



## **Business Licence Application Checklist**

### **Business Operated on Temporary Basis**

Completed application form.

Application fee (see schedule "A").

Certificate of \$1,000,000.00 public liability insurance (only if operating on Town property).

Written permission from property owner(s).

Letter of acknowledgment from Near North Board of Education if business is within 30 metres of any school grounds.

A drawing (site plan) of the property clearly.

Fire, Zoning, Building and Property standard approval (office use only).

Health Unit Certificate or letter of approval by a Medical Officer of Health.

Minimum 18 years of age.

Criminal Reference Check (excluding classes 4 and 7)

### **Auctioneer**

Completed application form.

Application fee (see schedule "A")

Written permission of private property owner(s).

Fire, Zoning, Building and Property standard approval (office use only).

Minimum 18 years old.

Criminal Reference Check of Auctioneer (owner shall keep current copies of criminal checks for all employees associated with the acquiring or selling of second hand goods).

## **Second Hand Goods**

Completed application form.

Application fee (see schedule "A").

Written permission of private property owner(s).

Fire, Zoning, Building and Property standard approval (office use only)

Minimum 18 years old.

Criminal Reference Check of Auctioneer (owner shall keep copies of criminal checks for all employees associated with the acquiring or selling of second hand goods).

## **Fireworks Vendor**

Completed application form.

Application fee (see schedule "A").

Written permission of private property owner(s).

A drawing (site plan) of the property clearly identifying exact location of vendor set up.

Fire, Zoning, Building and Property standard approval (office use only).

Criminal Reference Check.

## **Refreshment Vehicle**

Completed application form.

Application fee (see schedule "A").

Written permission of private property owner(s).

Letter of acknowledgment from Near North Board of Education if business is within 30 metres of any school grounds.

A drawing (site plan) of the property clearly identifying exact location(s) of vendor set up.

Fire, Zoning, Building and Property standard approval (office use only).

Health Unit Certificate or letter of approval by a Medical Officer of Health.

Fire Chief authorization of Fire Safe Conditions.

Minimum 18 years old.

Safety Standards Certificate for vehicle (copy), (if applicable)

Make, style model, and serial number of refreshment vehicle.

Valid drivers licence (copy), (if mobile)

Vehicle registration (copy), (if mobile)

Criminal Reference Check