



Hamilton

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# LICENSING BUSINESS REFERENCE GUIDE

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# 2026

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# ESTABLISHMENTS

## ADULT SERVICES ENTERTAINMENT ESTABLISHMENT – OWNER

By-law 07-170, Schedule 1

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

- **COUNCIL APPROVAL REQUIRED FOR ANY NEW LICENCE (if available)**
- **Applicant must attend in person with government issued photo identification.**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 7,506.00	\$ -	\$ 7,506.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Health Inspection	\$ 142.11	\$ 18.47	\$ 160.58	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total (no zoning)</b>	<b>\$ 8,093.29</b>	<b>\$ 76.34</b>	<b>\$ 8,169.63</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	<b>\$ 8,228.29</b>	<b>\$ 76.34</b>	<b>\$ 8,304.63</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.

### Required Inspections (after application received)

6. Fire Inspection
7. Health Inspection
8. Parking Inspection

### Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Municipally issued photo ID card printed annually. New photo required every 3 years.
- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 7,506.00	\$ -	\$ 7,506.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
Health Inspection	\$ 142.11	\$ 18.47	\$ 160.58	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	Every 3 years
<b>Total</b>	<b>\$ 7,970.28</b>	<b>\$ 60.35</b>	<b>\$ 8,030.63</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# **ADULT FILM THEATRE**

By-law 07-170, Schedule 1

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

- **COUNCIL APPROVAL REQUIRED FOR ANY NEW LICENCE (if available)**
- **MUST HOLD CLASS B – ADULT VIDEO STORE LICENCE AS A SEPARATE LICENCE IN ADDITION TO ADULT FILM THEATRE LICENCE**
- **Applicant must attend in person with government issued photo identification**

## **New Licence Application:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 4,639.00	\$ -	\$ 4,639.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 4,762.01	\$ 15.99	<b>\$ 4,778.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 4,897.01	\$ 15.99	<b>\$ 4,913.00</b>	

## **Application Checklist:**

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
9. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
4. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.

## **Required Inspections (after application received)**

5. Parking Inspection

## **Renewal Requirements & Fees:**

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Declarations A and B need to be completed.

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 4,639.00	\$ -	\$ 4,639.00	
<b>Total</b>	\$ 4,639.00	\$ -	<b>\$ 4,639.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# ADULT VIDEO STORE – CLASS A

By-law 07-170, Schedule 1

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

Any premises where the number of adult videos available from the premises **exceeds 500**, or where the number of adult videos available from the premises is more than 20% of the videos available from the premises which are not adult videos and does not include a Class B adult video store.

- **Applicant must attend in person with government issued photo identification.**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 4,639.00	\$ -	\$ 4,639.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 4,762.01	\$ 15.99	<b>\$ 4,778.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.

## Required Inspections (after application received)

6. Parking Inspection

## Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 4,639.00	\$ -	\$ 4,639.00	
<b>Total</b>	\$ 4,639.00	\$ -	<b>\$ 4,639.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# ADULT VIDEO STORE - CLASS B

By-law 07-170, Schedule 1

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

Any premises where the number of adult videos available from the premises **does not exceed 500** and where the number of adult videos available from the premises is not more than 20% of the videos available from the premises which are not adult videos, but does not include premises where the area displaying adult videos is no more than 5% or 9.3 m2 whichever is less, of the total area displaying videos on the premises.

- **Applicant must attend in person with government issued photo identification.**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 481.00	\$ -	\$ 481.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 604.01	\$ 15.99	<b>\$ 620.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 739.01	\$ 15.99	<b>\$ 755.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.

## Required Inspections (after application received)

6. Parking Inspection

## Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 481.00	\$ -	\$ 481.00	
<b>Total</b>	\$ 481.00	\$ -	<b>\$ 481.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



# BED AND BREAKFAST

By-law 07-170, Schedule 3

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

A premises where one or more bedrooms are offered to members of the public who may pay for the use of a bedroom on any basis for 7 days or less and includes an inn but does not include a lodging house.

- A sign permit *may be required for new applications.*

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 858.68	\$ 69.90	<b>\$ 928.58</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 993.68	\$ 69.90	<b>\$ 1,063.58</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application)
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Detailed Site Plan
  - showing the location of the establishment on the property with setbacks for all property lines, and location, dimensions, and driveway access to required parking spaces.
6. Certified Electrician Inspection/ESA Certificate identifying compliance with Ontario Electrical Safety Code
7. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.
    - Showing all rooms clearly
    - Fire evacuation plan (including exits, smoke detection, fire extinguishers)
8. Guest Registration Form (a sample of what guest will complete)

## Required Inspections (after application received)

9. Fire Inspection (**New applications only**)
10. Health Inspection
11. Parking Inspection

## Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
<b>Total</b>	\$ 436.51	\$ 15.02	<b>\$ 451.53</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# BODY RUB PARLOUR – OWNER

By-law 07-170, Schedule 3

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Body-rub** means the kneading, manipulating, rubbing, massaging, touching or stimulating a person's body appealing to or designed to appeal to erotic or sexual appetites. Does not include a body-rub performed for the purpose of medical or therapeutic treatment provided by a person licensed by the Province of Ontario

- **COUNCIL APPROVAL REQUIRED FOR ANY NEW LICENCE (if available)**
- **Applicant must attend in person with government issued photo identification.**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 11,808.00	\$ -	\$ 11,808.00	
Health Inspection	\$ 142.11	\$ 18.47	\$ 160.58	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 12,073.12	\$ 34.46	<b>\$ 12,107.58</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 12,208.12	\$ 34.46	<b>\$ 12,242.58</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Detailed Site Plan
  - showing the location of the establishment on the property with setbacks for all property lines, and location, dimensions, and driveway access to required parking spaces.
6. List of names of operators and body-rubbers employed at the establishment.

## Required Inspections (after application received)

7. Health Inspection
8. Parking Inspection

## Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 11,808.00	\$ -	\$ 11,808.00	
Health Inspection	\$ 142.11	\$ 18.47	\$ 160.58	
<b>Total</b>	\$ 11,950.11	\$ 18.47	<b>\$ 11,968.58</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# FOOD PREMISE (FOODSHOP)

By-law 07-170, Schedule 21

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## BAKESHOP, BUTCHER, FISH MONGER

No seating.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 225.00	\$ -	\$ 225.00	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 463.52	\$ 31.01	<b>\$ 494.53</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 598.52	\$ 31.01	<b>\$ 629.53</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.
5. Completed Food Premise Questionnaire

### Required Inspections (after application received – request to be circulated by Licensing Team)

6. Health Inspection
7. Parking Inspection

### Renewal Requirements & Fees:

- Declarations B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 225.00	\$ -	\$ 225.00	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
<b>Total</b>	\$ 340.51	\$ 15.02	<b>\$ 355.53</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# FOOD PREMISE (FOODSHOP)

By-law 07-170, Schedule 21

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## FOODSHOP BASIC

No seating. Prepackaged foods, no food preparation.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 225.00	\$ -	\$ 225.00	
Health Inspection	\$ 58.68	\$ 7.63	\$ 66.31	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 406.69	\$ 23.62	<b>\$ 430.31</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 541.69	\$ 23.62	<b>\$ 565.31</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.
5. Completed Food Premise Questionnaire

### Required Inspections (after application received – request to be circulated by Licensing Team)

6. Health Inspection
7. Parking Inspection

### Renewal Requirements & Fees:

- Declarations B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 225.00	\$ -	\$ 225.00	
Health Inspection	\$ 58.68	\$ 7.63	\$ 66.31	
<b>Total</b>	\$ 283.68	\$ 7.63	<b>\$ 291.31</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# FOOD PREMISE (FOODSHOP)

By-law 07-170, Schedule 21

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## CATERER

Must indicate licensed kitchen for food preparation.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 225.00	\$ -	\$ 225.00	
Health Inspection	\$ 253.95	\$ 33.01	\$ 286.96	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 601.96	\$ 49.00	<b>\$ 650.96</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 736.96	\$ 49.00	<b>\$ 785.96</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.
5. Completed Food Premise Questionnaire

### Required Inspections (after application received - request to be circulated by Licensing Team)

6. Health Inspection
7. Parking Inspection

### Renewal Requirements & Fees:

- Declarations B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 225.00	\$ -	\$ 225.00	
Health Inspection	\$ 253.95	\$ 33.01	\$ 286.96	
<b>Total</b>	\$ 478.95	\$ 33.01	<b>\$ 511.96</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# FOOD PREMISE (FOODSHOP)

By-law 07-170, Schedule 21

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## RESTAURANT

Seating available.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 225.00	\$ -	\$ 225.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Health Inspection	\$ 253.95	\$ 33.01	\$ 286.96	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 901.12	\$ 87.89	<b>\$ 989.01</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 1,036.12	\$ 87.89	<b>\$ 1,124.01</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.
5. Completed Food Premise Questionnaire

### Required Inspections (after application received- request to be circulated by Licensing Team)

6. Fire Inspection
7. Health Inspection
8. Parking Inspection

### Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 225.00	\$ -	\$ 225.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
Health Inspection	\$ 253.95	\$ 33.01	\$ 286.96	
<b>Total</b>	\$ 778.11	\$ 71.90	<b>\$ 850.01</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# FOOD PREMISE (FOODSHOP)

By-law 07-170, Schedule 21

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## RESTAURANT TAKE OUT

No seating, food not to be consumed on premises.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 225.00	\$ -	\$ 225.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 762.68	\$ 69.90	<b>\$ 832.58</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 897.68	\$ 69.90	<b>\$ 967.58</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.
5. Completed Food Premise Questionnaire

### Required Inspections (after application received– request to be circulated by Licensing Team)

6. Fire Inspection
7. Health Inspection
8. Parking Inspection

### Renewal Requirements & Fees:

- Declarations B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 225.00	\$ -	\$ 225.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
<b>Total</b>	\$ 639.67	\$ 53.91	<b>\$ 693.58</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# FOOD PREMISE (FOODSHOP)

By-law 07-170, Schedule 21

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## RESTAURANT WITH LIQUOR SERVICE

Seating, Valid AGCO liquor licence

- A separate Liquor Licence application *may* be required. See page 18.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 288.00	\$ -	\$ 288.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Health Inspection	\$ 253.95	\$ 33.01	\$ 286.96	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 964.12	\$ 87.89	<b>\$ 1,052.01</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 1,099.12	\$ 87.89	<b>\$ 1,187.01</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.
5. Completed Food Premise Questionnaire

### Required Inspections (after application received– request to be circulated by Licensing Team)

6. Fire Inspection
7. Health Inspection
8. Parking Inspection

### Renewal Requirements & Fees:

- Declarations B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 288.00	\$ -	\$ 288.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
Health Inspection	\$ 253.95	\$ 33.01	\$ 286.96	
<b>Total</b>	\$ 841.11	\$ 71.90	<b>\$ 913.01</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



# FOOD PREMISE (FOODSHOP)

By-law 07-170, Schedule 21

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## BAR/NIGHTCLUB

The primary purpose of the food premises is *any one or more* of the following:

1. Serving alcohol to customers.
2. Entertaining customers by playing live or recorded music; or
3. Accommodating dancing by customers; and
4. The food premises provided seating in a licensed area, as set out in the food premises liquor licence, for less than 65% of customers who are served with food or drink.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 391.00	\$ -	\$ 391.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Health Inspection	\$ 253.95	\$ 33.01	\$ 286.96	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 1,067.12	\$ 87.89	<b>\$ 1,155.01</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 1,202.12	\$ 87.89	<b>\$ 1,290.01</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.
5. Certified Electrician Inspection/ESA Certificate identifying compliance with Ontario Electrical Safety Code
6. Completed Food Premise Questionnaire

## To be reviewed and approved by Director of Licensing & By-law Services:

7. Control Plans:
  - Noise
  - Crowd
  - Litter

## Required Inspections (after application received– request to be circulated by Licensing Team)

8. Health Inspection
9. Parking Inspection
10. Fire Inspection

## FOOD PREMISE (FOODSHOP)

By-law 07-170, Schedule 21

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

### BAR/NIGHTCLUB CONTINUED...

#### Renewal Requirements & Fees:

- Declarations B needs to be completed.

Licence Fee	\$ 391.00	\$ -	\$ 391.00	
Health Inspection	\$ 253.95	\$ 33.01	\$ 286.96	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total</b>	\$ 944.11	\$ 71.90	<b>\$ 1,016.01</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## HOTELS AND MOTELS

### By-law 07-170, Schedule 3

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

A premises where one or more bedrooms are offered to members of the public who may pay for the use of a bedroom on any basis for 7 days or less and includes an inn but does not include a lodging house.

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	<b>\$ 743.17</b>	<b>\$ 54.88</b>	<b>\$ 798.05</b>	
	+			
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	only when there is an eating establishment or pool
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	<b>\$ 993.68</b>	<b>\$ 69.90</b>	<b>\$ 1,063.58</b>	

#### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Detailed Site Plan
  - showing the location of the establishment on the property with setbacks for all property lines, and location, dimensions, and driveway access to required parking spaces.
6. Certified Electrician Inspection/ESA Certificate identifying compliance with Ontario Electrical Safety Code
7. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.
  - Fire evacuation plan (including exits, smoke detection, fire extinguishers)

## HOTELS AND MOTELS

By-law 07-170, Schedule 3

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

CONTINUED....

**Required Inspections (after application received– request to be circulated by Licensing Team)**

8. Fire Inspection.
9. Health Inspection
10. Parking Inspection

**Renewal Requirements & Fees:**

- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	only if there is an eating establishment or pool
<b>Total</b>	\$ 436.50	\$ 15.02	<b>\$ 451.53</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# KENNELS AND PET SHOPS

By-law 07-170, Schedule 7

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Kennel** is any lot, building or structure used at any time for the registered pure-bred breeding, raising, keeping, training, or boarding of four or more dogs and shall meet the requirements of the applicable zoning by-law.

**Pet Shop** is a place where animals or birds are sold or offered for sale for use as pets.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance	\$ 359.29	\$ 46.71	\$ 406.00	At time of initial application only
<b>Total (no zoning)</b>	\$ 800.30	\$ 62.70	<b>\$ 863.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 935.30	\$ 62.70	<b>\$ 998.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Completed of Certificate of Compliance Application Form

## Required Inspections (after application received– request to be circulated by Licensing Team)

6. Parking Inspection
7. Certificate of Compliance Inspection
  - Joint inspection with Animal Services

## Renewal Requirements & Fees:

- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
<b>Total</b>	\$ 318.00	\$ -	<b>\$ 318.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# LIQUOR LICENSING

## ESTABLISHMENTS WITH or WITHOUT OUTDOOR AREAS

### NEW or CHANGE TO EXISTING LICENSES

### PROCESS TO OBTAIN COMPLIANCE LETTERS

- Those wishing to obtain a liquor licence must first make application with the AGCO at [www.agco.on.ca](http://www.agco.on.ca) or 1-800- 522-2876.
- An additional application to the City of Hamilton is required to obtain the compliance letters required for the AGCO application.
- The City is only a commenting agency and does not issue or revoke liquor licences.

#### Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Municipal Consent Fee	\$ 228.32	\$ 29.68	\$ 258.00	
Fire Inspection	\$ 428.01	\$ 55.64	\$ 483.65	
Health Inspection	\$ 43.36	\$ 5.64	\$ 49.00	
Zoning Compliance Letter	\$ 230.00	\$ -	\$ 230.00	
Certificate of Compliance		\$ -	\$ -	At time of initial application only - please refer to fee structure on page 102 for applicable fees
<b>Total</b>	\$ 929.69	\$ 90.96	<b>\$ 1,020.65</b>	

#### Application Checklist:

1. Completed City of Hamilton Liquor Licence Application Form
2. Completed Certificate of Compliance Application Form (New applications only – Not required for Change to Existing)
3. Detailed Site Plan stamped/sealed by an architect.
  - Scaled and legible, showing the location of the establishment on the property with setbacks for all property lines, and location and dimensions of patio if applicable.
4. Interior drawings stamped/sealed by an architect, Engineer or qualified BCIN designer.

#### Must Include:

- Floor area and intended use.
- Occupant load (showing calculations and OBC Reference)
- All Fixed Millwork (Bars, Booths, Cabinetry, etc.)
- Washrooms
- All dimensions (including stages and dance areas)
- Steps or stairs (up and/or down)
- Entry and exit points.
- All non-fixed elements greater than 1m2 (such as ATM machines, Pool tables, arcade games, etc.)

5. Completed Municipal Information Form (MIF)

#### Required Inspections (after application received - request to be circulated by Licensing Team)

6. Certificate of Compliance Inspection

**\*Application could be delayed significantly if incomplete drawings are submitted\***

# LIQUOR LICENSING

## ESTABLISHMENTS OUTDOOR AREAS ONLY

### ADDITION of an OUTDOOR AREA to an EXISTING LIQUOR LICENCE

### PROCESS TO OBTAIN COMPLIANCE LETTERS

- Those wishing to obtain a liquor licence must first make application with the AGCO at [www.agco.on.ca](http://www.agco.on.ca) or 1-800- 522-2876.
- An additional application to the City of Hamilton is required to obtain the compliance letters required for the AGCO application.
- The City is only a commenting agency and does not issue or revoke liquor licences.

#### Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 228.32	\$ 29.68	\$ 258.00	
Fire Inspection	\$ 263.32	\$ 34.23	\$ 297.55	
Health Inspection	\$ 43.36	\$ 5.64	\$ 49.00	
Zoning Compliance Letter	\$ 230.00	\$ -	\$ 230.00	
<b>Total</b>	<b>\$ 765.00</b>	<b>\$ 69.55</b>	<b>\$ 834.55</b>	

#### Application Checklist:

1. Completed City of Hamilton Liquor Licence Application Form
2. Detailed Site Plan stamped/sealed by an architect.
  - Scaled and legible, showing the location of the establishment on the property with setbacks for all property lines, and location and dimensions of patio if applicable.
3. Completed Municipal Information Form (MIF)

**\*Application could be delayed significantly if incomplete drawings are submitted\***

# LODGING HOME

By-law 07-170, Schedule 9

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Lodging Home** is where four (4) or more persons are lodged in rooms without kitchen facilities for the exclusive use of the occupants

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 609.00	\$ -	\$ 609.00	
Fire Inspection	\$ 648.76	\$ 84.34	\$ 733.10	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance	\$ 359.29	\$ 46.71	\$ 406.00	Upon Initial Application & Every 3 years
<b>Total (no zoning)</b>	\$ 1,740.06	\$ 147.04	<b>\$ 1,887.10</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 1,875.06	\$ 147.04	<b>\$ 2,022.10</b>	
	+			
Certificate of Compliance - Additional fee per permitted resident	\$ 40.71	\$ 5.29	\$ 46.00	multiplied by permitted resident

## Application Checklist:

1. Complete Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Completed Certificate of Compliance Application Form

## Required Inspections (after application received - request to be circulated by Licensing Team)

6. Fire Inspection
7. Parking Inspection
8. Certificate of Compliance Inspection

## Renewal Requirements & Fees:

- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 609.00	\$ -	\$ 609.00	
Fire Inspection	\$ 648.76	\$ 84.34	\$ 733.10	Every Year
Certificate of Compliance	\$ 359.29	\$ 46.71	\$ 406.00	Every 3 years
<b>Total</b>	\$ 1,617.05	\$ 131.05	<b>\$ 1,748.10</b>	
	+			
Certificate of Compliance - Additional fee per permitted resident	\$ 40.71	\$ 5.29	\$ 46.00	multiplied by permitted resident

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



## MOBILE SIGN LEASING OR RENTING

By-law 07-170, Schedule 26

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 382.00	\$ -	\$ 382.00	
<b>Total</b>	\$ 463.42	\$ 10.58	<b>\$ 474.00</b>	

### Application Checklist:

1. Complete Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Certification all mobile signs have the name and phone number of the licensee affixed to the mobile sign in a clear and visible location.

### Renewal Requirements & Fees:

- Declarations B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 382.00	\$ -	\$ 382.00	
<b>Total</b>	\$ 382.00	\$ -	<b>\$ 382.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PAWNBROKER

By-law 07-170, Schedule 5

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Pawnbroker** is a person/business that takes by way of pawn or pledge any good for the repayment of money lent thereon.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 536.00	\$ -	\$ 536.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 659.01	\$ 15.99	<b>\$ 675.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 794.01	\$ 15.99	<b>\$ 810.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. \$2,000.00 Security Deposit payable to the City of Hamilton (held until closure/sale of business and then refunded)

## Required Inspections (after application received - request to be circulated by Licensing Team)

6. Parking Inspection

## Renewal Requirements & Fees:

- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 536.00	\$ -	\$ 536.00	
<b>Total</b>	\$ 536.00	\$ -	<b>\$ 536.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PAYDAY LOAN BUSINESSES

By-law 07-170, Schedule 11

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

A person or entity licensed as a lender or a loan broker under the *Payday Loans Act, 2008*.

- **NO FURTHER LICENCES TO BE ISSUED unless within restrictions**
- **Council approval required to move location (if requirements are met)**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 990.00	\$ -	\$ 990.00	
<b>Total (no zoning)</b>	\$ 1,071.42	\$ 10.58	<b>\$ 1,082.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 1,206.42	\$ 10.58	<b>\$ 1,217.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Proof of valid licence as a lender or loan broker under the *Payday Loans Act, 2008*

## Required (after application received – to be supplied by Licensing Team)

6. Poster with rates (*provided by City of Hamilton at time of licence issuance*)
7. Poster with credit counselling (*provided by City of Hamilton at time of licence issuance*)

## Renewal Requirements & Fees:

- Declarations B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 990.00	\$ -	\$ 990.00	
<b>Total</b>	\$ 990.00	\$ -	<b>\$ 990.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PERSONAL AESTHETIC SERVICE FACILITY

By-law 07-170, Schedule 13

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Personal Aesthetic Service Facility** is a service provided for any part of the human body where there is a risk of exposure to blood and includes, but is not limited to, hairdressing, barbering, manicure, pedicure, tattooing, micro-pigmentation, body waxing, body-piercing and electrolysis services.

- Does not apply to lash extensions.
- Does not apply to medical or therapeutic treatment given by a person duly qualified, licensed or registered to do so under the laws of the Province of Ontario (identified as regulated under <https://www.ontario.ca/page/regulated-health-professions>)

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 231.00	\$ -	\$ 231.00	
Health Inspection	\$ 142.11	\$ 18.47	\$ 160.58	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 496.12	\$ 34.46	<b>\$ 530.58</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 631.12	\$ 34.46	<b>\$ 665.58</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.

## Required Inspections (after application received – request to be circulated by Licensing Team)

1. Health Inspection
2. Parking Inspection

## Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 231.00	\$ -	\$ 231.00	
Health Inspection	\$ 142.11	\$ 18.47	\$ 160.58	
<b>Total</b>	\$ 373.11	\$ 18.47	<b>\$ 391.58</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PERSONAL WELLNESS SERVICES

By-law 07-170, Schedule 15

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Personal Wellness Services** is a service provided for any part of the human body which includes, but is not limited to, kneading, manipulating, rubbing, massaging, touching, or stimulating, by any means of a person's body or part of a person's body.

- **May include but not limited to: Reflexology, Osteotherapy, Aromatherapy, Reiki, and other massage techniques not provided by a Registered Massage Therapist**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 291.00	\$ -	\$ 291.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 414.01	\$ 15.99	<b>\$ 430.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 549.01	\$ 15.99	<b>\$ 565.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. List of described services and information on the training and experience of the operator and employees
5. Premise Plan
  - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, cloak rooms, dance areas, disc jockey areas, kitchen facilities, bar areas, washrooms, storage areas and entrances/exits.

## Required Inspections (after application received – request to be circulated by Licensing Team)

6. Parking Inspection
7. Interview with Licensing Compliance Officer/Licensing Supervisor

## Renewal Requirements & Fees:

- Declaration B needs to be completed.
- Valid Business Registration/Corporate Profile/Master Business Licence submitted every 3 years

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 291.00	\$ -	\$ 291.00	
<b>Total</b>	\$ 291.00	\$ -	<b>\$ 291.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PRECIOUS METALS AND JEWELLERY DEALERS

By-law 07-170, Schedule 22

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Precious Metals and Jewellery Dealers** means business purchasing jewellery or precious metals for the purpose of smelting the jewellery or precious metals; including operating for a short period or temporary basis.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 612.00	\$ -	\$ 612.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 735.01	\$ 15.99	<b>\$ 751.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 870.01	\$ 15.99	<b>\$ 886.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Copy or Photo of sign giving notice of collection of personal information.

## Required Inspections (after application received – request to be circulated by Licensing Team)

6. Parking Inspection

## Renewal Requirements & Fees:

- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 612.00	\$ -	\$ 612.00	
<b>Total</b>	\$ 612.00	\$ -	<b>\$ 612.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## AMUSEMENT RIDES

- Consists of children's rides only
- Separate licence *may* be required if food is sold.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance Required if amusement rides are within a building		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 444.01	\$ 15.99	<b>\$ 460.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 579.01	\$ 15.99	<b>\$ 595.00</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. **Internal for City owned properties.**
4. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*
5. Permission of property owner or proof of property ownership.
6. Date(s) of event(s)
7. Location plan of the rides
8. Current permit issued under the *Amusement Devices Act* for the business operation
9. Current permit for each amusement device (ride) issued by the Technical Standards and Safety Authority (TSSA)
10. Completed Certificate of Compliance Application Form

### Required Inspections (after application received – request to be circulated by Licensing Team)

11. Parking Inspection
12. Certificate of Compliance Inspection (bi-annually if permanent location)

### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - CC Inspection not required</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Certificate of Compliance Required if amusement rides are within a building		\$ -	\$ -	Every 2 years - please refer to fee structure on page 102

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**ARCADE, PINBALL MACHINE PARLOUR - Four (4) or more machines**

- One (1) to three (3) machines are considered accessory to a principal business
- A coin-operated billiard table is not an Amusement Machine – See Page 29.

## New Licence Application:

Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 743.17	\$ 54.88	<b>\$ 798.05</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 878.17	\$ 54.88	<b>\$ 933.05</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. **Internal for City owned properties.**
4. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*
5. Certificate of Inspection approved by the Medical Officer of Health under the *Health Protection and Promotion Act*
6. Completed Certificate of Compliance Application Form

## Required Inspections (after application received – request to be circulated by Licensing Team)

7. Fire Inspection
8. Parking Inspection
9. Certificate of Compliance Inspection (bi-annually if permanent location)

## Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - Licence Fee Only</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Certificate of Compliance		\$ -	\$ -	Every 2 years - please refer to fee structure on page 102
<b>Total - with only CC Inspection required</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total - with only Fire Inspection required</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



# PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**BILLIARDS/BAGATELLE TABLES** - One (1) or more tables including coin operated tables.

- Section 17 – 2 (2) of By-law 07-170 permits up to two (2) tables without a licence, only if incidental to the principal business of a **Restaurant or Public Hall**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 743.17	\$ 54.88	<b>\$ 798.05</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 878.17	\$ 54.88	<b>\$ 933.05</b>	

## Application Checklist:

1. Completed Business Licence Application For
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. **Internal for City owned properties.**
4. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*
5. Completed Certificate of Compliance Application Form

## Required Inspections (after application received – request to be circulated by Licensing Team)

6. Fire Inspection
7. Parking Inspection
8. Certificate of Compliance Inspection (bi-annually if permanent location)

## Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - Licence Fee only</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Certificate of Compliance		\$ -	\$ -	Every 2 years - please refer to fee structure on page 102
<b>Total - with only CC Inspection required</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total - with only Fire Inspection required</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## BINGO PARLOUR

A premises or place on a premises used as a public hall for the assembly of persons playing bingo.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 743.17	\$ 54.88	<b>\$ 798.05</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 878.17	\$ 54.88	<b>\$ 933.05</b>	

### Application Checklist:

1. Completed Business Licence Application
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. **Internal for City owned properties.**
4. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*
5. Completed Certificate of Compliance Application Form
6. Proof of a Lottery Licence issued by the Alcohol and Gaming Commission of Ontario (AGCO)

### Required Inspections (after application received – request to be circulated by Licensing Team)

7. Fire Inspection
8. Parking Inspection
9. Certificate of Compliance Inspection (bi-annually if permanent location)

### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - Licence Fee only</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Certificate of Compliance		\$ -	\$ -	Every 3 years - please refer to fee structure on page 102
<b>Total - with only CC Inspection Required</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 2 years
<b>Total - with only Fire Inspection Required</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

### BOWLING ALLEY

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 743.17	\$ 54.88	<b>\$ 798.05</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 878.17	\$ 54.88	<b>\$ 933.05</b>	

#### Application Checklist:

1. Completed Licence Business Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. **Internal for City owned properties.**
4. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*,
5. Completed Certificate of Compliance Application Form

#### Required Inspections (after application received – request to be circulated by Licensing Team)

6. Fire Inspection
7. Parking Inspection
8. Certificate of Compliance Inspection (bi-annually if permanent location)

#### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - Licence Fee only</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Certificate of Compliance		\$ -	\$ -	Every 3 years - please refer to fee structure on page 102
<b>Total - with only CC Inspection Required</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 2 years
<b>Total - with only Fire Inspection Required</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## CARNIVAL

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Health Inspection	\$ 58.68	\$ 7.63	\$ 66.31	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 849.59	\$ 68.72	<b>\$ 918.31</b>	
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 984.59	\$ 68.72	<b>\$ 1,053.31</b>	

### Application Checklist:

1. Completed Licence Business Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. **Internal for City owned properties.**
4. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*
5. Permission of property owner or proof of property ownership.
  - i. Date(s) of event(s)
6. Location plan of the rides
7. Current permit issued under the *Amusement Devices Act* for the business operation.
8. Current permit for each amusement device (ride) issued by the Technical Standards and Safety Authority (TSSA)
9. Completed Certificate of Compliance Application Form

### Required Inspections (after application received – request to be circulated by Licensing Team)

1. Health Inspection
2. Parking Inspection
3. Certificate of Compliance Inspection (bi-annually if permanent location)

### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - Licence Fee only</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Certificate of Compliance		\$ -	\$ -	Every 2 years - please refer to fee structure on page 102
<b>Total - with only CC Inspection required</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



# PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## PROPRIETARY CLUB

All clubs other than those in which the use of any billiard, pool or bagatelle table is only incidental to the main objects of the club.

### New Licence Application:

Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Health Inspection	\$ 58.68	\$ 7.63	\$ 66.31	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 799.19	\$ 62.16	<b>\$ 861.35</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 934.19	\$ 62.16	<b>\$ 996.35</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Internal for City owned properties.
4. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*,
5. Completed Certificate of Compliance Application Form

### Required Inspections (after application received – request to be circulated by Licensing Team)

1. Fire Inspection
2. Health Inspection
3. Parking Inspection
4. Certificate of Compliance Inspection (bi-annually if permanent location)

### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - Licence Fee only</b>	\$ 321.00	-	<b>\$ 321.00</b>	
Certificate of Compliance		\$ -	\$ -	Every 3 years - please refer to fee structure on page 102
<b>Total - with only CC Inspection Required</b>	\$ 321.00	\$ 45.10	<b>\$ 321.00</b>	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 2 years
<b>Total - with only Fire Inspection Required</b>	\$ 620.16	\$ 37.54	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

### CIRCUS

- LICENCE IS ISSUED FOR DURATION OF EVENT USUALLY 3 – 7 DAYS
- Building Permit *may* be required for tent.

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Health Inspection	\$ 58.68	\$ 7.63	\$ 66.31	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 502.69	\$ 23.62	<b>\$ 526.31</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 637.69	\$ 23.62	<b>\$ 661.31</b>	

#### Application Checklist:

1. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
2. Zoning Verification Certificate. **Internal for City owned properties.**
3. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*,
4. Permission of property owner or proof of property ownership.
5. Location plan of the Circus
6. Date(s) of Event(s)
7. **Proof of Building Permit (if required)**
8. Completed Certificate of Compliance Application Form

#### Required Inspections (after application received – request to be circulated by Licensing Team)

9. Health Inspection
10. Parking Inspection
11. Certificate of Compliance Inspection (bi-annually if permanent location)

# PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## MOTOR VEHICLE RACETRACK

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 1,064.25	\$ 98.08	<b>\$ 1,162.30</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 1,199.25	\$ 98.08	<b>\$ 1,297.30</b>	

### Application Checklist:

1. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
2. Zoning Verification Certificate. **Internal for City owned properties.**
3. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*,
4. Certificate of Inspection approved by the Medical Officer of Health under the *Health Protection and Promotion Act*
5. Completed Certificate of Compliance Application Form

### Required Inspections (after application received – request to be circulated by Licensing Team)

6. Fire Inspection
7. Parking Inspection
8. Certificate of Compliance Inspection (bi-annually if permanent location)

### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - Licence Fee Only</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Certificate of Compliance		\$ -	\$ -	Every 2 years - please refer to fee structure on page 102
<b>Total - with only CC Inspection required</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total - with only Fire Inspection required</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



## PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

### ROLLER SKATING RINK

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 89.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 743.17	\$ 98.05	<b>\$ 1,162.30</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 878.17	\$ 98.05	<b>\$ 1,297.30</b>	

#### Application Checklist:

1. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
2. Zoning Verification Certificate. **Internal for City owned properties.**
3. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*,
4. Completed Certificate of Compliance Application Form

#### Required Inspections (after application received – request to be circulated by Licensing Team)

5. Fire Inspection
6. Parking Inspection
7. Certificate of Compliance Inspection (bi-annually if permanent location)

#### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - Licence Fee Only</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Certificate of Compliance		\$ -	\$ -	Every 2 years - please refer to fee structure on page 102
<b>Total - with only CC Inspection required</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total - with only Fire Inspection required</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## OTHER

Exhibition for hire or gain, exhibition of waxworks, etc (Laser Tag, Paintball, anything not covered by other places of Amusement License)

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 743.17	\$ 98.05	<b>\$ 1,162.30</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 878.17	\$ 98.05	<b>\$ 1,297.30</b>	

### Application Checklist:

1. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
2. Zoning Verification Certificate. **Internal for City owned properties.**
3. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*,
4. Completed Certificate of Compliance Application Form

### Required Inspections (after application received – request to be circulated by Licensing Team)

5. Fire Inspection
6. Parking Inspection
7. Certificate of Compliance Inspection (bi-annually if permanent location)

### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - Licence Fee Only</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Certificate of Compliance		\$ -	\$ -	Every 2 years - please refer to fee structure on page 102
<b>Total - with only CC Inspection required</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total - with only Fire Inspection required</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## SKATEBOARDING/BMX

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 743.17	\$ 98.05	<b>\$ 1,162.30</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 878.17	\$ 98.05	<b>\$ 1,297.30</b>	

### Application Checklist:

1. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
2. Zoning Verification Certificate. **Internal for City owned properties.**
3. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*,
4. Completed Certificate of Compliance Application Form

### Required Inspections (after application received – request to be circulated by Licensing Team)

5. Fire Inspection
6. Parking Inspection
7. Certificate of Compliance Inspection (bi-annually if permanent location)

### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total - Licence Fee Only</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total - with only CC Inspection required</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total - with only Fire Inspection required</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PLACES OF AMUSEMENT

By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

## WATER RIDES

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.24	\$ 89.00	
Licence Fee	\$ 536.00	\$ -	\$ 517.00	
<b>Total (no zoning)</b>	\$ 595.76	\$ 10.24	<b>\$ 606.00</b>	
	+			
Zoning Verification/Addendum	\$135.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 725.76	\$ 10.24	<b>\$ 736.00</b>	

### Application Checklist:

1. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
2. Zoning Verification Certificate. **Internal for City owned properties.**
3. Proof of Liability Insurance no less than \$1,000,000 liability in accordance with the *Amusement Devices Act*,
4. Permission of property owner or proof of property ownership.
5. Location plan of the rides

### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 536.00	\$ -	\$ 536.00	
<b>Total</b>	\$ 536.00	\$ -	<b>\$ 536.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PUBLIC HALL

## By-law 07-170, Schedule 17

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

A premise or a part thereof, including a portable building or tent, used as a place of assembly which is operated as a business, where members of the public gather for the purpose of any meeting, dancing or entertainment, but does not include premises used solely for religious purposes or a theatre within the meaning of the *Theatres Act*, R.S.O. 1990c.T-6 as amended.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 450.00	\$ -	\$ 450.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Health Inspection	\$ 58.68	\$ 7.63	\$ 66.31	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
Certificate of Compliance		\$ -	\$ -	please refer to fee structure on page 102
<b>Total (no zoning)</b>	\$ 930.85	\$ 62.51	<b>\$ 993.36</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 1,065.85	\$ 62.51	<b>\$ 1,128.36</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Completed Certificate of Compliance Application Form

### Required Inspections (after application received – request to be circulated by Licensing Team)

5. Fire Inspection
6. Health Inspection
7. Parking Inspection
8. Certificate of Compliance Inspection

### Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 450.00	\$ -	\$ 450.00	
Health Inspection	\$ 58.68	\$ 7.63	\$ 66.31	
<b>Total - Licence Fee/Health Inspection</b>	\$ 450.00	\$ -	<b>\$ 516.31</b>	
Certificate of Compliance		\$ -	\$ -	Every 2 years - please refer to fee structure on page 102
<b>Total - with only CC Inspection required</b>	\$ 450.00	\$ -	<b>\$ 516.31</b>	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total - with only Fire Inspection required</b>	\$ 749.16	\$ 38.89	<b>\$ 854.36</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PUBLIC GARAGE

## By-law 07-170, Schedule 16

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**GARAGE A** is a building or place where motor vehicles are stored or kept for sale, except a building or place that is regulated by the Towing and Storage Safety and Enforcement Act, 2021, S.O. 2021, c. 26, Sched. 3, as amended or replaced

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 444.01	\$ 15.99	<b>\$ 460.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 579.01	\$ 15.99	<b>\$ 595.00</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Scaled Plot Plan
  - Showing everything on the property including but not limited the location of current and proposed structures, parking and manoeuvring spaces, exits, entrances, adjacent utility lines, landscaping, fencing, fire hydrants, and all roads/sidewalks that surround/lead into the property, indicating north point.

### Required Inspections (after application received – request to be circulated by Licensing Team)

6. Parking Inspection

### Renewal Requirements & Fees:

- Declarations A & B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PUBLIC GARAGE

By-law 07-170, Schedule 16

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**GARAGE B1** is a building or place used as a motor vehicle repair shop including body & fender repairs.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 743.17	\$ 54.88	<b>\$ 798.05</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 878.17	\$ 54.88	<b>\$ 933.05</b>	

## Application Checklist:

1. Completed Business Licence Application
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Scaled Plot Plan
  - Showing everything on the property including but not limited the location of current and proposed structures, parking and manoeuvring spaces, exits, entrances, adjacent utility lines, landscaping, fencing, fire hydrants, and all roads/sidewalks that surround/lead into the property, indicating north point.

## Required Inspections (after application received – request to be circulated by Licensing Team)

6. Fire Inspection
7. Parking Inspection

## Renewal Requirements & Fees:

- Declarations A & B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PUBLIC GARAGE

By-law 07-170, Schedule 16

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**GARAGE B2** - A building or place used as a motor vehicle repair shop excepting body and repairs.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 743.17	\$ 54.88	<b>\$ 798.05</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 878.17	\$ 54.88	<b>\$ 933.05</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Scaled Plot Plan
  - Showing everything on the property including but not limited the location of current and proposed structures, parking and manoeuvring spaces, exits, entrances, adjacent utility lines, landscaping, fencing, fire hydrants, and all roads/sidewalks that surround/lead into the property, indicating north point.

## Required Inspections (after application received – request to be circulated by Licensing Team)

6. Fire Inspection
7. Parking Inspection

## Renewal Requirements & Fees:

- Declarations A & B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



# PUBLIC GARAGE

By-law 07-170, Schedule 16

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**GARAGE B3** - A building or place used as a motor vehicle repair shop for body and fender repairs only.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 743.17	\$ 54.88	<b>\$ 798.05</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 878.17	\$ 54.88	<b>\$ 933.05</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Scaled Plot Plan (**New parking lots only**)
  - Showing everything on the property including but not limited the location of current and proposed structures, parking and manoeuvring spaces, exits, entrances, adjacent utility lines, landscaping, fencing, fire hydrants, and all roads/sidewalks that surround/lead into the property, indicating north point.

## Required Inspections (after application received)

6. Fire Inspection
7. Parking Inspection

## Renewal Requirements & Fees:

- Declarations A & B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total</b>	\$ 620.16	\$ 38.89	<b>\$ 659.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PUBLIC GARAGE

By-law 07-170, Schedule 16

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**GARAGE C** - An automobile service station, or a building or place where gasoline or oils are stored or kept for sale, except a retail store where any such gasoline or oils are sold in sealed containers only.

- Includes: auto glass repair, tires, oil changes, lubricants

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 444.01	\$ 15.99	<b>\$ 460.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 579.01	\$ 15.99	<b>\$ 595.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Scaled Plot Plan
  - Showing everything on the property including but not limited the location of current and proposed structures, parking and manoeuvring spaces, exits, entrances, adjacent utility lines, landscaping, fencing, fire hydrants, and all roads/sidewalks that surround/lead into the property, indicating north point.

## Required Inspections (after application received)

5. Parking Inspection

## Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PUBLIC GARAGE

By-law 07-170, Schedule 16

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**GARAGE D** - A parking station or a parking lot.

- SITE PLAN is required to be consulted before licence issuance. The applicant must contact [pdgening@hamilton.ca](mailto:pdgening@hamilton.ca) for more information**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 444.01	\$ 15.99	<b>\$ 460.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 579.01	\$ 15.99	<b>\$ 595.00</b>	

## Application Checklist:

- Completed Business Licence Application Form
- Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
- Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
- Scaled Plot Plan

### Existing parking lot

- Showing everything on the property including but not limited the location of lot, current and proposed structures, parking and manoeuvring spaces, exits, entrances, adjacent utility lines, landscaping, fencing, fire hydrants, and all roads/sidewalks that surround/lead into the property, indicating north point.

### New parking lot

- Please see Section 5. (3) a, b, c and d of Schedule 16 of the By-law

- Photographs of signage posted at parking premises.
- Confirmation of site plan application/exemption

## Required Inspections (after application received)

- Parking Inspection

## Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PUBLIC GARAGE

By-law 07-170, Schedule 16

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**GARAGE E** - A building or place used for washing or cleaning motor vehicles ("car wash"), excepting a licensed public garage without special equipment capable of washing or cleaning more than fifteen (15) motor vehicles in one day

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 444.01	\$ 15.99	<b>\$ 460.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 579.01	\$ 15.99	<b>\$ 595.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Scaled Plot Plan
  - Showing everything on the property including but not limited the location of current and proposed structures, parking and manoeuvring spaces, exits, entrances, adjacent utility lines, landscaping, fencing, fire hydrants, and all roads/sidewalks that surround/lead into the property, indicating north point.

## Required Inspections (after application received)

5. Parking Inspection

## Renewal Requirements & Fees:

- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 321.00	\$ -	\$ 321.00	
<b>Total</b>	\$ 321.00	\$ -	<b>\$ 321.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# RENTAL HOUSING UNITS

## By-law 07-170, Schedule 31

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

A building or part of a building with 5 or less self-contained units, consisting of one or more rooms containing toilet/cooking facilities, a Single Housekeeping Establishment and used/intended use as a rented residential premise (does not include hotels/motels, lodging homes, short-term rental, multiple dwelling unit, etc.)

- For Wards 1, 8 and parts of 14 (as per map in the By-law)

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 309.00	\$ -	\$ 309.00	
Fire Inspection	\$ 295.45	\$ 38.41	\$ 333.86	
<b>Total (no zoning)</b>	\$ 685.87	\$ 48.99	<b>\$ 734.86</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 820.87	\$ 48.99	<b>\$ 869.86</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Proof of property ownership
5. Proof of Liability Insurance as rental property at least \$2,000,000 per occurrence
6. Floor Plan
  - Including by not limited to every unit, floor and rooms including dimensions. **Example available on [City Website](#).**
7. Site Sketch
  - Including but not limited to the location of the house, any external garage/recycling facilities, structures and parking spaces, including number of parking spaces and dimensions,
8. Documentation from an ESA/ECRA licensed electrician stating a general electrical inspection was completed and the unit(s) comply with the *Electrical Safety Code*, O. Reg.164/99;
9. Certificate of Compliance Application form
10. Completed Self-Certification Checklist

### Required Inspections (after application received – request to be circulated by Licensing Team)

11. Fire Inspection
12. Certificate of Compliance Inspection

### Renewal Requirements & Fees:

- Declaration B need to be completed.
- Current valid proof of liability insurance as outlined above.
- ESA inspection every three years

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 309.00	\$ -	\$ 309.00	
Fire Inspection	\$ 295.45	\$ 38.41	\$ 333.86	
<b>Total</b>	\$ 604.45	\$ 38.41	<b>\$ 642.86</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## RENOVATION LICENCE

### By-law 24-055, Renovation Licence and Relocation By-law (City-Wide)

A landlord/operator who has served an N13 notice to a tenant under the *Residential Tenancies Act, 2006*, in order to perform extensive repairs or renovations which require vacant possession of a **Rental Housing Unit**, shall apply for a renovation licence within seven (7) days of serving the N13 notice.

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 715.00	\$ -	\$ 715.00	
<b>Total</b>	\$ 715.00	\$ -	<b>\$ 715.00</b>	

#### Application Checklist:

1. Completed Licence Application Form
2. Copy of N13 notices issued
3. Proof of Building Permit
4. Letter from a Qualified Professional indicating that vacant possession is required
5. Signed Attestation Form confirming proof of temporary arrangements with tenant(s)

#### Renewal Requirements & Fees:

- Declarations B needs to be completed.
- Updated letter from a Qualified Professional indicating the Rental Housing Unit remains unfit for occupancy/vacant possession is still required.
- Updated attestation document re-confirming temporary arrangements with tenant(s).

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Renewal Fee	\$ 125.00	\$ -	\$ 125.00	
<b>Total</b>	\$ 125.00	\$ -	<b>\$ 125.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## RESIDENTIAL CARE FACILITIES – 4-10 residents

By-law 07-170, Schedule 20

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

A residential complex occupied or intended to be occupied by four (4) or more persons for the purpose of receiving care services, whether receiving the services is the primary purpose of the occupancy, or licensed/required to be licensed under the Retirement Homes Act, 2010.

### New Licence Application:

Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 838.00	\$ -	\$ 838.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 1,260.17	\$ 52.96	<b>\$ 1,269.30</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 1,395.17	\$ 52.96	<b>\$ 1,404.30</b>	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 79.79	\$ 10.37	\$ 90.16	per permitted resident capacity
	+			
Certificate of Compliance	\$ 359.29	\$ 46.71	\$ 406.00	
+ Additional fee per permitted resident	\$ 41.59	\$ 5.41	\$ 47.00	per permitted resident capacity

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Proof of ownership transfer of the business
5. Proof of property ownership or agreement with property owner to operate business.
6. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**

#### Required for:

- Someone on the corporate papers
  - One of the supervisors of the location
7. Premise Plan
    - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, all rooms, kitchen facilities, washrooms, storage areas and entrances/exits.
  8. Single Facility Incident Plan. **Only If home is not licensed with RHRA.**
  9. Staff List (First Name, Last Name, Position)

10. Employee Information Forms outlining qualifications and training.

**RESIDENTIAL CARE FACILITIES – 4-10 residents**  
**By-law 07-170, Schedule 20**  
Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

CONTINUED....

11. Certified Electrician Inspection/ESA Certificate indicating premises is compliant with Ontario.  
Electrical Safety Code
12. Proof of Liability Insurance at least \$1,000,000 per claim
  - ensure that the address of the location is reflected on the insurance paperwork.
13. Proof that operator is a secondary school graduate.
14. Proof that operator has work experience in the health care field.
15. Proof of financial viability
16. Municipal references
17. Proof of RHRA Licence if applicable
18. Completed Certificate of Compliance Application

**Required Inspections (after application received – request to be circulated by Licensing Team)**

19. Fire Inspection
20. Parking Inspection
21. Health Inspection(s)
22. Certificate of Compliance Inspection

**Renewal Requirements & Fees:**

- Declarations A & B need to be completed.
- Valid Certificate of Insurance
- Staff List (First Name, Last Name, Position)
- Single Facility Incident Plan. **Only if home is not licensed with RHRA**
- Certificate of Compliance Inspection
- ESA Certificate or Electrical Inspection Certificate **every 3 years**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 838.00	\$ -	\$ 748.00	
Fire Inspection	\$ 299.16	\$ 34.71	\$ 301.70	
<b>Total</b>	\$ 1,014.99	\$ 34.71	<b>\$ 1,049.70</b>	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 79.76	\$ 10.37	\$ 90.16	permitted resident capacity

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



## RESIDENTIAL CARE FACILITIES – 11 or more residents

By-law 07-170, Schedule 20

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

A residential complex occupied or intended to be occupied by four (4) or more persons for the purpose of receiving care services, whether receiving the services is the primary purpose of the occupancy, or licensed/required to be licensed under the Retirement Homes Act, 2010.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 1,197.00	\$ -	\$ 1,197.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 1,619.17	\$ 52.96	<b>\$ 1,674.05</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 1,754.17	\$ 52.96	<b>\$ 1,809.05</b>	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 79.76	\$ 10.37	\$ 90.13	per permitted resident capacity
Certificate of Compliance	\$ 359.29	\$ 46.71	\$ 406.00	
+ Additional fee per permitted resident	\$ 41.59	\$ 5.41	\$ 47.00	per permitted resident capacity

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Proof of ownership transfer of the business
5. Proof of property ownership or agreement with property owner to operate business.
6. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**

#### Required for:

- Someone on the corporate papers
  - One of the supervisors of the location
7. Premise Plan
    - Drawn to scale, and should include but not limited to, depicting the location of parking areas, queuing areas, walkways, smoking areas, patios, seating areas, offices, all rooms, kitchen facilities, washrooms, storage areas and entrances/exits.
  8. Single Facility Incident Plan. **Only if home not licensed with RHRA.**

# RESIDENTIAL CARE FACILITIES – 11 or more residents

By-law 07-170, Schedule 20

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

CONTINUED....

9. Staff List (First Name, Last Name, Position)
10. Employee Information Forms outlining qualifications and training
11. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
12. Proof of Liability Insurance at least \$1,000,000 per claim
  - ensure that the address of the location is reflected on the insurance paperwork.
13. Proof that operator is a secondary school graduate.
14. Proof that operator has work experience in the health care field.
15. Proof of financial viability
16. Municipal references
17. Proof of RHRA Licence if applicable
18. Completed Certificate of Compliance Application

## Required Inspections (after application received – request to be circulated by Licensing Team)

19. Fire Inspection
20. Parking Inspection
21. Health Inspection(s)
22. Certificate of Compliance Inspection

## Renewal Requirements & Fees:

- Declarations A & B need to be completed.
- Valid Certificate of Insurance
- Staff List (First Name, Last Name, Position)
- Single Facility Incident Plan. **Only If home is not licensed with RHRA**
- Certificate of Compliance Inspection
- ESA Certificate or Electrical Inspection Certificate **every 3 years**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 1,197.00	\$ -	\$ 1,197.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
<b>Total</b>	\$ 1,496.16	\$ 38.89	<b>\$ 1,535.05</b>	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 79.76	\$ 10.37	\$ 90.13	per permitted resident capacity

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# SALVAGE BUSINESS

## By-law 07-170, Schedule 10

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

Includes an automobile wrecking business/ premises not limited to recyclable material, metal scrap, used or wrecked motor vehicles or used or wrecked motor vehicle parts.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 536.00	\$ -	\$ 536.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 958.17	\$ 54.88	<b>\$ 1,013.05</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 1,093.17	\$ 54.88	<b>\$ 1,148.05</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Proof of registration with EASR (Environmental Activity and Sector Registry) if applicable
6. Photo of sign to be posted for the collection of personal information.

### Required Inspections (after application received – request to be circulated by Licensing Team)

7. Fire Inspection
8. Parking Inspection
9. Licensing Inspection to educate and confirm compliance to requirements of the By-law.

### Renewal Requirements & Fees:

- Declarations A & B need to be completed.
- Proof of current registration with EASR (Environmental Activity and Sector Registry)

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 536.00	\$ -	\$ 536.00	
Fire Inspection	\$ 299.16	\$ 38.89	\$ 338.05	Every 3 years
<b>Total</b>	\$ 835.16	\$ 38.89	<b>\$ 874.05</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## SECOND HAND SHOP

By-law 07-170, Schedule 22

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

A business that sells used or previously owned goods, including jewellery and precious metals regardless of age and condition.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 612.00	\$ -	\$ 612.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total (no zoning)</b>	\$ 735.01	\$ 15.99	<b>\$ 751.00</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	\$ 870.01	\$ 15.99	<b>\$ 886.00</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year.
4. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
5. Photo of sign to be posted for the collection of personal information.

### Required Inspections (after application received – request to be circulated by Licensing Team)

6. Parking Inspection

### Renewal Requirements & Fees:

- Declarations A & B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 612.00	\$ -	\$ 612.00	
<b>Total</b>	\$ 612.00	\$ -	<b>\$ 612.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# SHORT-TERM RENTAL (STR) BROKER

By-law 07-170 Schedule 32

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

Any person who advertises, facilitates the advertisement of, or brokers Short-Term Rental Reservations via the internet, or otherwise and who:

- Receives payment, compensation, or any financial benefit, due to, as a result of, or in connection with a person making or completing a Short-Term Rental Reservation; or
- Collects, accesses, or holds information on the number of nights that Reservations of any Short-Term Rental are made or completed.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Registration/ Licence Fee	\$ 5,367.00	\$ -	\$ 5,367.00	One Time Fee
<b>Total</b>	\$ 5,367.00	\$ -	<b>\$ 5,367.00</b>	

## Application Checklist:

1. Completed Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Proof the application is eighteen years of age or older.
4. The address of a place of business in the Province of Ontario
5. The name, phone number and e-mail address of a designated representative
6. Proof of Insurance - Commercial no less than \$2,000,000.00, Comprehensive Crime no less than \$50,000.00 and Cyber Liability and Privacy breach no less than \$1,000,000.00
7. Details of the process by which the company will remove advertisements for a Short-Term Rental if its Operator has not obtained a licence from the City.
8. Details of the company's procedure for dealing with problem Operators and responding to complaints

## Renewal Requirements & Fees:

- Declarations A and B need to be completed.
- Proof of Insurance - Commercial no less than \$2,000,000.00, Comprehensive Crime no less than \$50,000.00 and Cyber Liability and Privacy breach no less than \$1,000,000.00
- **To be renewed every 5 years**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Renewal Fee	\$ 64.00	\$ -	\$ 64.00	Every 5 Years
<b>Total</b>	\$ 64.00	\$ -	<b>\$ 64.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# SHORT-TERM RENTAL (STR) OPERATOR

By-law 07-170, Schedule 32 **ENTIRE DWELLING**

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

All or part of a dwelling unit used to provide sleeping accommodations to the travelling public for any rental period that is less than 28 consecutive days in exchange for payment or other remuneration; must be the operator's principal residence.

**Entire Dwelling** is considered the rental of the entire home (ie. bedroom(s), bathrooms, kitchen and a separate entrance – including secondary dwelling units (SDU)), subject to review of the application.

**Internal or Detached SDU** is considered a separate dwelling unit that is completely separated from the principal dwelling unit - either fully detached (ie. laneway dwelling) or by a fire separation and door that restricts entry between the two units (ie. bedroom(s), bathroom, kitchen, and a separate dedicated entrance. A wet-bar area in a basement would not constitute a separate unit)

- **No STR Operator licence shall be issued to a Corporation.**
- **No more than one STR Operator licence shall be permitted per Operator.**
- **Can only have one listing on an STR Broker site.**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 419.00	\$ -	\$ 419.00	
Fire Admin Fee	\$ 44.96	\$ 5.84	\$ 50.80	
Certificate of Compliance	\$ 346.90	\$ 45.10	\$ 392.00	
<b>Total (no zoning)</b>	\$ 892.28	\$ 61.52	<b>\$ 953.80</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	Secondary Dwelling Units Only
<b>Total (zoning/addendum included)</b>	\$ 1,027.28	\$ 61.52	<b>\$ 1,088.80</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Completed STR Questionnaire
3. Floor Plan
  - Including but not limited to square footage of the unit, number of bedrooms, number/location of smoke alarms and CO2 detectors, evacuation routes and location of safety equipment.
4. Zoning Verification Certificate if a Secondary Dwelling Unit
5. Completed Certificate of Compliance Application
6. Copy of Guest Information Package
7. Detailed Fire Escape Plan. **Available on [City Website](#).**
8. Statutory Declaration for compliance with the Fire Protection and Prevention Act, and regulations under the Fire Code. **Available on [City Website](#).**
9. Proof of Insurance for applicable use (Rental) Host Liability or Commercial General Liability not less than \$1,000,000 per occurrence
10. Minimum two (2) pieces of proof of principal residence (Government issued ID, plus additional)

## SHORT-TERM RENTAL (STR) OPERATOR

By-law 07-170, Schedule 32 **ENTIRE DWELLING**

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

CONTINUED....

11. Approval of Property Owner (if applicable)
12. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
13. Certified Electrician Inspection/ESA Certificate identifying compliance with Ontario Electrical Safety Code

**Required Inspections (after application received – request to be circulated by Licensing Team)**

14. Fire Administrative Review
15. Certificate of Compliance Inspection

### Renewal Requirements & Fees:

- Declarations A & B need to be completed.
- ESA Certificate or Electrical Inspection Certificate **every 3 years**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Renewal Fee	\$ 64.00	\$ -	\$ 64.00	
Licence Fee	\$ 419.00	\$ -	\$ 419.00	
Fire Admin Fee	\$ 44.96	\$ 5.84	\$ 50.80	
<b>Total</b>	\$ 527.96	\$ 5.84	<b>\$ 533.80</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# SHORT-TERM RENTAL (STR) OPERATOR

By-law 07-170, Schedule 32 **PARTIAL DWELLING**

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

All or part of a dwelling unit used to provide sleeping accommodations to the travelling public for any rental period that is less than 28 consecutive days in exchange for payment or other remuneration; must be the operator's principal residence.

**Partial Dwelling** is considered the rental of sleeping room(s) in your home (ie. guest may share common amenities with you in the dwelling with common entrance points) subject to the review of the application.

**Internal or Detached SDU** is considered a separate dwelling unit that is completely separated from the principal dwelling unit - either fully detached (ie. laneway dwelling) or by a fire separation and door that restricts entry between the two units (ie. bedroom(s), bathroom, kitchen, and a separate dedicated entrance. A wet-bar area in a basement would not constitute a separate unit)

- **No STR Operator licence shall be issued to a Corporation.**
- **No more than one STR Operator licence shall be permitted per Operator.**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 96.00	\$ -	\$ 96.00	
Fire Admin Fee	\$ 44.96	\$ 5.84	\$ 50.80	
<b>Total (no zoning)</b>	\$ 222.38	\$ 16.42	<b>\$ 238.80</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	Secondary Dwelling Units Only
<b>Total (zoning/addendum included)</b>	\$ 357.38	\$ 16.42	<b>\$ 373.80</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Completed STR Questionnaire
3. Floor Plan
  - Including but not limited to square footage of the unit, number of bedrooms, number/location of smoke alarms and CO2 detectors, evacuation routes and location of safety equipment.
4. Zoning Verification Certificate if a Secondary Dwelling Unit
5. Self-Certification Checklist
6. Copy of Guest Information Package (Please review to Section 4.15 of Schedule 32)
7. Detailed Fire Escape Plan. **Available on [City Website](#).**
8. Statutory Declaration for compliance with the Fire Protection and Prevention Act, and regulations under the Fire Code. **Available on [City Website](#).**
9. Proof of Insurance for applicable use (Rental) Host Liability or Commercial General Liability not less than \$1,000,000 per occurrence
10. Minimum two (2) pieces of proof of principal residence (Government issued ID, plus additional)
11. Approval of Property Owner (if applicable)
12. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**



## SHORT-TERM RENTAL (STR) OPERATOR

By-law 07-170, Schedule 32 **PARTIAL DWELLING**

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

CONTINUED...

13. Certified Electrician Inspection/ESA Certificate identifying compliance with Ontario Electrical Safety Code

**Required Inspections (after application received – request to be circulated by Licensing Team)**

14. Fire Administrative Review

### Renewal Requirements & Fees:

- Declarations A & B need to be completed.
- ESA Certificate or Electrical Inspection Certificate **every 3 years**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Renewal Fee	\$ 64.00	\$ -	\$ 64.00	
Licence Fee	\$ 96.00	\$ -	\$ 96.00	
Fire Admin Fee	\$ 44.96	\$ 5.84	\$ 50.80	
<b>Total</b>	\$ 204.96	\$ 5.84	<b>\$ 210.80</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## SIGN PERMITS

### By-law No. 10-197

**Hamilton's Sign By-law** regulates all outdoor signs and advertising space. This by-law ensures that signs are not a safety hazard and assists in maintaining a clean and positive space in the city.

#### Application Fee:

Sign Type	Duration/Description	Fee
Mobile Sign	28 consecutive days	\$ 158.00
Mobile Sign	14 consecutive days	\$ 107.00
Mobile Sign	advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 238.00
Sidewalk Sign	per year	\$ 122.00
Banner	for 28 consecutive days	\$ 122.00
Banner	advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 238.00
Inflatable Sign	for 7 consecutive days	\$ 122.00
New Home Development Portable Sign	per year	\$ 79.00
Sign permit fee	for any new permanent signs/per property	\$ 184.00
Sign permit fee	for changes to existing signs/per property	\$ 287.00
Corrugated Plastic Sign	yearly permit fee per location per property	\$ 184.00
A-frame signs on sidewalks	permit fee for a three-year period	\$ 192.00

#### Application Checklist:

1. Completed Sign Application Form (sections "A," "B" and "C" to be completed)
2. Mobile Permit Application Sketch (map demonstrating sign location, property lines and municipal address)

#### Required Inspections (after application received – request to be circulated by Licensing Team)

3. Licensing Compliance Officer attends property to confirm compliance upon placement of sign and upon expiry of the permit (sign to be removed)

## SPECIAL OCCASION PERMITS (SOP)

- A single or multi-day permit for companies or individuals that do not already possess a liquor licence to serve liquor during their event.
- These licenses are processed through the AGCO. The AGCO will advise the applicant if they require a council resolution granting the event **Municipal Significance** or **Notification Only**

### Municipal Significant Applications:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Administration Fee	\$ 98.23	\$ 12.77	\$ 111.00	
<b>Total</b>	\$ 98.23	\$ 12.77	<b>\$ 111.00</b>	

### Notification Only Applications:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Administration Fee	\$ 29.20	\$ 3.80	\$ 33.00	
<b>Total</b>	\$ 29.20	\$ 3.80	<b>\$ 33.00</b>	

### Types of SOP Events and Requirements:

#### For-Profit

**Private Event:** Not advertised and invited guest only

1. Private Property – Notification only
2. Public Property – Notification only

**Public Event:** Open to the general public may be advertised.

1. Private Property – Council resolution is required.
2. Public Property – Council resolution is required.

**Not For-Profit Event:** Events hosted by a registered charity. (Proof of registration required)

#### Private Event

1. Private Property - Notification only
2. Public Property - Notification only

#### Public Event

1. Private Property - Notification only
2. Public Property - Notification only

### Application Checklist:

1. Application Form
2. Map of the event

### Map must include:

- A. Area of the entire event
- B. Location of the licensed area
- C. All entry and exits to the event and licensed area.
- D. Location of all fire connection in the event and in the licensed area
- E. Washroom locations

# SPECIALTY VAPE STORE

By-law 07-170, Schedule 27

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

Any building, booth, or stall, or a portion thereof where electronic cigarettes are exposed for sale

- Those wishing to obtain a Specialty Vape license must also register through the Ministry of Health. Please connect with [tobacco@hamilton.ca](mailto:tobacco@hamilton.ca) to obtain more information on Special Vape Store (SVS) registration requirements.

## New License Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 541.00	\$ -	\$ 541.00	
Health Inspection	\$ 76.09	\$ 9.89	\$ 85.98	
<b>Total(no zoning)</b>	<b>\$ 698.51</b>	<b>\$ 20.48</b>	<b>\$ 718.99</b>	
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning/addendum included)</b>	<b>\$ 833.51</b>	<b>\$ 20.48</b>	<b>\$ 853.99</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate or Building Permit. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year (only if application is for a Specialty Vape Store business where this is/was the principal/only use)

## Required Inspections (after application received – request to be circulated by Licensing Team)

4. Health Inspection(s)

## Renewal Requirements & Fees:

- Declarations B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 541.00	\$ -	\$ 541.00	
Health Inspection	\$ 76.09	\$ 9.89	\$ 85.98	
<b>Total</b>	<b>\$ 617.09</b>	<b>\$ 9.89</b>	<b>\$ 626.98</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# TOBACCO & ELECTRONIC CIGARETTE RETAILERS

By-law 07-170, Schedule 27

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

Any building, booth, or stall, or a portion thereof where tobacco or electronic cigarettes are exposed for sale such.

- A separate licence is required for a Special Vape Store (SVS). Please connect with [tobacco@hamilton.ca](mailto:tobacco@hamilton.ca) to obtain more information on when one is required.

## New Licence Application:

Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 541.00	\$ -	\$ 541.00	
Health Inspection	\$ 236.54	\$ 30.75	\$ 267.29	
<b>Total (no zoning &amp; no e-cigarettes)</b>	<b>\$ 858.96</b>	<b>\$ 41.33</b>	<b>\$ 900.29</b>	
E-Cigarette Health Fee	\$ 76.09	\$ 9.89	\$ 85.98	<b>**if applicable**</b>
<b>Total - With E-Cigarettes (no zoning)</b>	<b>\$ 935.05</b>	<b>\$ 51.22</b>	<b>\$ 986.27</b>	
	+			
Zoning Verification/Addendum	\$ 135.00	\$ -	\$ 135.00	
<b>Total (zoning &amp; no e-cigarettes)</b>	<b>\$ 993.96</b>	<b>\$ 41.33</b>	<b>\$ 1,035.29</b>	
<b>Total (With E-Cigarettes &amp; Zoning included)</b>	<b>\$ 1,128.96</b>	<b>\$ 51.23</b>	<b>\$ 1,180.19</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate. Zoning Addendum *may* be completed if same category of business previously licensed at address within one year (only if application is for a "Cigar" or "Tobacco" business where this is/was the principal/only use)

## Required Inspections (after application received – request to be circulated by Licensing Team)

4. Health Inspection(s)

## Renewal Requirements & Fees:

- Declarations B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 541.00	\$ -	\$ 541.00	
Health Inspection	\$ 236.54	\$ 30.75	\$ 267.29	
<b>Total (no e-cigarettes)</b>	<b>\$ 777.54</b>	<b>\$ 30.75</b>	<b>\$ 808.29</b>	
E-Cigarette Health Fee	\$ 76.09	\$ 9.89	\$ 85.98	<b>**if applicable**</b>
<b>Total - With E-Cigarettes</b>	<b>\$ 853.63</b>	<b>\$ 40.64</b>	<b>\$ 894.27</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# TREE CUTTING SERVICE COMPANY

By-law 07-170, Schedule 14

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

A business engaged in the practice of assessing the health and structural integrity of trees, removing trees, pruning tree branches or roots, removing stumps, or transplanting trees, including climbing aloft and using rigging equipment for any such purpose.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 326.00	\$ -	\$ 326.00	
<b>Total</b>	\$ 407.42	\$ 10.58	<b>\$ 418.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
4. Liability Insurance and Property Damage Insurance no less than \$2,000,000

## Renewal Requirements & Fees:

- Declarations A and B need to be completed.
- Valid Certificate of Insurance

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 326.00	\$ -	\$ 326.00	
<b>Total</b>	\$ 326.00	\$ -	<b>\$ 326.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# MOBILE

## ADULT SERVICES ENTERTAINMENT ESTABLISHMENT - ATTENDANT

By-law 07-170 – Schedule 1

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Attendant** means any person who provides adult services, in an adult services entertainment establishment.

- **Applicant MUST APPLY IN PERSON with government issued photo ID**
- **Must be employed at a Licensed Adult Entertainment Establishment under the By-law**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 625.00	\$ -	\$ 625.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	<b>\$ 729.43</b>	<b>\$ 13.57</b>	<b>\$ 743.00</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
3. Must provide government issued photo ID. **Ontario Health Card is not accepted.**
4. Provide name of establishment employed at and Stage Name (will be on the face of the licence). **Can only actively work at one location.**

### Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Municipally issued photo ID card printed annually with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 625.00	\$ -	\$ 625.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	Every 3 years
<b>Total</b>	<b>\$ 648.01</b>	<b>\$ 2.99</b>	<b>\$ 651.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## ADULT ENTERTAINMENT ESTABLISHMENT – OPERATOR/MANAGER

By-law 07-170, Schedule 1

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Operator/Manager** means a person who operates, manages, supervises, controls or is responsible for the business of an adult services entertainment establishment.

- **Applicant MUST APPLY IN PERSON with government issued photo ID.**
- **Must be employed at a Licensed Adult Entertainment Establishment under the By-law**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 2,201.00	\$ -	\$ 2,201.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 2,305.43	\$ 13.57	<b>\$ 2,319.00</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
3. Must provide government issued photo ID. **Ontario Health Card is not accepted.**
4. Provide name of establishment employed. **Can only actively work at one location.**

### Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Municipally issued photo ID card printed annually with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 2,201.00	\$ -	\$ 2,201.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	Every 3 years
<b>Total</b>	\$ 2,224.01	\$ 2.99	<b>\$ 2,227.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



# AUCTIONEER

By-law 07-170, Schedule 2

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Auctioneer** means a person who sells or offers for sale goods, wares, merchandise or effect by public auction.

- **Applicant MUST APPLY IN PERSON with government issued photo ID.**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 355.00	\$ -	\$ 355.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 459.43	\$ 10.57	<b>\$ 470.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
4. Must provide government issued photo ID. **Ontario Health Card is not accepted.**

## Renewal Requirements & Fees:

- Municipally issued photo ID card printed annually with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 355.00	\$ -	\$ 355.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	Every 3 years
<b>Total</b>	\$ 378.01	\$ 2.99	<b>\$ 381.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# BODY RUB PARLOUR – BODY RUB ATTENDANT

By-law 07-170, Schedule 4

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Body Rubber** means a person who offers or solicits a body-rub in, at, or upon a body-rub establishment.

- **Applicant MUST APPLY IN PERSON with government issued photo ID.**
- **Must be employed at a Licensed Body Rub Parlour under the By-law**
- **Cannot be an attendant and operator/manager at same location at the same time.**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 625.00	\$ -	\$ 625.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	<b>\$ 729.43</b>	<b>\$ 13.57</b>	<b>\$ 743.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
3. Must provide government issued photo ID. **Ontario Health Card is not accepted.**
4. Provide name of establishment employed. **Can only actively work at one location.**

## Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Municipally issued photo ID card printed annually with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 623.00	\$ -	\$ 623.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	Every 3 years
<b>Total</b>	<b>\$ 646.01</b>	<b>\$ 2.99</b>	<b>\$ 649.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# BODY RUB PARLOUR - OPERATOR/MANAGER

By-law 07-170, Schedule 4

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

- Applicant **MUST APPLY IN PERSON** with government issued photo ID.
- Must be employed at a Licensed Body Rub Parlour under the By-law
- Cannot be an attendant and operator/manager at same location at the same time.
- Licence holder must notify the City if changing to another location.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 1,771.00	\$ -	\$ 1,771.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 1,875.43	\$ 13.57	<b>\$ 1,889.00</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
3. Must provide government issued photo ID. **Ontario Health Card is not accepted.**
4. Provide name of establishment employed. **Can only actively work at one location.**

## Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON** with government issued photo ID.
- Municipally issued photo ID card printed annually with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 1,771.00	\$ -	\$ 1,771.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	Every 3 years
<b>Total</b>	\$ 1,794.01	\$ 2.99	<b>\$ 1,797.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# FOOD SERVICE VEHICLE

By-law 07-170, Schedule 6

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**CLASS A** - a motorized or non-motorized food service vehicle used as a non-travelling, site specific food premise including but not limited to a catering truck, chip truck or refreshment trailer

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 472.00	\$ -	\$ 472.00	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
<b>Total</b>	<b>\$ 668.93</b>	<b>\$ 25.60</b>	<b>\$ 694.53</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Zoning Verification Certificate
4. Written permission of Property Owner
5. Vehicle Ownership
6. If propane is present, TSSA Inspection Certificate/Information Fact Sheet dated within 36 days of application.
7. Valid Liability Insurance with no less than 2 million per occurrence and City of Hamilton listed as an additional insured.
8. List of types of refreshments (menu), specifying the source and how they will be refrigerated or heated.
9. Spill containment plan.
10. Description of type of food service vehicle, photos of all four sides of vehicle to be submitted.

## Required Inspections (after application received – request to be circulated by Licensing Team)

11. Health Inspection
12. Licensing Inspection

## Renewal Requirements & Fees:

- Declaration B needs to be completed.
- If propane is present, TSSA Inspection Certificate/Information Fact Sheet dated within 36 days of application.
- Valid Liability Insurance with no less than 2 million per occurrence and City of Hamilton listed as an additional insured.
- Licensing Inspection
- Health Inspection

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 472.00	\$ -	\$ 472.00	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
<b>Total</b>	<b>\$ 587.51</b>	<b>\$ 15.02</b>	<b>\$ 602.53</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# FOOD SERVICE VEHICLE

By-law 07-170, Schedule 6

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**CLASS B** - a motorized or non-motorized food service vehicle that is used as a travelling food premises including but not limited to a catering truck, chip truck, ice cream truck, refreshment trailer or hot dog cart.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 472.00	\$ -	\$ 472.00	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
<b>Total</b>	\$ 668.93	\$ 25.60	<b>\$ 694.53</b>	

## Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. If operating consistently at one property address,
  - Zoning Verification Certificate
  - Written Permission of the Property Owner
4. Vehicle Ownership
5. Valid Liability Insurance with no less than 2 million per occurrence and City of Hamilton listed as an additional insured.
6. If motorized, Motor Vehicle Insurance ("pink slip") with 3<sup>rd</sup> Party Liability no less than 2 million per occurrence
7. If propane is present, TSSA Inspection Certificate/Information Fact Sheet dated within 36 days of application.
8. Vehicle Safety dated within 36 days of the application.
  - **Motorized under 4500KG** – Passenger/Light-Duty Vehicle Inspection Safety Standards Certificate Required ("regular safety")
  - **Motorized 4500KG or more** – Safety Standards Certificate for Commercial Vehicles Required ("commercial safety")
  - **Non-Motorized** – If the combination of the weight of the trailer PLUS the vehicle used to pull the trailer is 4500KG or more, a commercial safety is required.
9. List of types of food/refreshments ("menu"), specifying source and how they will be refrigerated/heated.
10. Spill containment plan including description of how/where grey water/grease will be disposed of
11. Description of type of food service vehicle including photos of **all four sides of vehicle** and a clear view of the Ontario Licence Plate
12. Proof of "Watch for Children" warning sign, that is clearly legible in black letters at least 15 cm high on yellow background, affixed to rear exterior and plainly visible.
13. Location where vehicle will be stored/parked when not in use.

## Required Inspections (after application received – request to be circulated by Licensing Team)

14. Health Inspection
15. Licensing Inspection

# FOOD SERVICE VEHICLE

By-law 07-170, Schedule 6

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

CLASS B continued...

## Renewal Requirements & Fees:

- Declaration B needs to be completed.
- Licensing Inspection
- Health Inspection
- Documents Required:
  - Vehicle Ownership
  - Valid Liability Insurance with no less than 2 million per occurrence and City of Hamilton listed as an additional insured.
  - If motorized, Motor Vehicle Insurance ("pink slip") with 3<sup>rd</sup> Party Liability no less than 2 million per occurrence
  - If propane is present, TSSA Inspection Certificate/Information Fact Sheet dated within 36 days of application.
  - Vehicle Safety dated within 36 days of the application.
    - **Motorized under 4500KG** – Passenger/Light-Duty Vehicle Inspection Safety Standards Certificate Required ("regular safety")
    - **Motorized 4500KG or more** – Safety Standards Certificate for Commercial Vehicles Required ("commercial safety")
    - **Non-Motorized** – If the combination of the weight of the trailer PLUS the vehicle used to pull the trailer is 4500KG or more, a commercial safety is required.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 472.00	\$ -	\$ 472.00	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
<b>Total</b>	\$ 587.51	\$ 15.02	<b>\$ 602.53</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## FOOD SERVICE VEHICLE – CLASS C

By-law 07-170, Schedule 6

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**CLASS C** – a non-motorized food service vehicle that is used as a travelling food premises from which pre-packaged frozen products exclusively are offered for sale including but not limited to an ice-cream cycle, yogurt cart or juice carts

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 434.00	\$ -	\$ 434.00	
Health Inspection	\$ 58.68	\$ 7.63	\$ 66.31	
<b>Total</b>	<b>\$ 574.10</b>	<b>\$ 18.21</b>	<b>\$ 592.31</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. If operating consistently at one property address,
  - Zoning Verification Certificate
  - Written Permission of the Property Owner
4. Valid Liability Insurance with no less than 2 million per occurrence and City of Hamilton listed as an additional insured Liability Insurance with no less than 2 million per occurrence.
5. List of types of food/refreshments ("menu"), specifying source and how they will be refrigerated/heated.
6. Spill containment plan including description of how/where grey water/grease will be disposed of
7. Description of type of food service vehicle including photos of **all four sides of vehicle** and a clear view of the Ontario Licence Plate
8. Location where vehicle will be stored/parked when not in use.

### Required Inspections (after application received – request to be circulated by Licensing Team)

9. Health Inspection (add plate number to inspection request)
10. Licensing Inspection

### Renewal Requirements & Fees:

- Licensing Inspection
- Health Inspection
- Valid Liability Insurance with no less than 2 million per occurrence and City of Hamilton listed as an additional insured Liability Insurance with no less than 2 million per occurrence
- Declaration B needs to be completed.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 434.00	\$ -	\$ 434.00	
Health Inspection	\$ 58.68	\$ 7.63	\$ 66.31	
<b>Total</b>	<b>\$ 492.68</b>	<b>\$ 7.63</b>	<b>\$ 500.31</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## FOOD SERVICE VEHICLE – PARK PERMIT

By-law 07-170, Schedule 6

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Available to Class B & C Food Service Vehicles ONLY**

### Park Permit Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 259.00	\$ -	\$ 259.00	
<b>Total</b>	\$ 259.00	\$ -	<b>\$ 259.00</b>	

### Permit Requirements:

1. Completed Park Permit Application Form
2. Valid City of Hamilton Food Service Vehicle Licence



# FOOD SERVICE VEHICLE - 4 DAY EVENT LICENCE

By-law 07-170, Schedule 6

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Available to Class B & C Food Service Vehicles ONLY**

- A Municipal Plate Number will not be assigned for event licences.

## Event Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 123.00	\$ -	\$ 123.00	
Health Inspection	\$ 115.51	\$ 15.02	\$ 130.53	
<b>Total</b>	<b>\$ 319.93</b>	<b>\$ 25.60</b>	<b>\$ 345.53</b>	

## Application Checklist:

All the same annual licence application requirements based on Class (refer to page 75 and 76)

1. Completed Business Licence Application Form
2. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application.
3. Valid Liability Insurance with no less than 2 million per occurrence and City of Hamilton listed as an additional insured Liability Insurance with no less than 2 million per occurrence.
4. If motorized, Motor Vehicle Insurance ("pink slip") with 3<sup>rd</sup> Party Liability no less than 2 million per occurrence
5. Vehicle Safety dated within 36 days of the application.
  - **Motorized under 4500KG** – Passenger/Light-Duty Vehicle Inspection Safety Standards Certificate Required ("regular safety")
  - **Motorized 4500KG or more** – Safety Standards Certificate for Commercial Vehicles Required ("commercial safety")
  - **Non-Motorized** – If the combination of the weight of the trailer PLUS the vehicle used to pull the trailer is 4500KG or more, a commercial safety is required.
6. Written permission from event organizer
7. Vehicle Ownership (if applicable)
8. List of types of food/refreshments ("menu"), specifying source and how they will be refrigerated/heated.
9. Spill containment plan including description of how/where grey water/grease will be disposed of
10. Description of type of food service vehicle including photos of **all four sides of vehicle** and a clear view of the Ontario Licence Plate

**Required Inspections (after application received – request to be circulated by Licensing Team)**

11. Health Inspection
12. Licensing Inspection

**The option to upgrade from a 4 Day Event Licence to an annual Food Service Vehicle Licence is available at any time during the calendar year, and is highly encouraged to allow flexibility to attend multiple events in one year, saving time and money**

## LIMOUSINE - DRIVER

By-law 07-170, Schedule 8

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

Limousine Driver means any person who drives a limousine

- **Applicant MUST APPLY IN PERSON with government issued photo ID.**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 93.00	\$ -	\$ 93.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	<b>\$ 197.43</b>	<b>\$ 13.57</b>	<b>\$ 211.00</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Drivers Abstract (dated within 36 days of application)
3. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
4. Valid Ontario Driver's Licence (minimum – Class "G")

### Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Drivers Abstract (dated within 36 days of application)
- Municipally issued photo ID card printed annually with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 93.00	\$ -	\$ 93.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	Every 3 years
<b>Total</b>	<b>\$ 116.01</b>	<b>\$ 2.99</b>	<b>\$ 119.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

**Prior to any plate transfer or licence renewal all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

## LIMOUSINE - OWNER

By-law 07-170, Schedule 8

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 800.00	\$ -	\$ 800.00	
<b>Total</b>	\$ 881.42	\$ 10.58	<b>\$ 892.00</b>	

### Application Checklist:

1. Ownership
2. Insurance not less than \$500,000.00
3. Passenger insurance not less than \$500,000.00
4. Safety Standards Certificate (no older than 36 days)
  - If limo is a 4-door sedan (town car), regular vehicle safety is required
  - If limo is a stretch/bus, commercial safety is required
5. Description of vehicle make, model, licence plates number and Vehicle I.D.
6. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
7. Drivers Abstract, if applying for a limo driver also
8. Inspection by Licensing Officer

Prior to any plate transfer or licence renewal all Fees for Service, Court Fines, etc. must be paid, **(As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

### Renewal Requirements & Fees:

- Ownership
- Certificate of Insurance – submitted by the Insurance Broker to [licensing@hamilton.ca](mailto:licensing@hamilton.ca)
- Safety Standard Certificate (less than 36 days old when submitted)
  - If the limo is a 4 door sedan (towncar) and holds less than 5 people, a Regular Vehicle Safety is required
  - If the limo is a stretch, bus, or holds more than 4 people, it requires a Commercial Safety
- Annual Trip Records
- Inspection of Vehicle by Licensing Officer required prior to renewal.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 800.00	\$ -	\$ 800.00	
<b>Total</b>	\$ 800.00	\$ -	<b>\$ 800.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PEDLAR

By-law 07-170, Schedule 12

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Pedlar** means a person who goes from place to place or to a particular place with goods, wares or merchandise for sale.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 441.00	\$ -	\$ 441.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	Required if Foot Pedlar
<b>Total</b>	\$ 545.43	\$ 13.57	<b>\$ 559.00</b>	

## Application Checklist:

1. Zoning Verification required for permanent location
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
3. Permission of the owner of property if setting up at a specific location and Premise Plan.
4. Photo I.D. if a foot pedlar

## Renewal Requirements & Fees:

- Written permission from property owner on business letterhead is also required.
- **If Foot Pedlar** - New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 441.00	\$ -	\$ 441.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	Required every 3 years if Foot Pedlar
<b>Total</b>	\$ 464.01	\$ 2.99	<b>\$ 467.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PERSONAL TRANSPORTATION PROVIDER (PTP)

By-law 07-170, Schedule 24

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

Is any person facilitating prearranged transportation services for compensation using any platform to connect passengers with PTP driver and may also be referred to as PTP.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 6,034.00	\$ -	\$ 6,034.00	
<b>Total Application Fee</b>	\$ 6,115.42	\$ 10.58	<b>\$ 6,126.00</b>	
<b>Due Quarterly</b>	+			
Per Trip Fee	\$ -	\$ -	\$ -	0.05 per trip
Voluntary Accessibility Payment	\$ -	\$ -	\$ -	0.06 per trip

## Application Checklist:

1. Valid Business Registration/Corporate Profile/Master Business Licence dated within 1 year of application)
2. Notarized/Commissioned document verifying data security measures are in place to protect personal data collected by the PTP relating to passengers and drivers.
3. Certificate of Commercial General Liability Insurance not less than \$5,000,000 coverage per occurrence
4. Signed Contract agreement providing permission for the City of Hamilton to obtain drivers personal information if required.
5. Signed Contractual agreement that the PTP understands a quarterly payment must be submitted to the City of Hamilton for "per trip" fee.
6. Data Portal must be available for to transport the receipt of information on drivers/trips.
7. Access to the Mobile Application for Licensing Compliance Officers – Mobile
8. Signed Voluntary accessibility payment agreement.

## Renewal Requirements & Fees:

- Notarized/Commissioned document verifying data security measures are in place to protect personal data collected by PTP relating to passengers and drivers.
- Certificate of Commercial General Liability Insurance not less than \$5,000,000 coverage per occurrence
- 

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 6,034.00	\$ -	\$ 6,034.00	
	+			
Per Trip Fee	\$ 0.35	\$ -	\$ 0.35	per trip
Voluntary Accessibility Payment	\$ 0.06	\$ -	\$ 0.06	per trip
<b>Total Renewal Fee</b>	\$ 6,034.41	\$ -	<b>\$ 6,034.41</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## TAXI CAB BROKER

By-law 07-170, Schedule 25

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Taxi Cab Broker** means any person who carries on the business of accepting calls, orders and/or dispatching taxicabs that are used for hire.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 1,372.00	\$ -	\$ 1,372.00	
Parking Inspection	\$ 41.59	\$ 5.41	\$ 47.00	
<b>Total</b>	\$ 1,495.01	\$ 15.99	<b>\$ 1,511.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**

### Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 1,372.00	\$ -	\$ 1,372.00	
<b>Total</b>	\$ 1,372.00	\$ -	<b>\$ 1,372.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# TAXI CAB DRIVER – PROBATIONARY 90 DAY LICENCE

By-law 07-170, Schedule 25

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Taxicab Driver** means a person who is licensed as such or required to be licensed as such under this Schedule and includes a taxicab owner who drives a taxicab.

**\*\*\*\*NO FEES ASSOCIATED WITH INITIAL APPLICATION\*\*\*\***

## Temporary Licence Checklist:

1. Completed Application
  2. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
  3. Drivers Abstract (dated within 36 days of application)
  4. Valid Ontario Driver's Licence (minimum – Class "G")
  5. A completed and signed Broker/Taxi Cab Owner Probationary Application Form
- 
1. No municipally-issued photo ID taken, issue paper licence only – ensure that the expiry date reflects the 90 day expiry, NOT the 1 year date.
  2. Since no municipally-issued photo ID is issued, ensure the driver understands that he/she must keep this paper licence with them at all times when they are driving.
  3. If applicant provides a Certificate of Completion for the Accessible Training course then the Licensing Fee will be waived for the first year.

**Applicant must complete training prior to the 90 day expiry – No extensions are given. After 90 days, if applicant chooses to continue to licence, requirements for full taxi driver licence to be submitted.**

# TAXI CAB DRIVER

## By-law 07-170, Schedule 25

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Taxicab Driver** means a person who is licensed as such or required to be licensed as such under this Schedule and includes a taxicab owner who drives a taxicab.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 129.00	\$ -	\$ 129.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 233.43	\$ 13.57	<b>\$ 247.00</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Completed and signed Broker/Taxi Cab Owner Application Form
3. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
4. Drivers Abstract (dated within 36 days of application)
5. Valid Ontario Driver's Licence (minimum – Class "G")
6. Certificate of Completion of One-day customer service training class.
7. Certificate of Completion for online 8-hour training course.
8. Certification of Completion for the Accessible Training (**NOT mandatory**)
  - If applicant provides a Certificate of Completion for the Accessible Training course then the Licensing Fee will be waived for the first year.

### Renewal Requirements & Fees:

- Drivers Abstract (dated within 36 days of application)
- Municipally issued photo ID card printed annually with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 129.00	\$ -	\$ 129.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	Every 3 years
<b>Total</b>	\$ 152.01	\$ 2.99	<b>\$ 155.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, **(As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**



## TAXI CAB - NEW LEASE AGREEMENT (LIMITED INTEREST AGREEMENT)

By-law 07-170, Schedule 25

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Lease agreement** means a written agreement wherein a limited interest in a licence is temporarily transferred by a taxicab owner.

### New Lease Agreement:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Lease Agreement Fee	\$ 100.00	\$ -	\$ 100.00	
<b>Total</b>	<b>\$ 181.42</b>	<b>\$ 10.58</b>	<b>\$ 192.00</b>	

### Application Checklist:

1. Lease Agreement form to be completed
2. Ownership
3. Safety Standard Certificate (less than 36 days old when submitted)
4. Certificate of Insurance – submitted by the Insurance Broker to [taxi@hamilton.ca](mailto:taxi@hamilton.ca)

### Renewal Requirements & Fees:

- Completed Lease Renewal Form must be submitted

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Lease Agreement Fee	\$ 100.00	\$ -	\$ 100.00	
<b>Total</b>	<b>\$ 100.00</b>	<b>\$ -</b>	<b>\$ 100.00</b>	

**Late administrative lease renewal fee of \$81.42 late fee + 10.58 HST = \$92.00**

Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, **(As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

## TAXI CAB OWNER (PRIVATE)

By-law 07-170, Schedule 25

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Taxi Cab Owner** means a person who is the owner of a taxi cab plate.

**NO NEW LICENCES AVAILABLE (UNLESS AUTHORIZED BY BYLAW/COUNCIL)  
LICENCE APPLICANT MUST APPLY IN PERSON with government issued photo ID.**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 5,790.00	\$ -	\$ 5,790.00	First time issuance - if new licenses are authorized by by-law
<b>Total</b>	<b>\$ 5,871.42</b>	<b>\$ 10.58</b>	<b>\$ 5,882.00</b>	

### Application Checklist for New Plate:

1. Ownership
2. Safety Standard Certificate (less than 36 days old when submitted). Commercial safety required for all accessible vehicles.
3. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
4. Drivers Abstract (dated within 36 days of application)
5. Certificate of Insurance – submitted by the Insurance Broker to [taxi@hamilton.ca](mailto:taxi@hamilton.ca)
6. Completion of Business Skills college for Taxi Training
7. Proof of involvement in taxi cab industry for at least 1 year
8. Inspection of Vehicle by Licensing Officer

**Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

### Renewal Requirements & Fees:

- Ownership
- Certificate of Insurance – submitted by the Insurance Broker to [taxi@hamilton.ca](mailto:taxi@hamilton.ca)
- Safety Standard Certificate (less than 36 days old when submitted). Commercial safety required for all accessible vehicles.
- Inspection of Vehicle by Licensing Officer required prior to renewal.
- Declarations A and B

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 798.00	\$ -	\$ 798.00	
<b>Total</b>	<b>\$ 798.00</b>	<b>\$ -</b>	<b>\$ 798.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## **TAXI CAB OWNER - TRANSFER**

**By-law 07-170, Schedule 25**

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**LICENCE APPLICANT MUST APPLY IN PERSON with government issued photo ID.**

**Taxi Cab Owner** means a person who is the owner of a taxi cab plate.

### **Plate Transfer Fee:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 1,017.00	\$ -	\$ 1,017.00	
<b>Total</b>	<b>\$ 1,098.42</b>	<b>\$ 10.58</b>	<b>\$ 1,109.00</b>	

### **Application Checklist for Plate Transfer:**

1. Transfer form to be completed which includes value of transaction.
  - Form must be witnessed by Commissioner of Oath.
2. Ownership
3. Safety Standard Certificate (less than 36 days old when submitted)
4. Certificate of Insurance – submitted by the Insurance Broker to [taxi@hamilton.ca](mailto:taxi@hamilton.ca)
5. Completion of Business Skills college for Taxi Training
6. Proof of involvement in taxi cab industry for at least 1 year
7. Inspection of Vehicle by Licensing Officer

**Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

## TAXI CAB PRIORITY LIST

By-law 07-170, Schedule 25

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Priority List** means the list of applicants for a taxicab owner's licence maintained by the Director of Licensing.

**THE PRIORITY LIST IS CLOSED. NO NEW APPLICATION CAN BE ACCEPTED.**

**Renewal Date: September 30**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Priority List Fee	\$ 114.16	\$ 14.84	\$ 129.00	
<b>Total</b>	\$ 114.16	\$ 14.84	<b>\$ 129.00</b>	

After December 31st of each year, anyone on the priority list that has failed to renew must be removed from the list, following a hearing before the Licence Committee.

**Late administrative priority list fee of \$76.11 late fee + 9.89 HST = \$86.00**

**Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

## TAXI CAB ACCESSIBLE PRIORITY LIST

By-law 07-170, Schedule 25

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Accessible Priority List** means the list of applications for an accessible taxicab owner licence maintained by the Director of Licensing.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Priority List Fee	\$ 63.72	\$ 8.28	\$ 72.00	
<b>Total</b>	\$ 63.72	\$ 8.28	<b>\$ 72.00</b>	

**Late administrative priority list fee of \$81.42 late fee + 10.58 HST = \$92.00**

**Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid,** (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)

## SEASONAL PRODUCE VENDORS

By-law 07-170, Schedule 23

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Seasonal Produce Vendors** means a person who sells or offers for sale seasonal produce, including, but not be limited to, fresh fruits and vegetables and Christmas trees, at a location on privately owned property.

**Licence Duration is 45 days.**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 472.00	\$ -	\$ 472.00	
Health Inspection	\$ 58.68	\$ 7.63	\$ 66.31	
<b>Total</b>	\$ 612.10	\$ 18.21	<b>\$ 630.31</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year

**Required Inspections (after application received – request to be circulated by Licensing Team)**

3. Health Inspection

### Renewal Requirements & Fees:

- Declaration B needs to be completed
- **Licence is renewed for 45 days ONLY**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 472.00	\$ -	\$ 472.00	
<b>Total</b>	\$ 472.00	\$ -	<b>\$ 472.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## TRANSIENT TRADER

By-law 07-170, Schedule 30

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Transient Trader** means a person who offers goods, wares or merchandise for sale in any manner in the City.

**Transient Traders are businesses NOT located in the City of Hamilton.**

**Licence fee covers 3 months of business operation only.**

**Please ensure expiry date is updated to reflect.**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 864.00	\$ -	\$ 864.00	
<b>Total</b>	\$ 945.42	\$ 10.58	<b>\$ 956.00</b>	

### Application Checklist:

1. Zoning Verification (internal check for City owned properties)
2. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
3. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
4. List of items to be sold
5. Written permission of Property Owner

### Renewal Requirements & Fees:

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 864.00	\$ -	\$ 864.00	
<b>Total</b>	\$ 864.00	\$ -	<b>\$ 864.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# TRADES

## BUILDING REPAIR – CONTRACTOR

By-law 07-170, Schedule 29

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Building Repair** mean additions, prefabricated structures, roofing, siding, decks, chimneys and fireplaces (masonry work), porches, replacement windows, insulation, framing.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 341.00	\$ -	\$ 341.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 445.43	\$ 13.57	<b>\$ 459.00</b>	

### Application Checklist:

1. Completed Business Licence Application Form
2. Completed Trade Questionnaire
3. Business Registration/Corporate Profile dated within 1 year of application
4. Liability and Property Damage Insurance (2 million insurance)
5. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
6. Completed Trade Questionnaire
7. Contractor's Licence cannot be issued until such time as it has a Licensed Building Repair Master in its employ.
8. Municipally-issued photo I.D. issued

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 341.00	\$ -	\$ 341.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 364.01	\$ 2.99	<b>\$ 367.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



# BUILDING REPAIR - MASTER

By-law 07-170, Schedule 29

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**NO MASTER SHALL BE EMPLOYED BY MORE THAN ONE CONTRACTOR AT A TIME**

**Building Repair** mean additions, prefabricated structures, roofing, siding, decks, chimneys and fireplaces (masonry work), porches, replacement windows, insulation, framing.<sup>21</sup>

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 202.00	\$ -	\$ 202.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
Exam Fee	\$ 68.14	\$ 8.86	\$ 77.00	
<b>Total</b>	\$ 374.57	\$ 22.43	<b>\$ 397.00</b>	

## Application Checklist:

1. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
2. Must write 2 hour exam; 70% passing grade
  - This is an Open book exam based on Part 9 and 12 of the Ontario Building Code and the Building Code Act.
  - Books can be purchased from Mohawk College book store.
3. Municipally-issued photo I.D. issued when passed

## Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 202.00	\$ -	\$ 202.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 225.01	\$ 2.99	<b>\$ 228.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## DRAIN REPAIR - CONTRACTOR

By-law 07-170, Schedule 29

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Drain** work includes any work of drain laying, weeping tile installing, septic tank installing, drain reconstruction or repair or removing tree roots or other obstructions from drains or private drain connections

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 341.00	\$ -	\$ 341.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 445.43	\$ 13.57	<b>\$ 459.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
4. Contractor's Licence cannot be issued until such time as it has a Licensed Drain Repair Master in its employ.
5. Municipally-issued photo I.D. issued

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 341.00	\$ -	\$ 341.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 364.01	\$ 2.99	<b>\$ 367.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# DRAIN REPAIR - MASTER

By-law 07-170, Schedule 29

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**NO MASTER SHALL BE EMPLOYED BY MORE THAN ONE CONTRACTOR AT A TIME**

**Drain** work includes any work of drain laying, weeping tile installing, septic tank installing, drain reconstruction or repair or removing tree roots or other obstruction from drain or private drain connections.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 202.00	\$ -	\$ 202.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
Exam Fee	\$ 68.14	\$ 8.86	\$ 77.00	
<b>Total</b>	<b>\$ 374.57</b>	<b>\$ 22.43</b>	<b>\$ 397.00</b>	

## Application Checklist:

1. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
2. Must write 2 hour exam; 70% passing grade
  - This is an Open book exam based on Section 3, 7, 8, 9 of the Ontario Building Code and the Building Code Act.
  - Books can be purchased from Mohawk College book store.
  - \* if the applicant possesses a Red Seal Trade Certificate in Drain Repair they are exempt from writing the exam.
3. Municipally-issued photo I.D. issued when passed

## Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 202.00	\$ -	\$ 202.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	<b>\$ 225.01</b>	<b>\$ 2.99</b>	<b>\$ 228.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## PLUMBING LICENCE - CONTRACTOR

By-law 07-170, Schedule 29

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Plumbing** installations include any procedure, method, matter or thing referred to or described in the Ontario Building Code, which includes the installation, maintenance, alterations, extension or repair of plumbing

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 341.00	\$ -	\$ 341.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 445.43	\$ 13.57	<b>\$ 459.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
4. Contractor's Licence cannot be issued until such time as it has a Licensed Plumbing Repair Master in its employ.
5. Municipally-issued photo I.D. issued

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 341.00	\$ -	\$ 341.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 364.01	\$ 2.99	<b>\$ 367.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# PLUMBING LICENCE - MASTER

By-law 07-170, Schedule 29

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**NO MASTER SHALL BE EMPLOYED BY MORE THAN ONE CONTRACTOR AT A TIME**

**Plumbing** installations include any procedure, method, matter or thing referred to or described in the Ontario Building Code, which includes the installation, maintenance, alterations, extension or repair of plumbing

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 202.00	\$ -	\$ 202.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 306.43	\$ 13.57	<b>\$ 320.00</b>	

**No Written Exam is required**

## Application Checklist:

1. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
2. Certificate of Qualifications in the plumbing trade under the Apprenticeship and Trades Qualification and Apprenticeship Act for two (2) years
3. Municipally-issued photo I.D. issued

## Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 202.00	\$ -	\$ 202.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 225.01	\$ 2.99	<b>\$ 228.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

## HEATING, VENTILATION AND AIR CONDITIONING (HVAC) - CONTRACTOR

By-law 07-170, Schedule 29

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**HVAC** means the layout, assembly, installation or repairs of any cooling or heating/cooling combination system for residential, commercial, institutional or industrial purposes.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 341.00	\$ -	\$ 341.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 445.43	\$ 13.57	<b>\$ 459.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
4. Contractor's Licence cannot be issued until such time as it has a Licensed HVAC Repair Master in its employ.
5. Municipally-issued photo I.D. issued

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 341.00	\$ -	\$ 341.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 364.01	\$ 2.99	<b>\$ 367.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# HEATING, VENTILATION AND AIR-CONDITIONING (HVAC) - MASTER

By-law 07-170, Schedule 29

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**NO MASTER SHALL BE EMPLOYED BY MORE THAN ONE CONTRACTOR AT A TIME**

**HVAC** means the layout, assembly, installation or repairs of any cooling or heating/cooling combination system for residential, commercial, institutional or industrial purposes

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 202.00	\$ -	\$ 202.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 306.43	\$ 13.57	<b>\$ 320.00</b>	

**No Written Exam is required**

## Application Checklist:

1. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
2. Certificate of Qualification in the trade of Sheet Metal or Refrigeration, Air-conditioning Mechanic or as a Steam Fitter or Oil Burner Mechanic or Gas Fitter under the Energy Act for a minimum of two years.
3. Municipally-issued photo I.D. Issued

## Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 202.00	\$ -	\$ 202.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 225.01	\$ 2.99	<b>\$ 228.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# SPRINKLER AND FIRE PROTECTION INSTALLER - CONTRACTOR

By-law 07-170, Schedule 29

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**Sprinkler and Fire Protection Contractor** means a person contracting for the planning, laying out, installing or maintaining of piping systems to protect against fires and includes any person who solicits for sprinkler and fire protection installer work.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 341.00	\$ -	\$ 341.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 445.43	\$ 13.57	<b>\$ 459.00</b>	

## Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
3. Liability Insurance and Property Damage Insurance (2 million)
4. Municipally-issued Photo I.D. issued
5. Contractor's Licence cannot be issued until such time as it has a Licensed Sprinkler and Fire Protection Installer Master in its employ

## Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 341.00	\$ -	\$ 341.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	\$ 364.01	\$ 2.99	<b>\$ 367.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**



# SPRINKLER AND FIRE PROTECTION INSTALLER - MASTER

By-law 07-170, Schedule 29

Please see [By-law](#) for DEFINITION, REQUIREMENTS and RESTRICTIONS

**NO MASTER SHALL BE EMPLOYED BY MORE THAN ONE CONTRACTOR AT A TIME**

**Sprinkler and Fire Protection Master** means a person who has been issued a Certificate of Qualification in the sprinkler and fire protection installer trade and is skilled in the planning, laying out, installing or maintaining of piping systems to protect against fires and includes any person who solicits for sprinkler and fire protection installer work.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 81.42	\$ 10.58	\$ 92.00	
Licence Fee	\$ 202.00	\$ -	\$ 202.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	<b>\$ 306.43</b>	<b>\$ 13.57</b>	<b>\$ 320.00</b>	

**No Written Exam is required**

## Application Checklist:

1. Criminal Records and Judicial Matters check (CRJMC) from Police Service board located in city of residence dated within 36 days of application. **Third party clearances will not be accepted.**
2. Certificate of Qualification in the trade of Sprinkler & Fire Protection Installer
3. Municipally-issued Photo I.D. Issued

## Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 202.00	\$ -	\$ 202.00	
Photo Fee	\$ 23.01	\$ 2.99	\$ 26.00	
<b>Total</b>	<b>\$ 225.01</b>	<b>\$ 2.99</b>	<b>\$ 228.00</b>	

**Licence re-instatement fee (late fee): \$348.67 + \$45.33 (HST) = \$394.00**

# CERTIFICATE OF COMPLIANCE

**Certificate of Compliance** is issued by Licensing and By-law Services pursuant to the Property Standards By-law.

**Fee Structure:**

<b>Building/Type/Size</b>	<b>Fee</b>	<b>+ HST</b>	<b>Total cost</b>
Single detached dwelling	\$ 359.29	\$ 46.71	\$ 406.00
A two, three or multiple unit dwelling	\$ 359.29	\$ 46.71	\$ 406.00
- Plus additional fee for each additional dwelling unit in excess of the first	\$ 51.33	\$ 6.67	\$ 58.00
A lodging house	\$ 359.29	\$ 46.71	\$ 406.00
- Plus additional fee per each permitted resident	\$ 40.71	\$ 5.29	\$ 46.00
Small – up to 1000 square feet	\$ 359.29	\$ 46.71	\$ 406.00
Medium – 1000 to 2500 square feet	\$ 423.89	\$ 55.11	\$ 479.00
Large – 2500 to 5000 square feet	\$ 553.10	\$ 71.90	\$ 625.00
Extra large – 5000 square feet or above	\$ 682.30	\$ 88.70	\$ 771.00
Residential care facility	\$ 359.29	\$ 46.71	\$ 406.00
- Plus additional fee per each permitted resident	\$ 41.59	\$ 5.41	\$ 47.00