

Business Licensing - Miscellaneous Documents Required - New Application

NEW

| LICENCE TYPE | BUS. LIC. APP. | ARTICLES OF INC./ BUSINESS REGIST. (MBL) OR LETTERS PATENT | POLICE CRIMINAL RECORD SEARCH | MEDICAL CERTIFICATE OF FITNESS, REGION OF PEEL or ANIMAL SERVICES CLEARANCE or HEALTH CANADA LICENCE | ZONING CERTIFICATE or APPROVAL/ BUILDING PERMIT | PROPERTY APPR LETTER, PRF OF OWNERSHIP, SITE PLAN or SECURITY DEPOSIT (cash and debit payment acceptable - official receipt use acct 210123)NO CREDIT | ELECTRICAL SAFETY AUTHORITY / FIRE PREVENTION CLEARANCES | Cof A MINOR VARIANCE may be required - check in MAX | INS. | CONTACT INFO. * AUTHORIZATION OR EMPLOYMENT LETTER | PHOTO CARD | FEES PAID |
|---------------------------------------|----------------|--|-------------------------------|--|---|---|--|---|------|--|---------------------|-----------|
| Amusement Arcade - Class A & B | x | x | Class A | | X | | | X | | X | | X |
| Adult Book Store | X | X | | | X | | | X | | X | | X |
| Auctioneer | X | X | X | | | | | | | Employment | X | X |
| Adult Entertainment Parlour | X | X | X | | X | | | X | | X | | X |
| Adult Video - Class A & B | X | X | Class A | | X | | | X | | X | | X |
| Billiard Parlour - Class A & B | X | X | Class A | | X | | | X | | X | | X |
| Body Rub Parlour | X | X | X | | X | | | X | | X | Owner for file only | X |
| Body Rub Attendant | X | | X | Medical Certificate | | | | | | | X | X |
| Breeding / Boarding Kennel | X | X | | Animal Services | X | | | X | | X | | X |
| Carnival ** \$5,000.000.00 | X | X | X | | TENT | X | | | \$5M | X | | X |
| Circus ** \$5,000.000.00 | X | X | X | | TENT | X | | | \$5M | X | | X |
| Clothing Donation Drop Box | X | X | | | X | SITE PLAN & CONSENT LETTER | | | X | X | | X |
| Fireworks Sales | X | X | | | X | Property Approval | Fire Inspection | X | | X | | X |
| Hawker / Peddler | X | X | X | R of P Health if selling food | | | | | | | X | X |
| Medical Marihuana Production Facility | X | X | | Health Canada Licence | X | | X | | \$2M | X | | X |
| Methadone * Clinic / Pharmacy | X | X | | Health Canada Exemption/*CLINIC prescribing | X | | | X | \$2M | X | | X |
| Night Club | X | X | X | | X | | | X | | X | | X |
| Pawnbroker | X | X | X | | X | Security Deposit \$2,000.00 | | X | | | X | X |
| Parking Lot (Enforced by Mobile Lic.) | X | X | | | | | | X | | | | X |
| Personal Services Setting | X | X | | R of P Health Clearance | X | | | | \$2M | X | | X |
| Pet Shop | X | X | | Animal Services Cleara. | X | | | X | | X | | X |
| Public Hall | X | X | | R of P Health | X | | | X | | X | | X |

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|---|---|---|---|--|---|--|---|---|--|------------|--|---|
| Salvage Yard | X | X | X | | X | | | X | | X | | X |
| Second Hand Goods Shop | X | X | X | | X | | | X | | x | | X |
| Second Hand Goods Shop Employee | X | | X | | | | | | | Employment | | X |
| Second Unit (By-law Repealed) | X | X | | | X | | X | | | X | | X |
| Tanning Facility | X | X | | | X | | | X | | | | X |
| Tobacco Sales | X | X | | | X | | | X | | | | X |
| Vehicle Pound Facility (Enforced by Mobile Lic. | | | | | | | | | | | | |

****CERTIFICATE OF INSURANCE:** Addressed to the City of Mississauga, endorsed to provide that the City of Mississauga shall be given at least ten (10) days notice in writing of any cancellation, expiration or variation in the amount of the policy, and insuring in the amount set out exclusive of interest and cost against loss or damage, which results in bodily harm to or death of one or more persons and loss of property resulting from any accident.

***LETTER OF AUTHORIZATION:** signed by a Director, Owner or Partner appointing an agent to act on their behalf if they cannot attend or sign the Business Licence Application form.

Business Licensing - Miscellaneous Documents Required - Renewal

RENEWAL

| LICENCE TYPE | | COMPLETED APPLICATION | ARTICLES OF INC./ BUSINESS REG. (MBL) (if required) | MEDICAL CERTIFICATE FITNESS, REGION OF PEEL or ANIMAL SERVICES CLEARANCE, HEALTH CANADA LICENCE | Cof A MINOR VARIANCE check in MAX | Contact Info & * Authorization or Employment Letter | INS. | Photo Card | Fees Paid |
|---------------------------------------|--|-----------------------|---|---|-----------------------------------|---|------|----------------|-----------|
| Amusement Arcade - Class A & B | | X | X | | X | X | | | X |
| Adult Book Store | | X | X | | X | X | | | X |
| Auctioneer | | X | X | | | | | X | X |
| Adult Entertainment Parlour | | X | X | | X | X | | | X |
| Adult Video - Class A & B | | X | X | | X | X | | | X |
| Billiard Parlour - Class A & B | | X | X | | X | X | | | X |
| Body Rub Parlour | | X | X | | X | X | | Owner for file | X |
| Body Rub Attendant | | X | | Medical Certificate | | | | X | X |
| Breeding / Boarding Kennel | | X | X | | X | X | | | X |
| Carnival ** \$5,000.000.00 | No Renewal - always treat as a New Licence | | | | | | \$5M | | |
| Circus ** \$5,000.000.00 | No Renewal - always treat as a New Licence | | | | | | \$5M | | |
| Clothing Donation Drop Box **\$2M | | X | | | X | X | \$2M | | X |
| Fireworks Sales | No Renewal - always treat as a New Licence | | | | | | | | |
| Hawker / Peddler | | X | X | | | | | X | X |
| Medical Marihuana Production Facility | | X | X | Health Canada Licence | X | X | \$2M | | X |
| Methadone Clinic / Pharmacy | | X | X | Health Canada Exemption | X | X | \$2M | | X |
| Night Club | | X | X | | X | X | | | X |
| Pawnbroker | | X | X | | X | | | X | X |
| Parking Lot (Enforced by Mobile Lic.) | | X | X | | X | | | | X |
| Personal Services Setting **\$2M | | X | X | | X | X | \$2M | | X |
| Pet Shop | | X | X | | X | X | | | X |
| Public Hall | | X | X | | X | X | | | X |
| Salvage Yard | | X | X | | X | X | | | X |
| Second Hand Goods Shop | | X | X | | X | X | | X | X |
| Second Hand Goods Shop Employee | | X | | | | Employment | | X | X |
| Second Unit (No Longer Licenced) | | | | | | | | | |
| Tanning Facility | | X | X | | X | X | | | X |
| Tobacco Sales | | X | X | | X | X | | | X |

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Business Licensing - Miscellaneous Documents Required - Renewal

any cancellation, expiration or variation in the amount of the policy, and insuring in the amount set out exclusive of interest and cost against loss or damage, which results in bodily harm to or death of one or more persons and loss of property resulting from any accident.

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**Business Licensing
Documents Required - New / Renewal
Auto Service Station**

NEW

| LICENCE TYPE | | | | COMPLETED APPLICATION | ARTICLES OF INC./ BUSINESS NAME REGISTRATION (MBL) | POLICE CRIMINAL RECORD | ZONING CERTIFICATE/ BUILDING PERMIT | COMMITTEE OF ADJUSTMENT / MINOR VARIANCE <i>(may be required - check in MAX)</i> | *AUTHORIZATION LETTER | PAYMENT of FEES |
|------------------------------------|--|--|--|-----------------------|--|------------------------|-------------------------------------|---|-----------------------|-----------------|
| AUTO SERVICE STATION | | | | | | | | | | |
| GARAGE (GAS) "A" | | | | X | X | | X | X | X | X |
| GARAGE (REPAIR) "B" | | | | X | X | | X | X | X | X |
| GARAGE (NEW/USED RETAIL SALES) "C" | | | | X | X | X | X | X | X | X |
| GARAGE (RENTAL /LEASING) "D" | | | | X | X | | X | X | X | X |
| GARAGE (CAR WASH) "E" | | | | X | X | | X | X | X | X |

RENEWAL

| LICENCE TYPE | | | | COMPLETED APPLICATION | BUSINESS REGISTRATION PAPERS <i>(if any changes)</i> | COMMITTEE OF ADJUSTMENT / MINOR VARIANCE <i>(may be required - check in MAX)</i> | PAYMENT of FEES | | | |
|------------------------------------|--|--|--|-----------------------|--|---|-----------------|--|---|--|
| AUTO SERVICE STATION | | | | X | X | X | X | | X | |
| GARAGE (GAS) "A" | | | | X | X | X | X | | X | |
| GARAGE (REPAIR) "B" | | | | X | X | X | X | | X | |
| GARAGE (NEW/USED RETAIL SALES) "C" | | | | X | X | X | X | | X | |
| GARAGE (RENTAL/LEASING) "D" | | | | X | X | X | X | | X | |
| GARAGE (CAR WASH) "E" | | | | X | X | X | X | | X | |

*LETTER OF AUTHORIZATION: signed by a Director, Owner or Partner appointing an agent to act on their behalf if they cannot attend or sign the Business Licence Application form.

**Business Licensing
Documents Required - New / Renewal
Eatery**

NEW

| LICENCE TYPE | COMPLETED APPLICATION | ARTICLES OF INCORPORATION / BUSINESS NAME REGISTRATION (MBL) | ZONING CERT./ BUILDING PERMIT | C of A MINOR VARIANCE may be required check in MAX | REGION OF PEEL HEALTH CLEARANCE | *AUTHORIZATION LETTER | Payment of Fees |
|---------------|-----------------------|--|-------------------------------|--|---------------------------------|-----------------------|-----------------|
| LUNCH COUNTER | X | X | X | X | X | X | X |
| RESTAURANT | X | X | X | X | X | X | X |
| TAKE-OUT | X | X | X | X | X | X | X |

NOTE:

Health Department Approval required for:

- (1) any location that is new and was not previously an Eatery, or
- (2) any take over where the business has been closed for any length of time or renovations have occurred.

RENEWAL

| LICENCE TYPE | COMPLETED APPLICATION | BUSINESS REGISTRATION PAPERS (IF ANY CHANGES) | C of A MINOR VARIANCE may be required Check in MAX | *AUTHORIZATION LETTER | Payment of Fees |
|---------------|-----------------------|---|--|-----------------------|-----------------|
| LUNCH COUNTER | X | X | X | X | X |
| RESTAURANT | X | X | X | X | X |
| TAKE OUT | X | X | X | X | X |

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Business Licensing
Document Required - New / Renewal
Residential Rental Accomodation - Lodging House

NEW

| LICENCE TYPE | COMPLETED APPLICATION | ART. OF INC. / BUSINESS NAME REGISTRATION (MBL) | POLICE CRIMINAL RECORD SEARCH | PROOF OF PROPERTY OWNERSHIP | ZONING CERT. BUILDING PERMIT | FIRE DEPARTMENT INSPECTION REPORT | ELECTRICAL SAFETY AUTHORITY INSPECTION REPORT | FLOOR PLAN OF BUILDING | CERT. OF INS | Lodger Entry Approval | Payment |
|---------------|-----------------------|---|-------------------------------|-----------------------------|------------------------------|-----------------------------------|---|------------------------|--------------|-----------------------|---------|
| LODGING HOUSE | X | X | X | X | X | X | X | X | X | X | X |

RENEWAL

| | | | | | | | | | | | |
|---------------|---|--|--|--|--|---|---|---|---|---|---|
| LODGING HOUSE | X | | | | | X | X | X | X | X | X |
|---------------|---|--|--|--|--|---|---|---|---|---|---|

**Business Licensing
Documents Required - New / Renewal
Trades**

NEW

| LICENCE TYPE | COMPLETED APPLICATION | INCORPORATION /BUSINESS NAME REGISTRATION (MBL) | POLICE CRIMINAL RECORD SEARCH | LETTER OF EMPLOYMENT | CERT. OF INSURANCE ** | PROVINCIAL TRADES LICENCE | EXAM OR OTHER MUNICIPAL LICENCE | PAYMENT of Fees | PHOTO CARD |
|---------------------|-----------------------|---|-------------------------------|----------------------|-----------------------|---------------------------|---------------------------------|-----------------|------------|
| BUILDING RENOVATOR | X | X | X | | X | | X | X | x |
| DRAIN CONTRACTOR | X | X | | | X | | | X | |
| DRAIN LAYER | X | | | X | X | | X | X | |
| HEATING CONTRACTOR | X | X | | | X | | | X | |
| HEATING MASTER | X | | | X | X | X | | X | |
| PAVING CONTRACTOR | X | X | X | | X | | | X | |
| PLUMBING CONTRACTOR | X | X | | | X | | | X | |
| PLUMBING MASTER | X | | | X | X | X | | X | |

RENEWAL

| LICENCE TYPE | COMPLETED APPLICATION | BUSINESS REGISTRATION PAPERS (IF ANY CHANGES) | CERT. OF INSURANCE ** | PAYMENT of Fees | PHOTO CARD |
|---------------------|-----------------------|---|-----------------------|-----------------|------------|
| BUILDING RENOVATOR | X | X | X | X | X |
| DRAIN CONTRACTOR | X | X | X | X | |
| DRAIN LAYER | X | X | X | X | |
| HEATING CONTRACTOR | X | X | X | X | |
| HEATING MASTER | X | X | X | X | |
| PAVING CONTRACTOR | X | X | X | X | |
| PLUMBING CONTRACTOR | X | X | X | X | |
| PLUMBING MASTER | X | X | X | X | |

**** CERTIFICATE OF INSURANCE**

Addressed to the city of Mississauga, endorsed to provide that the City of Mississauga shall be given at least ten (10) days notice in writing of any cancellation, expiration or variation in the amount of the policy, and insuring in the amount set out below (exclusive of interest and cost against loss or damage, which results in bodily harm to or death of one or more persons and loss of property resulting from any accident.
Trades = Minimum of \$2,000,000.00