

Checklist -Business Licence Application

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 identifying exact location 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
- Minimum age 18 years old
- Criminal Reference Check (*excluding classes 4 & 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 secondhand 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 age 18 years old
- Criminal Reference Check of owner
(*owner shall keep current copies of criminal checks for all employees associated with the acquiring or selling of secondhand goods*)

Fireworks Vendor

- Completed application form
- Application fee (see schedule "A")
- Written permission from 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 permission 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 & serial # of refreshment vehicle
- Valid drivers licence (copy), (*if mobile*)
- Vehicle registration (copy), (*if mobile*)
- Criminal Reference Check

