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Business Addresses and RBQ Licences in Montréal: A Guide

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Executive Summary

For a **contractor's licence** from the Régie du bâtiment du Québec (RBQ), the business address is more than a field on a form. RBQ application forms require the **physical address of the business's head office** and reject a **P.O. box** for this address, whether the applicant is a natural person, a legal person or a partnership (www.rbq.gouv.qc.ca). The natural person form (**version 05-2025**) also asks separately for the officer's home address, for which a P.O. box alone is not accepted (www.rbq.gouv.qc.ca). As of the writing date (**November 2,**

2026), none of the official sources consulted specifies that a **virtual office**, a **domiciliation service** or a shared workstation qualifies as an acceptable physical **head office**: that confirmation must come from the RBQ itself.

The address's visibility matters as much as its eligibility. The legal person form specifies that the head office address, telephone number and email address will appear in the **Register of licence holders** (www.rbq.gouv.qc.ca), and the **Building Act** provides for a public register containing licence holders' names and addresses (www.legisquebec.gouv.qc.ca). Anyone who operates their business from home and locates their **head office** there therefore makes that address available for consultation. The **business address** mechanism offered by the Registraire des entreprises (REQ) protects the home address in the REQ register (www.legisquebec.gouv.qc.ca), but none of the sources consulted presents it as a valid substitute for the RBQ register.

Three registers, three concepts of an address. The REQ distinguishes between the home address, the **business address** (principal place of work or business) and the **elected domicile** for correspondence (cdn-contenu.quebec.ca). The Commission de la construction du Québec (CCQ) requires the **head office**, principal establishment and all establishments in Québec (www.ccq.org). Update deadlines differ: **30 days** after the change at the REQ (www.legisquebec.gouv.qc.ca), but before the change for addresses at the CCQ (www.ccq.org).

The figures show the scale: **53,662** active licences as of March 31, 2025 (www.rbq.gouv.qc.ca) and **9,072** admissible applications for issuance or amendment in 2024-2025 (www.rbq.gouv.qc.ca). Before purchasing an office package, obtain the RBQ's position on the specific arrangement in writing, verify the right to occupy the premises, confirm the **zoning** (montreal.ca) and inform the **insurer** (www.protegez-vous.ca). This report is neither legal advice nor a promise of eligibility.

Introduction and Context

A construction or renovation contractor setting up in Montréal often chooses a business address before understanding which public bodies will read it and why. Yet the same business is registered with the RBQ, the REQ, potentially the CCQ, Revenu Québec and the CNESST, and each of these bodies defines an address in its own way. This analysis addresses the search query “business address RBQ licence” by comparing, form by form, what each register requires, what it publishes and what must be updated when the address changes.

The intended reader is the owner of a construction or renovation business in Montréal who is applying for or amending a contractor's licence and is weighing a home address, a rented office, a workstation in a shared space, a **virtual office** or a **P.O. box**. The report does not conclude that any option “passes.” It separates three questions: is the address a real place where the business operates, does it meet the form's requirements, and is it published?

This report's publisher, 2727coworking.com, operates workstations, private offices, meeting rooms, virtual offices and business addresses in Montréal. It is therefore a direct provider of some of the options compared below and appears as such in the options table, on the same terms as the others. The claims in this report rely on third-party sources: public bodies, legislation and providers' pages for facts about their own services.

The quantitative context is as follows. The RBQ reported **53,662** active contractor or owner-builder licences at the end of the 2024-2025 fiscal year, including 47,131 issued by the RBQ and 6,531 by a corporation (CMEQ or CMMTQ) (www.rbq.gouv.qc.ca). Its public register was consulted **2,153,904** times during the fiscal year (www.rbq.gouv.qc.ca). An address reported to the RBQ can therefore potentially be seen by clients, project owners and other businesses, making the choice of address less trivial than it may seem.

The report follows the sources as far as they go: when an issue is not settled by an official text (for example, acceptance of a **virtual office** as a head office), it is flagged as such and paired with a question to ask the RBQ.

Who Needs an RBQ Licence, and Who Needs a Competency Certificate

The RBQ states that anyone who carries out or has construction work carried out must hold a licence, unless exempt (www.rbq.gouv.qc.ca). The **Building Act** prohibits acting as a building contractor without a valid licence (www.legisquebec.gouv.qc.ca).

A **competency certificate** is a different document. The RBQ specifies that a competency certificate is not the same thing as a licence (www.rbq.gouv.qc.ca). The CCQ, for its part, notes that a competency certificate is required to work on a construction site covered by its rules (www.ccq.org). An employee who does not run a business therefore does not have to choose a business address for the RBQ.

The CCQ presents registration as a separate step from licensing. For a business, it lists registration with the REQ, licensing (RBQ, CMEQ or CMMTQ), then registration with the CCQ (www.ccq.org). This registration applies whether construction work is carried out with or without employees (www.ccq.org), but is not required for work that is subcontracted (www.ccq.org). The business must provide its Québec enterprise number (**NEQ**), licence number and category (www.ccq.org), as well as its contact details, including its address (www.ccq.org).

A clarification for electrical and plumbing work: the CMEQ and CMMTQ issue their own licences, and file updates are then made with the corporation rather than the RBQ (www.rbq.gouv.qc.ca). The rest of this report focuses mainly on licences issued by the RBQ, but the same address questions arise elsewhere.

Address Fields by Legal Form

The three application forms are not interchangeable, and the address requested varies by legal form. *Table 1* below compares the natural person, legal person and partnership forms, with the version dates printed on each document.

Legal form	Form and version	Head office address	Home address or addresses of related persons	Stated visibility
Natural person (sole proprietorship)	Form 1701-FR, version 05-2025 (www.rbq.gouv.qc.ca).	Physical address of the business's head office; a P.O. box is not accepted (www.rbq.gouv.qc.ca).	Officer's home address, requested separately; a P.O. box alone is not accepted (www.rbq.gouv.qc.ca).	The applicant checks which head office contact details they agree to have published in the Register of licence holders: only the telephone number and email address have checkboxes, and none applies to the head office address itself (www.rbq.gouv.qc.ca).
Legal person (corporation)	Form 1701-FR, version 03-2025 (www.rbq.gouv.qc.ca).	Physical head office address; no P.O. box (www.rbq.gouv.qc.ca).	For officers and shareholders: the natural person's home address or the business's head office address (www.rbq.gouv.qc.ca).	The head office address, telephone number and email address will appear in the Register of licence holders (www.rbq.gouv.qc.ca).
Partnership	Form 1701-FR, version 2025-03 (www.rbq.gouv.qc.ca).	Physical head office address; no P.O. box (www.rbq.gouv.qc.ca).	The natural person's home address or the partner business's head office address, with no P.O. box (www.rbq.gouv.qc.ca).	The head office address, telephone number and email address will appear in the Register of licence holders (www.rbq.gouv.qc.ca).

Three points emerge from this table. First, the word “siège” is consistent across the forms, as is the adjective “physique”: the RBQ is not simply asking for an address where mail can be received. Second, the officer's address is a separate piece of information from the head office address: for a natural person working from home, the two fields may contain the same address, but they are two declarations. Finally, the legal person form requires that the information provided match the information registered with the REQ (www.rbq.gouv.qc.ca), tying the choice of address to the entire registration file.

The Building Act and its regulation take the same approach. The Act requires a business applying for a licence to inform the Régie of its legal structure and its officers' names and addresses (www.legisquebec.gouv.qc.ca). For a business, the regulation lists its name and its head office address, email address and telephone number (www.legisquebec.gouv.qc.ca). Neither text defines a “siège” or expressly addresses shared or virtual spaces.

There is a useful comparison elsewhere in the sector. The CMEQ admission form for electrical contractors requires an office actually maintained at the principal establishment and specifies that this office may be set up in the home, in an appropriate location (www.cmeq.org). The conditions must be met no later than **30 days** after the licence is issued (www.cmeq.org). These rules apply to the electrical licence, not the RBQ licence, and should not be carried over as is. They do show, however, that one body in the sector sets a requirement for an actual place of business rather than simply a mailing address.

Five Distinct Addresses: Head Office, Officer's Home, Business Address, Correspondence and Construction Site

The greatest practical risk is confusing addresses that serve different purposes. Five concepts recur in the sources.

- **Head office (or principal establishment)**: the place where the business is established. For the REQ, a legal person's domicile is its head office address (cdn-contenu.quebec.ca). For the RBQ, it is the **physical address of the head office**, with no **P.O. box**.
- **Officer's home address**: for the REQ, a natural person's domicile is the address of their principal residence (cdn-contenu.quebec.ca), and declaring it is mandatory for the operator of a sole proprietorship (cdn-contenu.quebec.ca). The RBQ form also requests it.
- **Business address**: an REQ concept. It is a natural person's principal place of work or business (www.quebec.ca), and a P.O. box cannot serve this purpose (www.quebec.ca). Declaring it prevents the home address from being published in the REQ register (www.legisquebec.gouv.qc.ca).
- **Correspondence address**: at the REQ, the elected domicile is optional and is entered only if correspondence must be sent somewhere other than the principal establishment (cdn-contenu.quebec.ca); the recipient's name and the address go together (cdn-contenu.quebec.ca). Since 2017, the RBQ has allowed a correspondence address to be added to a file (www.rbq.gouv.qc.ca). The CCQ also manages a correspondence address and the accountant's address (www.ccq.org).
- **Construction site address**: none of the sources consulted presents this as a head office or licence address. It relates to the contract and building permit, not the address file. It is mentioned here only to distinguish it from the other four.

Table 2 cross-references the fields used by the RBQ, REQ, CCQ and three other bodies, indicating what each says about **P.O. boxes** and when updates must be made.

Body	Address(es) concerned	P.O. box	When to update	Connection with other registers
RBQ	Physical head office; officer's home address; optional correspondence address	Not accepted	The Act provides for an administrative penalty for failing to inform the Régie of a change that makes the information inaccurate (www.legisquebec.gouv.qc.ca); no deadline in days is specified for addresses in the texts consulted	Online update using the NEQ (www.rbq.gouv.qc.ca)
REQ	Domicile; business address; establishments; elected domicile (cdn-contenu.quebec.ca) (www.quebec.ca)	Not accepted as a business address or on its own as an establishment address (www.quebec.ca) (cdn-contenu.quebec.ca)	30 days after a change (www.legisquebec.gouv.qc.ca)	The RBQ form requires consistency with the REQ

Body	Address(es) concerned	P.O. box	When to update	Connection with other registers
CCQ	Head office, principal establishment, all establishments in Québec (www.ccq.org)	Not specified in the pages consulted	Before the change for addresses; 30 days for other changes (www.ccq.org)	The CCQ notes that other rules apply with other government entities (www.ccq.org)
Revenu Québec	Business address; change-of-address service for multiple bodies (www.revenuquebec.ca)	Not specified in the pages consulted	Requests that the file be updated after an address change is made with the REQ (www.revenuquebec.ca)	Separate file, updated separately
Canada Revenue Agency	Physical business address and mailing address (www.canada.ca)	P.O. boxes cannot serve as business addresses (www.canada.ca)	As soon as possible, according to the CRA page (www.canada.ca)	The mailing address may differ from the physical address (www.canada.ca)
CNESST	Business or establishment address; correspondence address (www.cnesst.gouv.qc.ca)	Not specified	As soon as possible, with no numerical deadline (www.cnesst.gouv.qc.ca)	Separate file

This comparison shows that, depending on the body, the same business may have a head office address, a home address, a business address and a correspondence address that do not overlap. It also shows an asymmetry: all three RBQ forms require a physical head office, while the REQ allows a correspondence address (elected domicile) to differ from the principal establishment. Choosing a mail-receiving address for the REQ elected domicile or RBQ correspondence therefore does not resolve the head office question. Finally, a P.O. box in Québec is not neutral: the Act respecting the legal publicity of enterprises treats having an establishment or P.O. box in Québec as an indicator creating a presumption that an enterprise is being operated (www.legisquebec.gouv.qc.ca). This is a registration criterion, not a criterion for the acceptability of a head office address.

Assessing Address Options: Home, Private Office, Shared Workstation, Virtual Office, P.O. Box

This section examines five options against the three questions raised above: an actual location, compliance with the form, and public disclosure. None receives an eligibility verdict, because none of the official sources consulted provides one.

Home Address

The RBQ forms do not say that a residence is excluded as a head office. Nor do they say that it is accepted. Two practical consequences are documented. First, the head office address will appear in the public register, and the open dataset of active licences contains the party's full address (www.donneesquebec.ca) as well as their email address (www.donneesquebec.ca). Second, the Ville de Montréal notes that the activity must be checked against **zoning** requirements (montreal.ca), and that the **occupancy permit** process also applies to the part of a dwelling converted into a home office (montreal.ca). Municipal compliance is a separate check from RBQ licensing.

On insurance, an **insurer** in the sector specifies that home insurance is not designed to cover the activities of a home-based business (www.desjardins.com). Its home-based business endorsement assumes that the business is managed exclusively from home (www.desjardins.com). In a 2015 article, the Insurance Bureau of Canada considers it essential to inform the insurer when working from home (www.protegez-vous.ca). A contractor whose equipment, employees or clients pass through the residence should address this question with their broker before declaring the home as the head office.

Rented Private Office

A private office in a commercial building, with a lease or occupancy agreement in the business's name, most naturally fits the expression “**adresse physique du siège**”. It is the option closest to what the CMEQ describes for electricians: an office actually maintained at the principal establishment (www.cmeq.org). Zoning, the right to occupy the premises for the intended use, and whether the business address is indeed where it operates still need to be confirmed. The Ville de Montréal specifies that the occupancy permit is tied to both the occupied establishment and its operator (montreal.ca).

Workstation in a Shared Space

A dedicated workstation or a spot in a coworking space raises the same question as a private office, with one additional issue: does the business actually operate there on an ongoing basis? The sources consulted describe no RBQ criteria on this point. Nuage B states that a **domiciliation** client can later rent a private or dedicated office while keeping the same address (nuage-b.com): the same building can encompass very different occupancy rights.

Virtual Office and Business Domiciliation

The providers themselves are cautious. Regus asks clients to ensure that their virtual office or business address complies with registration rules (www.regus.com) and writes that, in some regions, registering a business with a virtual office address is not permitted (www.regus.com). Spaces asks clients to confirm whether a virtual address can be used for business registration in Canada (www.spacesworks.com). Domiciliation Montréal's terms place responsibility for meeting legal registration obligations on the client (www.domiciliation-montreal.com).

Other providers describe their services more assertively. Montréal CoWork refers to an address recognized by clients, partners and the Ville de Montréal (www.montrealcowork.com). Centre d'affaires Vieux-Montréal writes that physical and virtual addresses are both legally recognized as business addresses

(centredaffairesmontreal.ca). These are the providers' claims. They do not mention the RBQ and do not replace its response. Davinci Virtual, for its part, describes a virtual office as comparable to renting a P.O. box, but appearing as a physical location (www.davincivirtual.com), and mentions using the address for business licensing or registration (www.davincivirtual.com).

A virtual office that also provides reception, welcomes visitors on site or offers access to offices could be closer to an actual establishment, but this is only a hypothesis to put to the RBQ. Domiciliation Montréal, for example, describes a reception area with a dedicated person to welcome visitors from domiciled businesses (www.domiciliation-montreal.com), and Nuage B describes a receptionist to welcome clients who come to the address (nuage-b.com). These services describe a point of contact; they do not prove that the business operates there.

P.O. Box

This is the option most clearly excluded: all three RBQ forms rule out a P.O. box. The REQ excludes it as a business address and as an establishment address on its own (cdn-contenu.quebec.ca), and the official register description specifies that a P.O. box cannot be provided as a business address (www.quebec.ca). The CRA also rejects it as a business address (www.canada.ca), as does the CMEQ in its legal person licence application (www.cmeq.org). Domiciliation Montréal, for its part, states that a P.O. box does not meet the requirements for an official address (www.domiciliation-montreal.com). Canada Post nevertheless presents a P.O. box as a way to keep a home address private (www.canadapost-postescanada.ca) and receive mail at an address other than the primary address (www.canadapost-postescanada.ca). It serves mail privacy, not the location of the head office. A P.O. box nevertheless remains useful as a correspondence address when the body accepts it as such (to be checked with the RBQ).

Table 3 summarizes the assessment. It includes this report's publisher among the possible providers of office and address options.

Option	Actual place of business?	Compliance with the RBQ form	Visibility	Points to check
Home address	Yes, if the business operates there	Not excluded by RBQ forms; confirmation must be requested from the RBQ	Head office address in the public register	Zoning and occupancy permit (montreal.ca); insurance (www.desjardins.com)
Rented private office	Yes, with a lease or occupancy agreement	Most directly fits “adresse physique du siège”	Address in the public register	Right of occupancy, permitted use, occupant's name
Workstation in a shared space	Depends on actual use and length of occupancy	Not settled by the sources consulted; requires RBQ confirmation	Address in the public register	Occupancy agreement, access, exact workstation address
Virtual office or domiciliation	Not by default: address and mail, unless additional services are provided	**Requires RBQ confirmation**	Address in the public register	Written response from the RBQ; provider warnings (www.regus.com) (www.spacesworks.com)

Option	Actual place of business?	Compliance with the RBQ form	Visibility	Points to check
P.O. box	No	Rejected as a head office	Not applicable as a head office	May serve for correspondence if the RBQ accepts it
2727coworking.com (publisher of this report)	Depends on the option chosen: workstation, private office, meeting room, virtual office or business address in Montréal	**Requires RBQ confirmation for any arrangement**, as with other providers	Address in the public register	Right of occupancy, access, mail handling, documents provided

This table has no “eligible” column. That is deliberate: the sources consulted establish exclusion only for P.O. boxes. For the other four options, the decision depends on the business's circumstances (where it actually works, who occupies the premises, what the RBQ accepts). Purchasing an address is not enough to satisfy either a licensing requirement or a zoning requirement.

Update Sequence When Changing an Address

The sources consulted do not describe a single point of service that would automatically pass an address change on to the RBQ, REQ and CCQ. Revenu Québec describes a change-of-address service that notifies several departments and bodies, including Revenu Québec (www.revenuquebec.ca), and asks that its file be updated after a change is made with the REQ (www.revenuquebec.ca). The CCQ notes that other rules apply with other government entities (www.ccq.org). Each file must therefore be handled separately. The following sequence is an editorial interpretation of the published deadlines, not an official procedure.

1. **Confirm the proposed address with the RBQ before signing a lease or domiciliation contract.** The sources consulted do not say which addresses are accepted beyond “physique” and “sans case postale”. A **written response from the RBQ** reduces the risk of having to start over.
2. **Plan for the CCQ first if the business is registered with it.** The CCQ requires changes to the head office, principal establishment or establishment addresses to be made before the change occurs (www.ccq.org); other changes must be reported to it within **30 days** (www.ccq.org).
3. **Update the REQ within 30 days of the change.** The Act requires an updating declaration within **30 days** of the date a change occurs (www.legisquebec.gouv.qc.ca). An establishment's address cannot be changed: the old establishment must be removed and a new one added (cdn-contenu.quebec.ca).
4. **Inform the RBQ.** The online service covers changes to the business's address, contact details or name (www.rbq.gouv.qc.ca); it requires the NEQ. Some situations instead require an application to amend the licence. The Building Act provides for an administrative penalty for failing to inform the Régie of a change that makes the information provided inaccurate or incomplete (www.legisquebec.gouv.qc.ca), and sets a **30-day** deadline for a change in legal structure (www.legisquebec.gouv.qc.ca); no deadline in days specific to addresses was found.
5. **Notify the other bodies.** Revenu Québec, the CRA (www.canada.ca) and the CNESST (www.cnesst.gouv.qc.ca) each maintain a file. If the licence is from the CMEQ or CMMTQ, the update is made with the corporation.

6. **Notify the insurer and update documents.** The head office address and licence number must remain consistent across advertising, bids and contracts; the Act requires the licence number to be shown (www.legisquebec.gouv.qc.ca).

Another factor to account for is processing time. The Act provides that the Régie must issue its decision on an application for issuance or amendment within **60 days** (www.legisquebec.gouv.qc.ca). In 2024-2025, the RBQ processed 8,970 applications with an average processing time of **38.4 days** (compared with 18.4 days in 2023-2024), and 82% of them within the 60-day period (96% the previous year) (www.rbq.gouv.qc.ca). The 60-day period is therefore not a guaranteed maximum: it is better to allow a buffer before planning a move, because overlooking it is an avoidable risk.

If the change affects the legal form or NEQ, the RBQ states that a new licence application is required (www.rbq.gouv.qc.ca).

Before calling the RBQ, the contractor would benefit from gathering the following:

- **Legal form and NEQ**: natural person, partnership or legal person, with the Québec enterprise number if one exists.
- **Complete proposed address**: including the unit number, as it would appear on the form.
- **Nature of occupancy**: owner, tenant, holder of a domiciliation contract or occupancy agreement.
- **Activities actually carried out at this address**: office work, storage, receiving clients, or mail reception only.
- **Other files affected**: REQ, CCQ, Revenu Québec, CNESST, CRA, insurer and, where applicable, CMEQ or CMMTQ.
- **Written response from the RBQ**: date, contact person's name and wording of the response, to be kept with the contract.

Questions to Ask a Space Provider Before Paying

A provider cannot answer on the RBQ's behalf, but it can document what it actually offers. The following matrix brings together the questions to ask and the evidence to request.

- **Right of occupancy**: does the contract grant a right to occupy a specific space, or only a right to use the address? What are the signatory's name, the term and the termination conditions?
- **Exact address**: is the full address (including the unit number) the one that will appear with the RBQ, REQ and CCQ? Does the provider authorize its use for these purposes in writing?
- **Access and presence**: can the contractor access the space during business hours, receive visitors there and keep documents there? Some providers offer reception, others do not (www.domiciliation-montreal.com) (nuage-b.com).
- **Mail handling**: reception, sorting, storage, scanning, forwarding. Several providers charge extra for forwarding or scanning (www.regus.com) (www.spacesworks.com) (www.montrealcowork.com), and some charge for parcels (www.domiciliation-montreal.com).
- **Documents provided**: proof of domiciliation, a copy of the lease or occupancy agreement, a letter confirming use of the address as a head office or establishment.

- **Regulatory warnings**: does the provider say confirmation with the body is needed? Regus and Spaces do.
- **Future address change**: what happens when the contract ends? The contractor will have to repeat the update sequence above.
- **Zoning and use**: is the unit zoned for office use, and does the provider hold the occupancy permits? The Ville de Montréal recommends checking the zoning before renting.
- **Insurance**: does the provider require insurance? The contractor's insurer must know the place of business, which can affect the premium (www.desjardins.com).

These questions apply to all providers, including this report's publisher. The answer that matters remains the RBQ's response on the specific arrangement.

Analysis of the Data and Evidence

This section brings together verifiable figures from sources consulted on **November 2, 2026**; their own reference dates are indicated where available.

Size of the licence-holder population. The RBQ's 2024-2025 annual management report records 53,662 active licences, including 47,131 issued by the RBQ and 6,531 by the CMEQ or CMMTQ.

Application activity. The RBQ received **9,072** admissible applications for issuance or amendment in 2024-2025, compared with 9,867 in 2023-2024, and processed 8,970 with an average processing time of 38.4 days (18.4 days in 2023-2024); 82% were processed within 60 days, compared with 96% the previous year. This figure counts applications, not newly issued licences.

Visibility. The Register of licence holders was consulted 2,153,904 times in 2024-2025. The open dataset's descriptive sheet (version dated December 2, 2022) lists the party's full address (www.donneesquebec.ca), and the dataset covers all active RBQ licence holders (ouvert.canada.ca).

Deadlines. The following comparison shows that deadlines are not aligned across bodies.

- **REQ**: 30 days after the change.
- **CCQ**: before the change for addresses; 30 days for other changes.
- **RBQ**: duty to inform, with no numerical deadline for addresses in the texts consulted; 30 days for a change in legal structure (www.legisquebec.gouv.qc.ca).
- **REQ, invalid business address**: 30 days from the Registrar's request to make the changes (www.legisquebec.gouv.qc.ca), failing which the home address is published (www.quebec.ca).

Prices advertised by providers (for reference). The following amounts are those advertised by Montréal providers on their own pages as of the consultation date; the currency and taxes are those shown on the page, and the prices do not establish an address's eligibility with the RBQ.

- **Domiciliation Montréal**: $40 per month or $400 per year (Solo) (www.domiciliation-montreal.com); $75 per month or $675 per year (Essentielle) (www.domiciliation-montreal.com).
- **Montréal CoWork**: $35 per month plus taxes (www.montrealcowork.com); $75 per month plus taxes (another package) (www.montrealcowork.com).

- **Centre d'affaires Vieux-Montréal**: virtual address at $50 per month (centredaffairesmontreal.ca); private offices starting at $480 per month at the same location (centredaffairesmontreal.ca).

The gap between a virtual address (a few dozen dollars per month) and a private office (a few hundred) is explained in part, but not entirely, by occupancy rights. None of the sources consulted links these prices to RBQ acceptance. These prices change frequently: they must be reconfirmed with the provider before making a decision. RBQ fees are not reproduced here and should be confirmed on the RBQ website.

Data limitations. The annual report does not give the number of new licences issued, and no statistics were found on the proportion of holders who declare a home address as their head office or on address-related refusals.

Implications and Outlook

The first implication concerns the approach: the address should be chosen before filing, not afterwards. RBQ forms require information consistent with the REQ, and the CCQ requires an update before the change. A poorly sequenced move produces conflicting files.

The second concerns privacy. Home-based contractors are exposed through two separate mechanisms. The REQ offers a business address option to prevent publication of the home address (www.legisquebec.gouv.qc.ca), and the choice of this address is left to the discretion of the person subject to the requirements (www.quebec.ca). A natural person may have only one business address (www.legisquebec.gouv.qc.ca). The RBQ register, however, displays the head office address. The sources consulted do not say that the REQ mechanism applies to the RBQ. A contractor who wants to avoid publishing their home address should ask the RBQ directly, in writing.

The third is the reliance on unwritten definitions: the expression “adresse physique du siège” is not defined in the forms consulted, and the texts reflect the situation as of November 2, 2026.

The fourth concerns space providers: a provider that documents its occupancy rights, reception services and the supporting documents it supplies helps its client put a precise question to the RBQ, without replacing its response.

Finally, contractors benefit from treating the address as a file to maintain. Annual licence maintenance is a reminder that the accuracy of the file is an ongoing concern. The Act also provides for an administrative penalty for failing to inform the Régie of a change. A casually chosen address becomes a compliance cost with every move.

Frequently Asked Questions

What address should be entered on an RBQ licence application?

The physical address of the business's head office, with no P.O. box. The natural person form asks separately for the officer's home address.

Can an RBQ licence be requested using a home address?

The forms consulted do not expressly exclude a residence as a head office, but neither do they approve it. Be aware that the head office address will appear in the public register, and check municipal zoning. Ask for the RBQ's position in writing.

Is a P.O. box accepted for an RBQ licence?

Not as a head office: the RBQ states that a P.O. box is not accepted. It may potentially serve as a correspondence address, to be confirmed with the RBQ, which allows a correspondence address to be added to the file.

What is the establishment address for an RBQ licence?

For the RBQ, the forms refer to the “siège”. For the REQ, an establishment is a place in Québec where the business operates (www.quebec.ca). The CCQ requires the head office, principal establishment and all establishments in Québec (www.ccq.org). For a sole proprietor, the CMMTQ requests the home address and, if different, the principal establishment address (www.cmmtq.org).

Is a shared office an option for a construction contractor in Montréal?

A workstation or office in a shared space may represent an actual place of business if the business operates there under a right of occupancy (montreal.ca). The sources consulted contain no RBQ criteria on shared offices; RBQ confirmation is necessary.

Is business domiciliation in Montréal enough?

Domiciliation mainly provides an address and mail handling. Domiciliation Montréal's terms place registration obligations on the client (www.domiciliation-montreal.com). Nothing in the official sources consulted says that domiciliation serves as a head office for the RBQ.

What business address can a contractor in Montréal use to protect their home address?

At the REQ, declaring a business address prevents the home address from being consulted in the register, and the choice of that address is left to the person subject to the requirements (www.quebec.ca). For the RBQ, none of the sources consulted provides an equivalent; the head office address is published.

Can a virtual office in Montréal serve as a contractor's address?

Providers ask clients to confirm the applicable rules (www.regus.com). The RBQ has not stated a position in the pages consulted. A virtual office where the business has no actual presence may fail to meet the concept of a physical head office; this is a question to put to the RBQ.

What are the RBQ's address requirements in brief?

A physical head office, with no P.O. box; consistency with the REQ; the officer's address requested separately for a natural person; the requirement to inform the Régie of changes, with an administrative penalty for failing to do so.

Conclusion

Choosing an address for an RBQ licence comes down to three checks: is the address an actual place of business, does it comply with the RBQ forms, and does the contractor agree to its publication? The RBQ forms, consulted on November 2, 2026, are clear about the physical nature of the head office and the rejection of a P.O. box for that address (for the officer's home address on a natural person application, only a P.O. box used on its own is rejected). They do not settle the situation for a home address, shared workstation or virtual office.

The REQ, CCQ, Revenu Québec, CRA and CNESST each have their own address concepts and update deadlines, with no automatic propagation demonstrated by the sources consulted. Before purchasing domiciliation or space, a contractor should obtain the RBQ's written response on the specific arrangement, have the zoning and occupancy rights checked, inform their insurer (www.protegez-vous.ca) and consult a professional adviser. This report is not legal advice and does not guarantee the eligibility of any address.

Source links

Links cited in this article, in order of first appearance. Full addresses are provided for readers using extracted text.

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