

**NEW**

**Business Licensing - Documents Required**

LICENCE TYPE	Business Licence Application Form	ARTICLES OF INC./ BUSINESS REG. (MBL) (if required) or Franchise Agreement	Identification (i.e. Provincial Driver's Licence)	Zoning Certificate of Occupancy	Cof A Minor Variance (may be required check Zoning)	Medical Fitness, Peel Health or Animal Services Clearances or Health Canada Licence	Police Criminal Record Background Check	Contact Info & *Authorization or Employment Letter	**Insurance	Photo Card	Payment of Licence Fees
Adult Book Store	X	X	X	X	X			X			X
Adult Entertainment Parlour	X	X	X	X	X		X	X			X
Adult Video - Class A & B	X	X	X	X	X			X			X
Amusement Arcade - Class A & B	X	X	X	X	X			X			X
Auto Service Station - see separate tab	X	X	X	X	X			X			X
Billiard Parlour - Class A & B	X	X	X	X	X			X			X
Body Rub Parlour	X	X	X	X	X		X	X		Owner for file only	X
Body Rub Attendant	X	X	X			Medical Certificate	X			X	X
Breeding / Boarding Kennel	X	X	X	X	X			X			X
Carnival ** \$5M - No Renewal - always treat as a New Licence	X	X	X	X				X	\$5M		X
Circus ** \$5M - No Renewal - always treat as a New Licence	X	X	X	X				X	\$5M		X
Clothing Donation Drop Box **	X	X	X	X	X			X	\$2M		X
Eatery - see separate tab	X	X	X	X	X	Peel Health		X			X
Fireworks Sales	X	X	X	X				X			X
Hawker / Peddler	X	X	X	X						X	X
Medical Marihuana Production Facility **	X	X	X	X	X	Health Canada Licence		X	\$2M		X
Methadone Clinic / Pharmacy **	X	X	X	X	X			X	\$2M		X
Night Club	X	X	X	X	X			X			X
Pawnbroker	X	X	X	X	X					X	X
Parking Lot (Enforced by Mobile Lic.)	X	X	X	X	X						X
Personal Services Setting **\$2M	X	X	X	X	X	Peel Health		X	\$2M		X
Pet Shop	X	X	X	X	X			X			X
Public Hall	X	X	X	X	X			X			X
Salvage Yard	X	X	X	X	X			X			X
Second Hand Goods Shop	X	X	X	X	X			X		X	X
Second Hand Goods Shop Employee	X		X					Employment		X	X
Second Unit (No Longer Licenced)											
Tanning Facility	X	X	X	X	X			X			X
Trades - see separate Tab	X										
Tobacco Sales	X	X	X	X	X			X			X

Vehicle Pound Facility - (Enforced by Mobile Licensing)

**\*\*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.

## RENEWAL

LICENCE TYPE	COMPLETED APPLICATION	ARTICLES OF INC./ BUSINESS REG. (MBL) <i>(if required)</i>	MEDICAL CERTIFICATE FITNESS, REGION OF PEEL or ANIMAL SERVICES CLEARANCE, HEALTH CANADA LICENCE / EXEMPTION	Cof A MINOR VARIANCE (may be required check Zoning)	Contact Info & *Authorization or Employment Letter	Insurance	Photo Card	Payment of Licence Fees
Adult Book Store	X	X		X	X			X
Adult Entertainment Parlour	X	X		X	X			X
Adult Video - Class A & B	X	X		X	X			X
Amusement Arcade - Class A & B	X	X		X	X			X
Auto Service Station - see separate tab								
Billiard Parlour - Class A & B	X	X		X	X			X
Body Rub Parlour	X	X		X	X		Owner for file only	X
Body Rub Attendant	X		Medical Certificate				X	X
Breeding / Boarding Kennel	X	X		X	X			X
Carnival ** No Renewal - always treat as a New Licence								
Circus ** No Renewal - always treat as a New Licence								
Clothing Donation Drop Box **\$2M	X			X	X	\$2M		X
Eatery - see separate tab	X	X		X	X			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		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 (Not Licenced - Planning & Building Registration only)								
Tanning Facility	X	X		X	X			X
Trades - see separate Tab								
Tobacco Sales	X	X		X	X			X
Vehicle Pound Facility - (Enforced by Mobile Licencing)								

**\*\*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 - Auto Service Station - Documents Required

### NEW

LICENCE TYPE		COMPLETED APPLICATION	ARTICLES OF INC./ BUSINESS NAME REGISTRATION (MBL)	IDENTIFICATION (i.e. Provincial Driver's Licence)	ZONING CERTIFICATE/ BUILDING PERMIT	COMMITTEE OF ADJUSTMENT / MINOR VARIANCE (may be required - check with Zoning)	*AUTHORIZATION LETTER	PAYMENT of LICENCE FEES
<b>AUTO SERVICE STATION</b>								
GARAGE (GAS) "A"		X	X	X	X	X	X	X
GARAGE (REPAIR) "B"		X	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	X
GARAGE (CAR WASH) "E"		X	X	X	X	X	X	X

### RENEWAL

LICENCE TYPE		COMPLETED APPLICATION	BUSINESS REGISTRATION PAPERS (if any changes)	IDENTIFICATION (i.e. Provincial Driver's Licence may be required)		COMMITTEE OF ADJUSTMENT / MINOR VARIANCE (may be required - check with Zoning)	*AUTHORIZATION LETTER	PAYMENT of LICENCE FEES
<b>AUTO SERVICE STATION</b>		X	X	X		X	X	X
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
GARAGE (RENTAL/LEASING) "D"		X	X	X		X	X	X
GARAGE (CAR WASH) "E"		X	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 - Eatery - Documents Required - New / Renewal

### NEW

LICENCE TYPE	COMPLETED BUSINESS LICENCE APPLICATION FORM	ARTICLES OF INCORPORATION / BUSINESS NAME REGISTRATION (MBL)	IDENTIFICATTION (i.e. Provincial Driver's Licence)	ZONING CERT./ BUILDING PERMIT	C of A MINOR VARIANCE may be required check with Planning and Building Department - Zoning	REGION OF PEEL HEALTH CLEARANCE	*AUTHORIZATION LETTER	Payment of Licence Fee
RESTAURANT	X	X	X	X	X	X	X	X
RETAIL FOOD PREMISE	X	X	X	X	X	X	X	X

**NOTE:**

Health Department Approval required for:

- (1) all new businesses or
- (2) any business that has been closed for any length of time or renovations have occurred

### RENEWAL

LICENCE TYPE	COMPLETED BUSINESS LICENCE APPLICATION FORM	BUSINESS REGISTRATION PAPERS or NOTICE OF CHANGE (if any changes to the business)	IDENTIFICATTION (i.e. Provincial Driver's Licence)		C of A MINOR VARIANCE may be required check with Planning and Building Department - Zoning		*AUTHORIZATION LETTER	Payment of Licence Fee
RESTAURANT	X	X	X		X		X	X
RETAIL FOOD PREMISE	X	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 Residential Rental Accomodation - Lodging House

LICENCE TYPE	Completed Business Licence Application Form	Articles of Incorporation / Business Name Registration (MBL)	Identification (i.e. Provincial Driver's Licence)	Police Crminal Record Search (background check not from 3rd party sources)	Proof of Property Ownership (i.e. Tax Bill)	Zoning Certificate / Building Permit	Fire Department Inspection Report	Electrical Safety Authority Inspection Report	Floor Plan of Building	Certificate of Insurance	Lodger Entry Approval	Payment of Fees
<b>NEW</b>												
LODGING HOUSE	X	X	X	X	X	X	X	X	X	X	X	X

### RENEWAL

LODGING HOUSE	X		X		X		X	X	X	X	X	X
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## Business Licensing - Trades - Documents Required - New / Renewal

### NEW

LICENCE TYPE	COMPLETED APPLICATION	ARTICLES OF INCORPORATION /BUSINESS NAME REGISTRATION (MBL)	IDENTIFICATION (i.e. Provincial Driver's Licence)	LETTER OF EMPLOYMENT	** CERT. OF INSURANCE	PROVINCIAL TRADES LICENCE	EXAM OR OTHER MUNICIPAL LICENCE	PAYMENT of LICENCE FEES	PHOTO CARD
BUILDING RENOVATOR	X	X	X		X		X	X	x
DRAIN CONTRACTOR	X	X	X		X			X	
DRAIN LAYER	X		X	X	X		X	X	
HEATING CONTRACTOR	X	X	X		X			X	
HEATING MASTER	X		X	X	X	X		X	
PAVING CONTRACTOR	X	X	X		X			X	
PLUMBING CONTRACTOR	X	X	X		X			X	
PLUMBING MASTER	X		X	X	X	X		X	

### RENEWAL

LICENCE TYPE	COMPLETED APPLICATION	BUSINESS REGISTRATION PAPERS (IF ANY CHANGES)	IDENTIFICATION (i.e. Provincial Driver's Licence may be required)	PAYMENT of LICENCE 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