



## **Business Licence Application Checklist**

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

- Completed application form.
- Application fee.
- 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 (class 4)

## **Fireworks Vendor**

- Completed application form.
- Application fee.
- 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.
- 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
- Insurance