profile

Your Owner Builder Profile must be completed before you create a new registration or apply for an owner builder authorization.

Note: When an application for owner builder authorization is created in the NHBPS, the person whose information is entered in the Owner Builder Profile will be designated as the Primary Applicant by default (the Primary Applicant can be changed on the application if necessary). Co-applicants (i.e., persons who share the title of the proposed property with the Primary Applicant) must be added to the application but will not have profiles created in the system.

To create an Owner Builder Profile:

1. In the Profile menu, select **My Profile**.
2. The **Owner Builder Profile** screen will be displayed. Required fields are marked with an asterisk (*). The user's first and last names will be prepopulated based on the MA Connect account information and cannot be edited or changed.
3. If your current physical address and current mailing address are not the same, ensure that the **Mailing address same as above?** box is unchecked. Additional fields to enter your mailing address will be displayed.

Note: The **Current Address** section of your profile should contain your current physical and mailing addresses, not the address of the home you intend to build (unless it will be built on the site of your current home).

4. If your current physical address and current mailing address are the same, ensure that the **Mailing address same as above?** box is checked. Separate data entry fields for your mailing address will not be displayed if the box is checked.
5. Click the **Save** button to save your profile and return to the landing page or click **Cancel** to return to the landing page without saving your profile.

Figure 6 - Owner Builder Profile

The screenshot shows the MA Connect interface for the Owner Builder Profile. At the top, it displays the user's name and role: 'Current User: [NHB_OB] nhbps\jane.jones WORKING FOR Jane Jones [140B1111791]'. The page title is 'New Home Buyer Protection System (NHBPS)'. There are three tabs: 'Task Lists', 'Profile', and 'Registrations', with 'Profile' being the active tab. The main content area is titled 'Owner Builder Profile' and includes a legend: '* = Required'. Below this, there are two main sections: 'Owner Builder Information' and 'Current Address'. The 'Owner Builder Information' section contains fields for 'Legal Given Name' (pre-filled with 'Jane'), 'Middle Name', 'Last Name' (pre-filled with 'Jones'), 'Phone Number' (pre-filled with '780-987-1234'), 'Ext.', and 'Cell Number'. The 'Current Address' section contains fields for 'Unit/Suite/Apt', 'Street Number' (pre-filled with '234'), 'Street Name' (pre-filled with '33'), 'Street Suffix' (a dropdown menu), 'Street Type' (a dropdown menu with 'Avenue' selected), 'Direction' (a dropdown menu), 'Municipality' (a dropdown menu with 'Edmonton' selected), and 'Postal Code' (pre-filled with 'T2N 3N0'). Below these fields is a checkbox labeled 'Mailing address same as above?' which is checked. At the bottom left of the form are 'Save' and 'Cancel' buttons. The Alberta Government logo is visible in the bottom right corner of the page.

2.4 Creating a New Home Registration

Owner builders who choose to obtain warranty coverage before building their new home must use the **Create New Registration with Warranty** tool to submit their new home for approval and inclusion in the Public Registry. We recommend the following best practices when creating new registrations:

1. Establish a relationship with a warranty provider before creating the registration, as the system will require that you select a warranty provider so that the registration can be routed to the provider for confirmation of warranty coverage.
2. If you save a registration as a draft, remember to complete and submit the registration within 24 hours.
3. Be sure to verify that online payments for new registrations are processed successfully by the payment system. Until payment has been processed successfully, new home registrations cannot be confirmed by warranty providers, approved by the Registrar, or published in the Public Registry.

To create a new home registration:

1. In the Registrations menu, select **Create New Registration with Warranty**.
2. The **Owner Builder – New Home Registration** screen will be displayed. Required fields are marked with an asterisk (*).

Figure 7 - Owner Builder - New Home Registration screen, upper half

The screenshot displays the 'Owner Builder - New Home Registration' form within the 'New Home Buyer Protection System (NHBPS)'. The interface includes a top navigation bar with 'Task Lists', 'Profile', and 'Registrations' menus. The form is divided into several sections:

- Builder Information:** Contains fields for 'Builder Name *' (with value '140B1111791'), 'Warranty Provider *' (a dropdown menu), and 'Application Date (YYYY-MM-DD)*'.
- Properties:** A section with an 'Add Property' button and a table for 'Property 1' with a 'Remove' button.
- Property Information:** Includes 'Property Type*' (dropdown), 'Has additional 2 year warranty on Building Envelope?' (checkbox), '(In addition to 5 year requirement)', and 'Common Civic Address?' (checkbox).
- Home/Unit Address:** A section with an 'Add Unit' button and a table for 'Unit 1' with 'Remove', 'Unit Number', and 'LIIC' fields.

3. Enter **Builder Information** as needed.
 - a. Builder Name and Application Date will be pre-populated and uneditable.
 - b. Select the appropriate Warranty Provider from the dropdown list. The registration will be routed to the selected warranty provider when payment for the registration is successfully processed.

Note: At any time during the process of creating a new home registration, if you need to stop working on the registration but do not want to lose the progress you have made, you can save the incomplete registration as a draft and come back to it later. To save a registration in progress, click the **Save As Draft** button located in the lower left corner of the screen. Draft registrations will be accessible for 24 hours.

Figure 8 - Owner Builder - New Home Registration screen, lower half

The screenshot shows the 'Home/Unit Address' section of a registration form. It features a yellow header for 'Unit 1' with a 'Remove' button. Below are input fields for 'Unit Number' and 'LINC'. The 'Civic Address' section includes fields for 'Street Number', 'Street Name', 'Street Suffix', 'Street Type', 'Street Direction', 'Municipality', and 'Postal Code', with dropdown menus for the latter three. A note states: 'Note: At least one of the following must be selected, Lot/Block/Plan or ATS.' The 'Lot/Block/Plan' section has fields for 'Lot', 'Block/Unit/Parcel', and 'Plan'. The 'ATS' section has radio buttons for 'ATS Standard' (selected) and 'ATS Non-Standard', followed by fields for 'LSD', 'QTR', 'SEC', 'TWP', 'RGE', and 'MER'. At the bottom, there are buttons for 'Add Unit', 'Add Property', 'Save As Draft', 'Cancel', and 'Submit'. The Alberta Government logo is in the bottom right corner.

4. Enter available **Properties** data.
 - a. If you have selected a multi-unit Property Type, use the **Add Unit** button to add the appropriate number of units to the registration form; click **Add Unit** for each additional unit beyond the first (i.e., for a triplex, click **Add Unit** twice).
 - Single-detached home – one unit needed on form.
 - Duplex – two units needed on form.
 - Triplex - three units needed on form.
 - Fourplex - four units needed on form.
 - Townhouse - ensure the appropriate number of units is added to the form.

- b. Has additional 2 year warranty on Building Envelope? (In addition to 5 year requirement): If the property has the additional 2 year warranty on Building Envelope, please check the box; otherwise, leave the checkbox unchecked.
 - c. Common Civic Address should be checked when all units in the property share the same civic address but have different unit numbers.
5. Enter available **Home Unit/Address** data.
 - a. Provide the available Civic Address for each unit; leave the Civic Address blank if one has not yet been assigned.
 - b. The municipality field in the civic address section is mandatory.
 - c. For each unit, provide the legal description in at least one of the following formats:
 - Lot/Block/Plan
 - ATS Standard
 - ATS Non-Standard
6. Use the **Add Property** button to create additional property entries on the form as needed.
7. When the registration form is complete and you have verified the accuracy of all of the data, click the **Submit** button.

After a new registration is submitted, the Registration Fee Summary will be displayed. This screen displays a read-only version of the information contained on the submitted registration. This gives builders an opportunity to verify the accuracy of the information before proceeding to the payment process. The outstanding payment amount for the registration will be displayed in the Payment Required section of the screen.

- If any of the information is incorrect, click on the **Back** button to return to open the registration in edit mode. Make the appropriate changes and click **Submit**. The Registration Fee Summary will be displayed, giving you another chance to verify the information.
- If the information on the Registration Fee Summary is correct, you can proceed to the online payment process by clicking the link provided in the Payment Information section of the screen.

Note: If you access a different component of the portal, start to create another registration, or exit the portal without making payment on the newly created registration, that registration will appear in your task list(s) as awaiting payment. The registration will not be routed to the warranty provider for confirmation until payment is complete.

To pay a registration fee online:

1. Enter the online payment process for a registration by one of two methods:
2. If you have just submitted a registration, click the link in the Payment Information section of the screen.
3. If you are paying for a previously created registration that is awaiting payment, click the payment link in the appropriate task list.
4. The online payment form will be displayed.

Figure 9 - Online payment form

Please complete all highlighted fields:

Name:

Phone Number:

Address Line 1:

Address Line 2:

City:

Province:

Postal Code:

Country:

Email:

Payment Information



Invoice/Order Number: 13RF1122472

Amount: \$95.00 CAD

Name on card:

Credit Card Type:

Credit Card Number:

Expiration Date: /

Comments

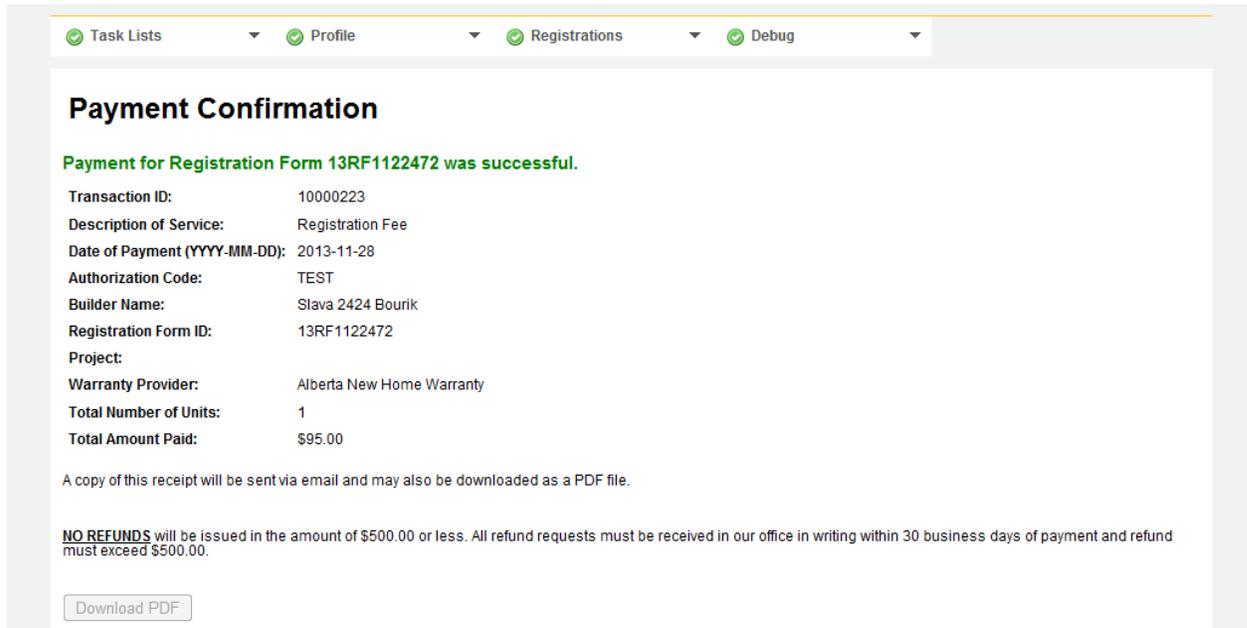
5. Fill out the form as required.

Note: The online payment component is a secure third-party system external to the NHBPS. Your credit card information is never stored in the NHBPS.

6. After verifying that the payment information provided is accurate, click the **Submit Payment** button.

- If your payment is successfully processed, the Payment Confirmation screen will be displayed. This screen is your payment receipt; it can be saved and printed by clicking the **Download PDF** button.

Figure 10 - Payment Confirmation screen



After the fee payment for a registration has been successfully processed, the registration will be routed to the selected warranty provider for confirmation of coverage. Once the warranty provider has confirmed coverage, the registration will be routed to the NHBPO for approval. Approved registrations will be displayed on the Public Search Registry.

Note: Most new home registrations will be auto-approved by the system immediately after confirmation of warranty coverage. One percent of all registrations will be subject to manual approval by the NHBPO before appearing on the Public Search Registry.

2.5 Applying for an Owner Builder Authorization for Exemption

Owner builders who wish to obtain an owner builder authorization for exemption from the warranty coverage requirement must use the **Create an Application for Authorization** tool to submit the application before building their new home. Submitting the online application through the NHBPS is the first part of the process of applying for owner builder authorization. To complete the application, parts of the online application must be printed, signed, and submitted to the NHBPO.

To apply for an owner builder authorization:

1. Complete and submit the online Application for Owner Builder Authorization. If more than one individual are applying for the authorization (i.e., if more than one individual shares the title of the proposed property), each co-applicant must be added to the online application and provide answers for the mandatory questionnaire.
2. Download and print the submitted application, including each co-applicant's questionnaire.
3. Each co-applicant (including the primary applicant) must sign their completed questionnaire.
4. An Affidavit of Execution sworn by a witness in front of a Commissioner of Oaths must be obtained for each co-applicant (including the primary applicant).
5. Send the printed application, signed questionnaires, and sworn affidavits to this address:

New Home Buyer Protection Office
Alberta Municipal Affairs
16th Floor, Commerce Place
10155-102 Street
Edmonton, Alberta T5J 4L4

If payment was not made online, a cheque, certified cheque, or money order in the amount of \$750 payable to the Government of Alberta must be included in the application package.

Note: The 15-item mandatory questionnaire is a critical part of the application. A completed and signed questionnaire must be provided for the primary applicant and each co-applicant. The mandatory questionnaire is an essential component in determining whether or not the qualifications for owner builder authorization have been met. Your application will not be processed until all documents (application, questionnaire and affidavit) have been received in the mail by our office.

We recommend the following best practices when applying for an owner builder authorization:

1. If you intend to obtain financing for the construction of your new home, discuss your options for obtaining warranty with your financial institution (i.e., mortgage broker) before applying for an owner builder authorization.
2. Read the 15-item mandatory questionnaire carefully before completing and submitting the application. Contact the NHBPO if any of the applicants do not understand any of the questions.
3. Ensure that you have collected all of the information necessary to complete the application, including the full name, date of birth, driver's license number, phone number, and email address for all applicants.
4. If you save an application as a draft, remember to complete and submit the application within 24 hours
5. Be sure to verify that online payments for new registrations are processed successfully by the payment system. Until payment has been processed successfully, applications for authorization cannot be approved by the Registrar or published in the Public Registry.

If you have any questions during the application process, call the New Home Buyer Protection Office at 1-866-421-6929.

To create an application for an owner builder authorization for exemption:

1. In the Registrations menu, select **Create an Application for Authorization**.
2. The **Application for Owner Builder Authorization** screen will be displayed. Required fields are marked with an asterisk (*).

Figure 11 - Application for Owner Builder Authorization, top

MA connect Current User: [NHB_OB] nhbps\jane.jones WORKING FOR Jane Jones [140B111791] Return to MAConnect Logout

Alberta Government **New Home Buyer Protection System (NHBPS)**

Task Lists Profile Registrations

Application for Owner Builder Authorization

Please note that your Application for Owner Builder Authorization will not be considered complete until the original downloadable completed application, including the completed sworn Affidavit of Execution, has been received by the New Home Buyer Protection Office.

* = Required

Application Date (YYYY-MM-DD)* 2014-02-24

Primary Applicant

Legal Given Name *	Jane	Last Name*	Jones
Middle Initial		Birth Date (YYYY-MM-DD)*	
Driver's License Number*		Phone Number*	780-987-1234
Email*		Alternative Number	

*This will be our primary way of contacting you.

Mandatory Questionnaire

1. I am applying for an authorization to build a single detached house without warranty.
 - A. Yes
 - B. No
2. I intend to personally occupy the new home as my primary residence for.
 - A. less than 10 years
 - B. 10 years or more
3. I intend to personally engage in, arrange for or manage all or substantially all of the construction of the proposed home.
 - A. Yes
 - B. No
4. I intend to hire a builder, general contractor, project manager or construction manager to build the proposed new home.
 - A. Yes
 - B. No

3. Enter **Primary Applicant** information as needed. When the application is created, information from the user's Builder Profile will be used to populate some fields in the **Primary Applicant**

section. These fields are editable, so the information can be changed if the user is not the primary applicant.

- Complete the **Mandatory Questionnaire** for the primary applicant. All questions must be answered. More than one answer can be provided for questions that are answered with checkboxes.

Figure 12 - Application for Owner Builder Authorization, bottom

11. This is the first home I or anyone ordinarily resident with me has built as an owner builder.

A. Yes
B. No

12. I have made a false or misleading statement in a previous application for an authorization.

A. Yes
B. No

13. I have been subject to the following actions under the New Home Buyer Protection Act

A. Compliance Order
B. Monetary Penalty
C. Conviction of an offence under the New Home Buyer Protection Act
D. None of Above

14. I have not been ordinarily resident in a new home for which another person was issued owner builder an authorization in previous 3 years.

A. Yes
B. No

15. I do not meet all of the criteria for an owner builder, and an explanation is attached to this document.

A. Yes
B. No

Application Progress

1 Primary Applicant 2 Co-Applicants 3 Application Information 4 Contractor Information

To review/change information for any step click on the corresponding link.

[Save As Draft](#) [Cancel](#) [Review](#) [Submit](#)

Submission Instructions

The Submit button above sends the online version of your application to the NHBPO, you will then view your fee summary page where you can confirm your fees and download the form so you may complete your application.

Payment Information

You may pay online or off line, please Submit and proceed to the Fee Summary page.
THE FEE FOR APPLICATION FOR OWNER BUILDER AUTHORIZATION IS NON REFUNDABLE

Privacy Statement

The collection of personal information is necessary to support the New Home Buyer Protection Program. The collection is authorized under section 33(c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions in the Act. If you have questions regarding the collection of your personal information, please send your inquiry to the New Home Buyer Protection Office, 16th Floor, Commerce Place, 10155 - 102nd Street, Edmonton, AB, T5J 4L4 or telephone to 1-866-421-6969.

Alberta

- In the **Application Progress** section, click on step two, **Co-Applicants**. If anyone will share title on the proposed property with the primary applicant, they must be listed in the **Co-Applicant** section of the application. The data entry fields for this section are hidden by default. To display the data entry fields for this section, the **Has Co-Applicant** box must be checked. Required fields are marked with an asterisk (*). If there are any co-applicants, they must also fill out a separate Affidavit of Execution.

Figure 13 - Co-Applicant data entry screen, top

Current User: [NHB_OB] nhbps\jane.jones WORKING FOR Jane Jones [140B1111791] Return to MAConnect Logout

Alberta Government **New Home Buyer Protection System (NHBPS)**

Task Lists Profile Registrations

Application for Owner Builder Authorization

Please note that your Application for Owner Builder Authorization will not be considered complete until the original downloadable completed application, including the completed sworn Affidavit of Execution, has been received by the New Home Buyer Protection Office.

* = Required

Has co-applicant

Co-applicant is anyone who share the title of the proposed property. You must identify all co-applicants.

Add Co-Applicant **Co-Applicants**

- Remove Co-Applicant

Legal Given Name* Last Name*

Middle Initial Birth Date (YYYY-MM-DD)*

Driver's License Number* Phone Number*

Email** Alternative Number

*This will be our primary way of contacting you.

- **Mandatory Questionnaire**

- I am applying for an authorization to build a single detached house without warranty.
 - Yes
 - No
- I intend to personally occupy the new home as my primary residence for.
 - less than 10 years
 - 10 years or more
- I intend to personally engage in, arrange for or manage all or substantially all of the construction of the proposed home.
 - Yes
 - No
- I intend to hire a builder, general contractor, project manager or construction manager to build the proposed new home.
 - Yes
 - No

- When the **Has Co-Applicant** box is checked, data entry fields and the mandatory questionnaire will be displayed for one co-applicant. To add another co-applicant, click the **Add Co-Applicant** button.

Figure 14 - Co-Applicant data entry screen, bottom

14. I have not been ordinarily resident in a new home for which another person was issued owner builder an authorization in previous 3 years.

A. Yes
B. No

15. I do not meet all of the criteria for an owner builder, and an explanation is attached to this document.

A. Yes
B. No

Co-Applicants

Application Progress

1 Primary Applicant 2 Co-Applicants 3 Application information 4 Contractor information

To review/change information for any step click on the corresponding link.

Submission Instructions

The Submit button above sends the online version of your application to the NHBPO, you will then view your fee summary page where you can confirm your fees and download the form so you may complete your application.

Payment Information

You may pay online or off line, please Submit and proceed to the Fee Summary page.

THE FEE FOR APPLICATION FOR OWNER BUILDER AUTHORIZATION IS NON REFUNDABLE

Privacy Statement

The collection of personal information is necessary to support the New Home Buyer Protection Program. The collection is authorized under section 33(c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions in the Act. If you have questions regarding the collection of your personal information, please send your inquiry to the New Home Buyer Protection Office, 16th Floor, Commerce Place, 10155 - 102nd Street, Edmonton, AB, T5J 4L4 or telephone to 1-866-421-6969.

Alberta

7. In the **Application Progress** section, click on step three, **Application Information**.
8. If anyone over the age of 18 will be residing in the home other than the primary resident and/or co-applicants, they must be listed in the **Ordinarily Resident** section of the application. The data entry fields for this section are hidden by default. To display the data entry fields for this section, the **Has Ordinarily Residents** box must be checked. Required fields are marked with an asterisk (*).
9. When the **Has Ordinarily Residents** box is checked, data entry fields and the mandatory questionnaire will be displayed for one ordinarily resident person. To add another ordinarily resident person, click the **Add Resident** button. Ordinary Residents are not required to fill out the questionnaire and affidavit of execution.

Figure 15 - Applicant Information screen, top

The screenshot shows the top portion of the 'Application for Owner Builder Authorization' form. At the top, there is a navigation bar with 'Task Lists', 'Profile', and 'Registrations' tabs. Below this, the title 'Application for Owner Builder Authorization' is displayed, followed by a disclaimer and a note that asterisks (*) denote required fields. The 'Ordinarily Resident(s)' section contains a checked box for 'Has Ordinarily Residents' and a table with one row for an 'Ordinarily Resident'. Each row has a 'Remove' button and input fields for 'Legal given Name', 'Last Name', 'Middle Initial', 'Birth Date (YYYY-MM-DD)', 'Phone Number', and 'Email'. The 'Current Home Address' section features input fields for 'Street Number', 'Street Name', 'Street Suffix', 'Street Type', 'Street Direction', 'Municipality', and 'Postal Code', each with a 'Select...' dropdown menu. A checkbox for 'Mailing Same as Current Home Address?' is located at the bottom of this section.

10. In the **Current Home Address** section, enter the current physical address of the primary applicant. If the current physical address and current mailing address of the primary applicant are the same, ensure that the **Mailing Same as Current Home Address?** box is checked. Separate data entry fields for the mailing address will not be displayed if the box is checked.
11. In the **New Home Location Information** section, provide available address information for the proposed property as required. ;
 - a. Leave the Civic Address blank if one has not yet been assigned.
 - b. The Municipality field in the Civic Address section is mandatory.
 - c. Provide the legal description in at least one of the following formats:
 - Lot/Block/Plan
 - ATS Standard
 - ATS Non-Standard

Figure 16 - Applicant Information screen, middle

The screenshot shows the MAConnect Applicant Information screen. At the top, the user is identified as [NHB_OB] nhbps\jane.jones WORKING FOR Jane Joan Jones [14OB1111791]. The screen is divided into several sections:

- Current Home Address:** Includes fields for Street Number*, Street Name*, Street Suffix (dropdown), Street Type* (dropdown), Street Direction (dropdown), Municipality* (dropdown), and Postal Code*.
- Mailing Same as Current Home Address?** A checkbox option.
- Mailing Address:** Similar fields to the current home address section.
- New Home Location Information:** Includes Unit Number and LINC input fields.
- Civic Address:** Similar fields to the current home address section.
- Note:** At least one of the following must be selected, Lot/Block/Plan or ATS.
- Lot/Block/Plan:** Includes input fields for Lot, Block/Unit/Parcel, and Plan.
- ATS:** Includes radio buttons for **ATS Standard** (selected) and **ATS Non-Standard**. Below these are dropdown menus for LSD, QTR, SEC, TWP, RGE, and MER.

- All subcontractors who will participate in the construction of the proposed property must be included on the application. To add subcontractor information, click on step three, **Contractor Information**, in the **Application Progress** section.

Figure 17 - Contractor Information screen

Application for Owner Builder Authorization

Please note that your Application for Owner Builder Authorization will not be considered complete until the original downloadable completed application, including the completed sworn Affidavit of Execution, has been received by the New Home Buyer Protection Office.

* = Required

Subcontractors who will be involved in building new the home.

Trade	Business Name	Registered Address	Phone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

Application Progress

1 Primary Applicant 2 Co-Applicants 3 Application Information 4 Contractor Information

To review/change information for any step click on the corresponding link.

Submission Instructions

The Submit button above sends the online version of your application to the NHBPO, you will then view your fee summary page where you can confirm your fees and download the form so you may complete your application.

Payment Information

You may pay online or off line, please Submit and proceed to the Fee Summary page.

THE FEE FOR APPLICATION FOR OWNER BUILDER AUTHORIZATION IS NON REFUNDABLE

Privacy Statement

The collection of personal information is necessary to support the New Home Buyer Protection Program. The collection is authorized under section 33(c) of the Alberta Freedom of Information and Protection of Privacy(FOIP) Act and will be managed in accordance with the privacy provisions in the Act. If you have questions regarding the collection of your personal information, please send your inquiry to the New Home Buyer Protection Office,16th Floor,Commerce Place, 10155 - 102nd Street, Edmonton, AB, T5J 4L4 or telephone to 1-866-421-6969.

13. Enter the subcontractor information in the data entry fields provided.
14. A subcontractor entry can be deleted from the application by clicking the **Remove** button.
15. If needed, additional blank subcontractor entries can be created by clicking the **Add Subcontractor** button.
16. Before submitting your application, ensure that the information is accurate and as complete as possible. By clicking the **Review** button, you can view and edit the entire application on a single screen.
17. Print a copy of the application, which will include the questionnaire and an Affidavit of Execution for each applicant. Have the Affidavit of Execution completed for each applicant by a licensed Commissioner of Oaths.
18. Once you have reviewed the application and verified the information, click the **Submit** button. The application cannot be modified after it has been submitted.

19. After the **Submit** button is clicked, the Application for Authorization Fee Summary will be displayed. The fee summary will include a read-only view of all information entered into the application except for the answers to the mandatory questionnaire(s).

Figure 18- Affidavit of Execution

affidavit of execution.pdf (SECURED) - Adobe Reader
File Edit View Window Help

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

Alberta Government

Affidavit of Execution
New Home Buyer Protection Office

I, _____ of _____ in the Province of Alberta
Name of Witness *City/Town*

MAKE OATH TO SAY:

1. I was personally present and saw _____ sign the "Application for Owner Builder Authorization".
Name of Applicant
2. The "Application for Owner Builder Authorization" was signed at _____ in the Province of Alberta.
City/Town
3. I know _____ and (s)he is in my belief the full age of 18 years.
Name of Applicant

SWORN / AFFIRMED BEFORE ME at the City of _____, in the Province of Alberta,
this _____ day of _____, 20 ____.

A Commissioner for Oaths or Notary Public in and for the Province of Alberta

Signature of Witness

Commissioner for Oaths Stamp

Figure 19 - Fee Summary, top

20. Click the **Download Form** button to generate a printable version of the form. The printable version will include the mandatory questionnaires for all applicants, as well as the Affidavit of Execution and instructions for completing the application process. Do not skip this step, as the questionnaires and affidavits must be signed and included in the application package.

The Application for Authorization Fee Summary will also contain a link to the online payment system, as well as instructions for paying the application fee offline. Until payment has been processed successfully, applications for owner builder authorization cannot be approved by the Registrar or published in the Public Registry.

To pay an application fee online:

1. Enter the online payment process for a registration by one of two methods:
2. If you have just submitted an application, click the link in the Payment Information section of the Application for Authorization Fee Summary screen.
3. If you are paying for a previously created application that is awaiting payment, click the payment link in the appropriate task list.
4. The online payment form will be displayed.
5. Fill out the form as required.

Note: The online payment component is a secure third-party system external to the NHBPS. Your credit card information is never stored in the NHBPS.

Figure 20 - Online payment form

Name:
Phone Number:
Address Line 1:
Address Line 2:
City:
Province:
Postal Code:
Country:
Email:

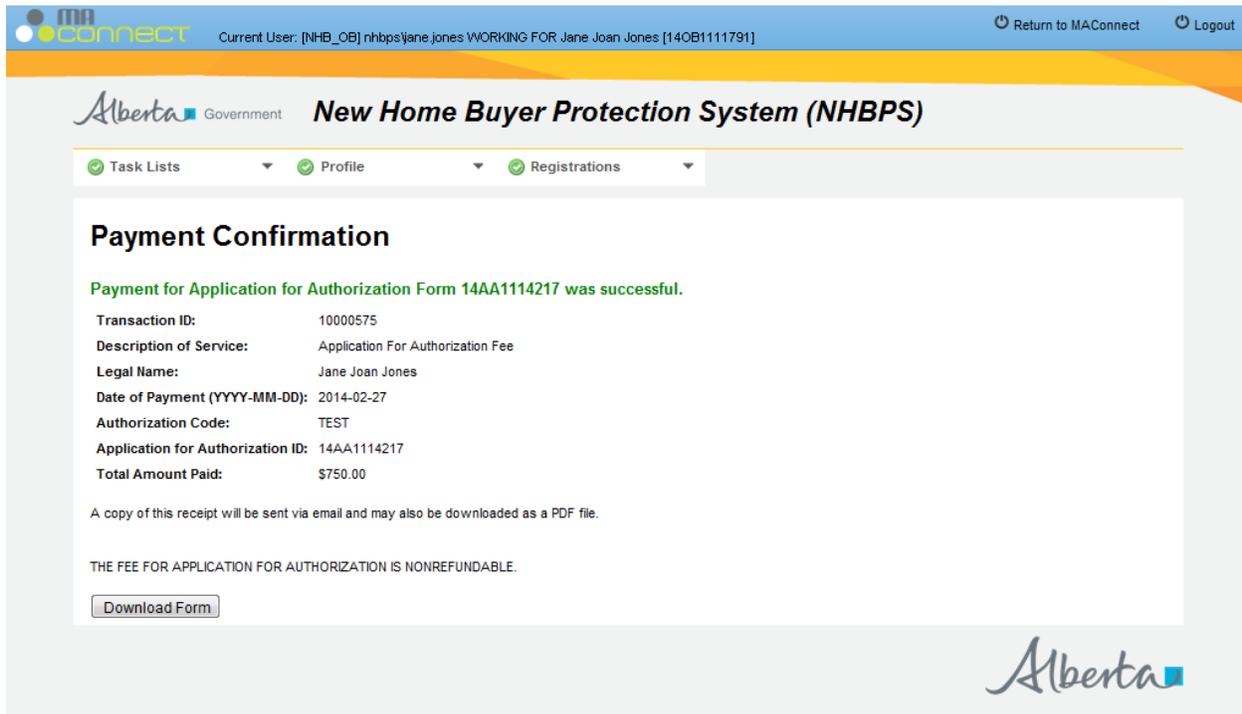


Invoice/Order Number: 14AA1114150
Amount: \$750.00 CAD
Name on card:
Credit Card Type:
Credit Card Number:
Expiration Date: /

Submit Payment

6. After verifying that the payment information provided is accurate, click the **Submit Payment** button.

Figure 21 - Payment Confirmation screen



7. If your payment is successfully processed, the Payment Confirmation screen will be displayed. This screen is your payment receipt; it can be saved and printed by clicking the **Download Form** button.

After the fee payment for an application has been successfully processed, the application will be routed to the NHBPO for approval. Approved applications will be displayed on the Public Search Registry.

Note: Applications for owner builder authorization are not auto-approved by the NHBPS. All applications for owner builder authorization are manually reviewed by NHBPO staff. This process will take **up to 14 business days starting from the time your completed manual application is received** (including the Affidavit of Execution).

2.6 My Application Status

The **My Application Status** tool is a quick and easy way to check the status of a submitted application for owner builder authorization. To view the status of an application for authorization, **select My Application Status** from the Registrations menu. A list of your applications for authorization will be displayed. Each entry will contain the authorization form ID; civic and legal address information, the date the application was submitted, and the current status.

Note: The **My Applications Status** tool will only show applications for owner builder authorization; new home registrations with warranty coverage will not be displayed. To determine the status of a new home registration, use the **Search Registrations** tool.

2.7 Obtaining a Building Permit

Under the *New Home Buyer Protection Act*, a building permit cannot be issued unless appropriate warranty coverage as defined in the legislation or an authorization for exemption from the coverage requirement is in place on the property. A number of options for verifying warranty coverage or exemption are available to permit issuers. They can request that the owner builder provide a printed copy of the Registrar's proof of coverage or exemption; they can use the New Home Buyer Protection Public Registry search online; or they can combine both options.

After a registration or authorization has been approved by the NHBPO, it will become visible on the Public Search Registry. As well, owner builders will be able to download a certificate of approval bearing the Registrar's signature and seal; this certificate can be presented to permit issuers as verification of warranty coverage or an owner builder authorization for exemption. Owner builders should contact their permit issuer before applying for a building permit in order to find out the preferred method of verification. As a best practice, we recommend always downloading and printing the Registrar's certificate when a new home registration is approved. Only the owner builder of a property can download and the Registrar's certificate; permit issuers and your warranty provider do not have access to the certificate.

To download a Registrar's certificate:

1. Log in to the Owner Builder Portal of the NHBPS.
2. Carry out a registration search for the approved registration (See 2.8 Registration Search on page 28).
3. Click on the appropriate entry in the search results to open the registration form.
4. Scroll to the bottom of the form and find the buttons located in the lower left corner.
5. Click the **Download PDF** button. This button will only be available for registrations and authorizations that have been approved.
6. Print a copy of the certificate to present to your permit issuer or save the file to your computer to print later.

Figure 22 - Sample Registrar's certificate

Alberta Government Approved New Home Registration
 New Home Buyer Protection Office

New Home Buyer Protection Office
 Alberta Municipal Affairs
 15th Floor, Commerce Place
 10155 - 102 Street
 Edmonton, Alberta T5J 4L4
 Tel: 438-4214/929
 Fax: 780-427-2538

Registration Form ID: 14RF0111426
 Status: Approved Registration
 Approval Date: 2014-02-06

Builder: Cavanaugh Homes Ltd.
 Address: 5807-149 Ave, Edmonton AB T5A 0E1
 Phone Number: 780-476-0000
 Website: www.cavanaugh.ca

Warranty Provider: The Alberta New Home Warranty Program
 Phone: 1-800-321-7654
 Website: www.anhwp.com

Property Information
 Property 1
 Property Type: Single Detached Home
 Total Number of Units: 1
 Warrantable Common Property: No
 Additional Warranty on Building Envelope: No

Registration Unit ID	Civic Address	Legal Description	LINC
14RU0111733	123-45th Street NW Edmonton, Alberta T6G 1T4	Lot 2, Block 27, Plan 717HW	

New Home Buyer Protection Approved on February 6, 2014



D. McLean
 Registrar

This remains on record as compliance or non-compliance with provisions of the New Home Buyers Protection Act and Regulations. Pursuant to the New Home Buyers Protection Act, the "Owner/Builder" and/or the "Residential Builder" are responsible for meeting the requirements of the Act.

2.8 Registration Search

Six options are available to search for a registration form or a registered unit. Users can search by Street Address, Legal Land Description, Lot/Block/Plan, Registration Form, Registration Unit ID, Status, or Project. Builders may use whatever search option is most convenient based on the information available.

Figure 23 - Search Registrations screen

Alberta Government **New Home Buyer Protection System (NHBPS)**

Task Lists Registrations

Search Type

Search By: Street Address

Address

Unit / Suite / Apt:

Street Number: Street: Street Type: Street Direction: Municipality: Postal Code:

Page Size: 10

Version: 0.4

Alberta

To search the registry:

1. Select **Search Registrations** from the **Registrations** menu.
2. Use the dropdown menu to select a search method.
3. Enter the appropriate information in the fields provided.
4. When all available information has been entered, click the **Search** button.
5. The results screen will show all entries matching the selection criteria.

When searching by Registration Status, a dropdown list containing all of the available status options will be provided. Information on the meaning and use of each status is provided in Table 3 - Registration Status options.

Note: The results of a search using the **Search Registrations** tool can include both new home registrations with warranty coverage and applications for owner builder authorization. The **My Applications Status** tool will only show applications for owner builder authorization; new home registrations with warranty coverage will not be displayed.

Figure 24 - Registration Status options

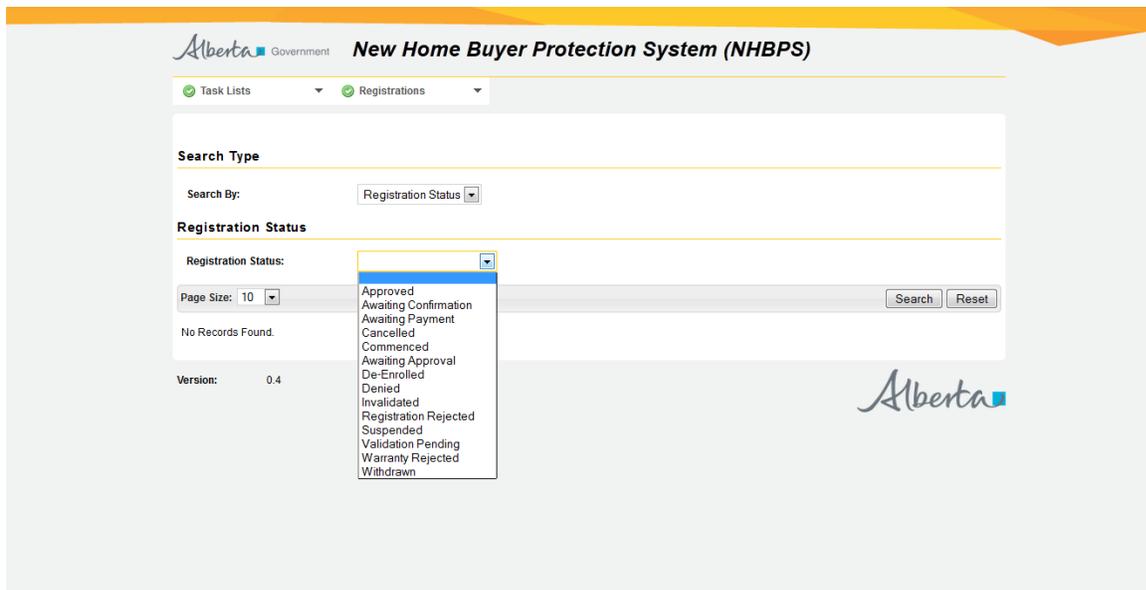


Table 3 - Registration Status options

Status	Explanation
Approved	The registration has been approved.
Awaiting confirmation	The home is waiting to be confirmed by the respective warranty provider.
Awaiting payment	Units submitted on this registration form are awaiting payment.
Cancelled	The registration form was cancelled by the Builder.
Commenced	This status should not be used, as the system does not currently accept commencement dates.
Awaiting Approval	The file has been sent to NHBPO staff for manual approval (1%).
De-enrolled	The warranty provider has withdrawn the conditional warranty coverage on the unit.
Denied	Only applicable to Owner builder authorizations.
Registration Rejected	The registration has been rejected.
Suspended	Only applicable to Owner builder authorizations.
Validation Pending	Registration is waiting for validation by warranty provider.
Warranty Rejected	Rejected by the warranty provider.
Withdrawn	Only applicable to Owner Builder authorizations.

3 Learn More

For more information about MA Connect and the New Home Buyer Protection System, contact the New Home Buyer Protection Office.

Table 4 - New Home Buyer Protection Office Contact Information

Website:	www.HomeWarranty.alberta.ca
Information Line:	1-866-421-6929
Email:	HomeWarranty.inquiries@gov.ab.ca