



# Establishment and Business Licences

in the City of Hamilton

## Introduction

The City of Hamilton's Licensing By-law (07-170) regulates the various types of establishments and businesses operating in Hamilton. The Licensing By-law states that an Establishment Licence must be obtained in order for most businesses to legally operate within the City. The primary purpose of an Establishment Licence is to protect the health and safety of the public who use the services provided by the establishment and to ensure that they are in compliance with the Licensing By-law. Please find a complete list of all the businesses that require a licence on the next two pages.

## What do I need before I apply for an Establishment Licence?

Here is a checklist of things to review before applying and obtaining an Establishment Licence:

- A copy of your Business Registration. You can apply online for a Corporation Profile Report [www.ontario.ca/en/business/STEL02\\_039947](http://www.ontario.ca/en/business/STEL02_039947)
- Zoning Verification Certificate: this may be required to determine if your type of business is permitted for the location noted on the licence application. You can apply online for a Zoning Verification at: [www.hamilton.ca/zoningverification](http://www.hamilton.ca/zoningverification)
- An application for an Establishment Licence must be completed by one of the following:
  - an individual owner
  - a partner in a partnership
  - the president of a signing officer of the corporation

- Determine if you require a criminal record check from Police Services to apply for or renew your licence. Please note that all associates of a partnership, Directors and/or Officers are required to provide current, original criminal record checks.
- Review the City of Hamilton Licensing By-law No. 07-170 to ensure that you are in compliance with the by-law.
- Inspections of your location may be required by agencies such as Fire and Public Health. This process will be initiated upon submission of your licence application.
- Payment for licence and all inspection fees will be required at time of application.

An Establishment Licence is valid for a term of one year and must be renewed annually. Please be advised that a late fee will apply to re-instate the licence if the renewal application is received after the expiry date.

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## Do all businesses and establishments require an Establishment Licence?

Below is a list of businesses and occupations that require an Establishment Licence along with the types of inspections each of these require.

Licence Category	Health Inspection	Fire Inspection	Building Approval	Police Clearance	Parking Approval
<b>EATING ESTABLISHMENTS</b>					
Restaurant	X	X	X		X
Lunch Counter	X	X	X		X
Refreshment Stand	X		X		X
Drive-in Restaurant	X		X		X
Restaurant Take-out	X		X		X
<b>FOOD SHOP</b>					
Basic	X		X		X
Bake Shop	X		X		X
Butcher	X		X		X
Caterer	X		X		X
Fish Monger	X		X		X
<b>REFRESHMENT VEHICLES</b>					
Class A	X		X		
Class B	X		X		
Class C	X		X		
<b>MISCELLANEOUS</b>					
Antique Market/Flea Market		X	X	X	X
Auctioneer				X	
Bed and Breakfast	X	X	X	X	
Building Exterior Cleaner					
Cigarette/Tobacco Sales	X		X	X	
Collectors of Second-hand Goods			X		X
Hawkers/Peddler (motorized vehicle)			X	X	
Kennels and Pet Shops			X		
Lodging House		X	X	X	X
Mobile Home Park	X	X	X		X
Mobile Sign Leasing or Renting			X	X	X
Pawnbroker			X	X	X
Personal Aesthetic Service (i.e. hairdresser, piercing, tattoo)	X		X		
Precious Metals and Jewellery Sales			X	X	
Public Halls	X	X	X		X
Recreational Camping Establishment	X	X	X		X
Salvage Yard		X	X	X	X
Seasonal Food Vendors	X		X		X
Second-hand Shop			X	X	X
Residential Care Facilities (4-10 Residents)	X	X	X	X	X
Residential Care Facilities (11 or more Residents)	X	X	X	X	
Sign Posters and Bill Distributor					



Hamilton

**PARKING AND BY-LAW SERVICES DIVISION**  
 PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

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Licence Category	Health Inspection	Fire Inspection	Building Approval	Police Clearance	Parking Approval
<b>MOBILE</b>					
Taxi Cab Owner (private)				X	
Taxi Cab Owner (transfer)				X	
Taxi Cab Broker			X	X	X
Taxi Cab Driver				X	
Limousines (owner)				X	
Limousines (driver)				X	
Transient Trader (Licence issued for 3 month period)			X	X	X
<b>PLACES OF AMUSEMENT</b>					
Amusement Arcade		X	X		X
Amusement Rides			X		X
Carnivals	X		X		X
Circus	X		X		X
Billiard/Bagatelle Tables		X	X		X
Bingo Parlour		X	X		X
Bowling Alley		X	X		X
Motor Vehicle Race Track		X	X		X
Other			X		X
Proprietary Club	X	X	X		X
Roller Skating Rink		X	X		X
Skateboarding, BMX bikes		X	X		X
<b>PUBLIC GARAGE</b>					
(A) Buying,Selling,Storing			X	X	X
(B1) Combined Engine and Body Work		X	X	X	X
(B2) Engine Work		X	X	X	X
(B3) Body Work		X	X	X	X
(C) Gas Hoses			X		X
(D) Parking Lot			X		X
(E) Car Wash Detailing			X		X
<b>TRADE LICENCE CONTRACTOR AND MASTER</b>					
Building Repair				X	
Plumber				X	
Heating, Ventilation and Air Conditioning (HVAC)				X	
Drainage				X	
<b>ADULT SERVICES ENTERTAINMENT ESTABLISHMENT</b>					
Owner		X	X	X	X
Attendant				X	
Operator/Manager				X	
Class A Adult Video			X	X	X
Class B Adult Video			X	X	X
Body Rub Parlour Owner	X		X	X	X
Body Rub Parlour Attendant				X	
Body Rub Parlour Operator/Manager				X	
<b>PLEASE NOTE: New licence applications will be charged a non-refundable processing fee of \$53.00.</b>					

## How do I apply for or renew an Establishment Licence?

There are a few options available to apply for a new or renew your existing Establishment Licence:

- Apply online at [www.hamilton.ca/establishmentlicence](http://www.hamilton.ca/establishmentlicence) (This option is only available for an Eating Establishment Licence)
- Visit the Municipal Law Enforcement (Licensing) Office in person, which is located at the Hamilton City Centre, 77 James Street North, Main Floor, Suite 250

Renewal Notices will be mailed out to existing licence holders approximately one month prior to the expiration of the licence. It is the responsibility of the licence holder to ensure the licence is renewed on time. Renewal notices can be mailed back to our office along with the appropriate signed documentation and a cheque for the amount owing.

**Please Note:** It will take between two to three weeks to process your application.

## Where can I go to find more information about what I need to start or grow my business?

The City has a new online resource called BizPal, which helps businesses start up and grow. Businesses can go online at [www.hamilton.ca/bizpal](http://www.hamilton.ca/bizpal) where they will answer questions about their business and BizPal will generate a customized list of the types of licences and permits that their business requires.

The City has a Small Business Enterprise Centre (SBEC) that provides tools and resources for entrepreneurs. You can contact SBEC at:

2 King Street West, Unit 234

Jackson Square

Hamilton, ON L8P 1A1

Phone: 905 540-6400

Email: [sbecmail@hamiltonsmallbusiness.ca](mailto:sbecmail@hamiltonsmallbusiness.ca)

Website:

[www.investinhamilton.ca/smallbusinessenterprisecentre.asp](http://www.investinhamilton.ca/smallbusinessenterprisecentre.asp)

## For more information contact:

### Municipal Law Enforcement Section

Parking and By-law Services Division

Planning and Economic Development Department

Hamilton City Centre - 77 James Street North

Main Floor, Suite 250

Hamilton, Ontario, L8R 2K3

### Monday – Friday:

8:30 a.m. to 4:30 p.m.

Phone: 905.546.2782

Email: [mle@hamilton.ca](mailto:mle@hamilton.ca)

Website: [www.hamilton.ca/licensing](http://www.hamilton.ca/licensing)

