

Business Licensing Requirements Checklist



IMPORTANT: All applicants must submit a [Completed Business Licence Application](#), Articles of Incorporation, Business Registration Documents, [Approvals](#) and all applicable fees. Check the chart below for documents required to obtain your business licence.

Licence Category	Completed Business Licence Application	Articles of Inc. Business Registration	Health Inspection Clearance	Fire Inspection	Zoning/ Committee of Adjustment Approval	Criminal Record Search*	Medical Certificate of Fitness or Animal Clearance or Other Documents	Licensing By-law
Adult Book Store	✓	✓			✓			Adult Entertainment Establishment Licensing By-law 507-05, Schedule 3.
Adult Entertainment Business (Strip) PHOTO ID CARD***	✓	✓	(If selling food products) ✓		✓	✓		Adult Entertainment Establishment Licensing By-law 507-05, Schedule 4.
Adult Videotape Class "A" & "B"	✓	✓			✓	Class A ✓		Adult Entertainment Establishment Licensing By-law 507-05, Schedule 6.
Adult Videotape Class "B"	✓	✓			✓			Adult Entertainment Establishment Licensing By-law 507-05, Schedule 6.
Amusement Arcade Class "A" & "B"	✓	✓			✓	Class A: ✓		Business Licensing By-law 01-06, Schedule 3
Attendant PHOTO ID CARD***	✓	✓				✓	- Proof of age Certificate of Medical Fitness (Completed by Physician – not older than 30 days)	Adult Entertainment Establishment Licensing By-law 507-05, Schedule 7.
Auctioneer PHOTO ID CARD***	✓	✓				✓	Letter of employment if not owner of business.	Business Licensing By-law 1-06, Schedule 4

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Auto Service Station Class "A" & "B"***	✓	✓			✓			Business Licensing By-law 1-06, Schedule 5
Auto Service Station Class "C", "D" & "E"***	✓	✓			✓	Class C: ✓		Business Licensing By-law 1-06, Schedule 5
Billiard Parlour Class "A" & "B"	✓	✓			✓	Class "A" ✓		Business Licensing By-law 1-06, Schedule 6
Body Rub Business Owner PHOTO ID CARD***	✓	✓			✓	✓		Adult Entertainment Establishment Licensing By-law 507-05, Schedule 7.
Breeding or Boarding Kennel	✓	✓			✓		Animal Clearance	Business Licensing By-law 1-06, Schedule 7
Building Renovator PHOTO ID CARD*** (Contractors exempt)	✓	✓				✓	Letter of Employment Exam or other Certificate of Qualification Refer to this chart	Business Licensing By-law 1-06, Schedule 8
Carnival	✓	✓					Other Documents: If carnival includes rides or like devices submit: - Valid and current Ontario Amusement Device Permit issued by the TSSA for each ride. - Approval letter from property owner - Min \$5 m insurance. - Site Approval by MLEO. - Criminal Record Search.	Business Licensing By-law 1-06, Schedule 9

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Circus	✓	✓		✓ (Tent)		✓	If circus includes rides or like devices submit: - Valid and current Ontario Amusement Device Permit issued by the TSSA Valid and current ON Amusement Device Permit issued by the TSSA for each ride. Letter of approval from property owner for land to be used for the Circus. Min \$5 m insurance. Animal Clearance	Business Licensing By-law 1-06, Schedule 10
Drain Contractor	✓	✓					Refer to chart	Business Licensing By-law 1-06, Schedule 11
Drain Layer	✓	✓					Letter of Employment Exam/Other Municipal Licence Refer to chart	Business Licensing By-law 1-06, Schedule 11
Driveway Paving Contractor	✓	✓				✓	Refer to chart	Business Licensing By-law 1-06, Schedule 12

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Fireworks Sales	✓	✓		✓			Refer to : Fire & Emergency Services Letter of Approval	Business Licensing By-law 1-06, Schedule 14
Heating Contractor	✓	✓					Refer to chart	Business Licensing By-law 1-06, Schedule 15
Heating Installer/ Master	✓	✓					Letter of employment Provincial Trades licence or Certificate of Qualification Refer to chart	Business Licensing By-law 1-06, Schedule 15
Lodging House	✓	✓		✓	✓	✓	Refer to the Accessory Dwelling Units Q & A Guide	http://www.mississauga.ca/file/COM/residentialrentals.pdf
Lunch Counter	✓	✓	✓		✓			Business Licensing By-law 1-06, Schedule 23
Night Club	✓	✓		Fire Prevention Inspection: for max occupancy load.	✓	✓		Business Licensing By-law 1-06, Schedule 16
Parking Lot	✓	✓			✓			Business Licensing By-law 1-06, Schedule 17

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Pawnbroker PHOTO ID CARD***	✓	✓			✓	✓	\$2,000 cash or other security approved by Treasurer of the City of Mississauga held by the Treasurer's Office as a guarantee of the applicant's compliance with the by-law.	Business Licensing By-law 1-06, Schedule 18
Peddler PHOTO ID CARD***	✓	✓	If selling food products: ✓			✓		Business Licensing By-law 1-06, Schedule 19
Pet Shop	✓	✓			✓		Animal Clearance	Business Licensing By-law 1-06, Schedule 20
Plumbing Contractor	✓	✓					Refer to chart	Business Licensing By-law 1-06, Schedule 21
Plumbing Master	✓	✓					Letter of Employment Provincial Trades Licence or Certificate of Qualification Refer to chart	Business Licensing By-law 1-06, Schedule 21
Public Hall	✓	✓	✓	✓ Max occupancy load	✓			Business Licensing By-law 1-06, Schedule 22
Restaurant	✓	✓	✓		✓			Business Licensing By-law 1-06, Schedule 23
Salvage Yard	✓	✓		✓ Written site approval from Fire Chief	✓	✓		Business Licensing By-law 1-06, Schedule 24

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Second Hand Goods Shop PHOTO ID CARD***	✓	✓			✓	✓		Business Licensing By-law 1-06, Schedule 25
Second Hand Goods Shop Employee PHOTO ID CARD***	✓	✓				✓	Letter of Employment from Second Hand Goods Shop owner.	Business Licensing By-law 1-06, Schedule 25
Take Out Restaurant	✓	✓	✓		✓			Business Licensing By-law 1-06, Schedule 23
Tanning Facility	✓	✓			✓			Business Licensing By-law 1-06, Schedule 28
Tobacco Sales	✓	✓			✓		Ministry of Finance Application for Tobacco Retail Dealer's Permit (Required under the <i>Tobacco Tax Act</i>)	Business Licensing By-law 1-06, Schedule 26
Vehicle Pound Facility	✓	✓			✓	✓	Letter indicating max number of vehicles that can be stored on premises. Site approval by Enforcement Officer.	Business Licensing By-law 1-06, Schedule 27

* The Criminal record search cannot be older than thirty (30) days. Read the [Direction Sheet for a Criminal Record Search](#) for more information.

** Automobile Service Station Class "A" - Gas Sales/Minor Repairs
 Automobile Service Station Class "B" - Motor Vehicle Repair Shop
 Automobile Service Station Class "C" - Retail Sales of Vehicles
 Automobile Service Station Class "D" - Rental/Leasing
 Automobile Service Station Class "E" - Car Wash

*** Holders of these licences require a photo card issued by the Compliance and Licensing Enforcement Section. If a photo card has not been issued to you or your current photo requires to be updated, please arrange to attend our [offices](#).