



Hamilton

LICENSING BUSINESS REFERENCE GUIDE

2022

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ESTABLISHMENTS

ADULT SERVICES ENTERTAINMENT ESTABLISHMENT - OWNER By-law 07-170, Schedule 1

NO FURTHER LICENCES TO BE ISSUED – SEE BYLAW SCHEDULE

Applicant must attend in person with government issued photo identification

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 6,459.00	\$ -	\$ 6,459.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Health Inspection	\$ 121.86	\$ 15.84	\$ 137.70	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total (no zoning)	\$ 6,862.41	\$ 52.44	\$ 6,914.85	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 7,121.41	\$ 52.44	\$ 7,173.85	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Premise Plan

Required Inspections (after application received)

5. Fire Inspection
6. Health Inspection
7. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- New 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	\$ 6,459.00	\$ -	\$ 6,459.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Health Inspection	\$ 121.86	\$ 15.84	\$ 137.70	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	Every 3 years
Total	\$ 6,757.10	\$ 38.75	\$ 6,795.85	

**ADULT FILM THEATRE
By-law 07-170, Schedule 1**

MUST HOLD CLASS B – ADULT VIDEO STORE LICENCE AS A SEPARATE LICENCE IN ADDITION TO ADULT FILM THEATRE LICENCE

NO MORE THAN TWO (2) ADULT FILM THEATRE LICENCES MAY BE ISSUED – SEE BYLAW SCHEDULE

Applicant must attend in person with government issued photo identification

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 3,993.00	\$ -	\$ 3,993.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 4,098.31	\$ 13.69	\$ 4,112.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 4,357.31	\$ 13.69	\$ 4,371.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Premise Plan

Required Inspections (after application received)

5. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 3,993.00	\$ -	\$ 3,993.00	
Total	\$ 3,993.00	\$ -	\$ 3,993.00	

ADULT VIDEO STORE – CLASS A
By-law 07-170, Schedule 1

Applicant must attend in person with government issued photo identification

Class A Adult Video Store means 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.

The total number of Class A video store licenses to be issued under this Schedule is two.

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 3,993.00	\$ -	\$ 3,993.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 4,098.31	\$ 13.69	\$ 4,112.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 4,357.31	\$ 13.69	\$ 4,371.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Premise Plan

Required Inspections (after application received)

5. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 3,993.00	\$ -	\$ 3,993.00	
Total	\$ 3,993.00	\$ -	\$ 3,993.00	

ADULT VIDEO STORE - CLASS B
By-law 07-170, Schedule 1

Applicant must attend in person with government issued photo identification

Class B Adult Video Store means 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.

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 414.00	\$ -	\$ 414.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 519.31	\$ 13.69	\$ 533.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 778.31	\$ 13.69	\$ 792.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Premise Plan

Required Inspections (after application received)

5. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 414.00	\$ -	\$ 414.00	
Total	\$ 414.00	\$ -	\$ 414.00	

ANTIQUÉ MARKET/FLEA MARKET
By-law 07-170, Schedule 22

Flea Market or Antique Market is under Second-Hand Goods Business which means a business purchasing or selling second-hand goods.

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 538.08	\$ 34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 797.08	\$ 34.07	\$ 831.15	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Premise Plan

Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Total	\$ 432.77	\$ 20.38	\$ 453.15	

**BED AND BREAKFAST
By-law 07-170, Schedule 3**

A sign permit must be obtained with new applications if applicable

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 638.27	\$ 47.10	\$ 685.37	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 897.27	\$ 47.10	\$ 944.37	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Submit a detailed Site Plan
 - showing the location of the house on the property with setbacks indicated from all property lines, and the location, dimensions and driveway access to the required parking spaces
5. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
6. Premise Plan
 - Drawn to scale. showing all rooms clearly
 - Fire evacuation plan (including exits, smoke detection, fire extinguishers; must be posted in each room)
7. Guest Registration Form (sample of what guest will complete)

Required Inspections (after application received)

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

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	
Total	\$ 376.19	\$ 13.02	\$ 389.21	

BODY RUB PARLOUR – OWNER
By-law 07-170, Schedule 4

NO MORE THAN TWO BODY-RUB PARLOUR LICENCES SHALL BE ISSUED.
PERMITTED ADDRESSES: (a) 893 King St. E. (b) 549 Kenilworth Ave N.
NO FURTHER LICENCES TO BE ISSUED – SEE BYLAW SCHEDULE

Applicant/Licence holder must attend in person with government issued photo identification

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.

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 10,162.00	\$ -	\$ 10,162.00	
Health Inspection	\$ 121.86	\$ 15.84	\$ 137.70	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 10,389.17	\$ 29.53	\$ 10,418.70	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 10,648.17	\$ 29.53	\$ 10,677.70	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Submit a detailed Site Plan
5. List showing the names of all operators and body-rubbers employed or performing the services in the body-rub establishment

Required Inspections (after application received)

6. Health Inspection
7. Parking Inspection

BODY RUB PARLOUR – OWNER CONT'D

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 10,162.00	\$ -	\$ 10,162.00	
Health Inspection	\$ 121.86	\$ 15.84	\$ 137.70	
Total	\$ 10,283.86	\$ 15.84	\$ 10,299.70	

**FOOD PREMISE OR FOODSHOP
By-law 07-170, Schedule 21**

BAKESHOP, BUTCHER, FISH MONGER – NO SEATING

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 193.00	\$ -	\$ 193.00	
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 398.50	\$ 26.72	\$ 425.22	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 657.50	\$ 26.72	\$ 684.22	

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. Premise Plan
4. Completed Food Premise Questionnaire

Required Inspections (after application received)

5. Health Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 193.00	\$ -	\$ 193.00	
Health Inspection	\$ 100.19	\$13.02	\$ 113.21	
Total	\$ 293.19	\$13.02	\$ 306.21	

FOODSHOP BASIC – No seating provided, including standing counters

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 193.00	\$ -	\$ 193.00	
Health Inspection	\$ 50.55	\$ 6.57	\$ 57.12	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 348.86	\$ 20.26	\$ 369.12	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 607.86	\$ 20.26	\$ 628.12	

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. Premise Plan
4. Completed Food Premise Questionnaire

Required Inspections (after application received)

5. Health Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 193.00	\$ -	\$ 193.00	
Health Inspection	\$ 50.55	\$ 6.57	\$ 57.12	
Total	\$ 243.55	\$ 6.57	\$ 250.12	

CATERER

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 193.00	\$ -	\$ 193.00	
Health Inspection	\$ 218.44	\$ 28.40	\$ 246.84	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 516.75	\$ 42.09	\$ 558.84	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 775.75	\$ 42.09	\$ 817.84	

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. Premise Plan
4. Completed Food Premise Questionnaire

Required Inspections (after application received)

5. Health Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 193.00	\$ -	\$ 193.00	
Health Inspection	\$ 218.44	\$ 28.40	\$ 246.84	
Total	\$ 411.44	\$ 28.40	\$ 439.84	

RESTAURANT

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 193.00	\$ -	\$ 193.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Health Inspection	\$ 218.44	\$ 28.40	\$ 246.84	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 673.52	\$ 62.47	\$ 735.99	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 932.52	\$ 62.47	\$ 994.99	

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. Premise Plan
4. Completed Food Premise Questionnaire

Required Inspections (after application received)

5. Fire Inspection
6. Health Inspection
7. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 193.00	\$ -	\$ 193.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Health Inspection	\$ 218.44	\$ 28.40	\$ 246.84	
Total	\$ 568.21	\$ 48.78	\$ 616.99	

RESTAURANT TAKE OUT - No seating provided, food not be consumed on premises

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 193.00	\$ -	\$ 193.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 555.27	\$ 47.10	\$ 602.37	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 814.27	\$ 47.10	\$ 861.37	

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. Premise Plan
4. Completed Food Premise Questionnaire

Required Inspections (after application received)

5. Fire Inspection
6. Health Inspection
7. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 193.00	\$ -	\$ 193.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	
Total	\$ 449.96	\$ 33.40	\$ 483.36	

RESTAURANT WITH LIQUOR SERVICE

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 248.00	\$ -	\$ 248.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Health Inspection	\$ 218.44	\$ 28.40	\$ 246.84	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 728.52	\$ 62.47	\$ 790.99	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 987.52	\$ 62.47	\$ 1,049.99	

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. Premise Plan
4. Completed Food Premise Questionnaire

Required Inspections (after application received)

5. Fire Inspection
6. Health Inspection
7. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 248.00	\$ -	\$ 248.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Health Inspection	\$ 218.44	\$ 28.40	\$ 246.84	
Total	\$ 623.21	\$ 48.78	\$ 671.99	

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 provides 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 337.00	\$ -	\$ 337.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Health Inspection	\$ 218.44	\$ 28.40	\$ 246.84	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 817.52	\$ 62.47	\$ 879.99	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 1,076.52	\$ 62.47	\$ 1,138.99	

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. Detailed Premises Plan drawn to scale
4. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
5. Noise Control Plan
6. Crowd Control Plan
7. Litter Control Plan
8. Completed Food Premise Questionnaire

Required Inspections (after application received)

9. Health Inspection
10. Parking Inspection
11. Fire Inspection

Licence re-instatement fee (late fee): \$280.53 + \$36.47 (HST) = \$317.0

BAR/NIGHTCLUB CONT'D

Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 337.00	\$ -	\$ 337.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Health Inspection	\$ 218.44	\$ 28.40	\$ 246.84	
Total	\$ 712.21	\$ 48.78	\$ 760.99	

HOTELS AND MOTELS
By-law 07-170, Schedule 3

Hotel/Motel means 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 198.00	\$ -	\$ 198.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 460.08	\$ 34.07	\$ 494.15	
	+			
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	charged only when there is an eating establishment or pool
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 819.27	\$ 47.10	\$ 866.37	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Submit a detailed Site Plan
 - showing the location of the all buildings or other structures on the property with setbacks indicated from all property lines, and the location, dimensions and driveway access to the required parking spaces
5. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
6. Premise Plan
 - Drawn to scale
 - Showing all entrances/exits, dining areas, entertainment areas; indicating the number of rooms
 - Fire evacuation plan (including exits, smoke detection, fire extinguishers; must be posted in each room)

HOTELS AND MOTELS CONT'D.....

Required Inspections (after application received)

- 7. Fire Inspection (*New applications only*)
- 8. Health Inspection
- 9. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Licence Fee	\$ 198.00	\$ -	\$ 198.00
Total	\$ 198.00	\$ -	\$ 198.00

**KENNELS AND PET SHOPS
By-law 07-170, Schedule 7**

Kennel means 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; and

Pet Shop means 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 274.00	\$ -	\$ 274.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 379.31	\$ 13.69	\$ 393.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 638.31	\$ 13.69	\$ 652.00	
Certificate of Compliance	\$ 302.65	\$ 39.35	\$ 342.00	New/Initial Application Only

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Certificate of Compliance (One-time fee at time of application)
 - Joint inspection to be done in with Animal Services

Required Inspections (after application received)

5. Parking Inspection
6. Certificate of Compliance Inspection – completed by LBS and AS officers

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 274.00	\$ -	\$ 274.00	
Total	\$ 274.00	\$ -	\$ 274.00	

LIQUOR LICENCE APPLICATION
ESTABLISHMENTS WITH or WITHOUT OUTDOOR AREAS

For all inquiries regarding a liquor licence ensure that the applicants' first step is to contact and make application with the AGCO at www.agco.on.ca or 1-800- 522-2876. The City of Hamilton is only the commenting party for all liquor licence applications. We do not issue or revoke liquor licenses.

NEW or CHANGE TO EXISTING LICENSES

Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Municipal Consent Fee	\$ 196.46	\$ 25.54	\$ 222.00	
Fire Inspection	\$ 192.35	\$ 25.01	\$ 217.36	
Health Inspection	\$ 37.91	\$ 4.93	\$ 42.84	
Zoning Compliance Letter	\$ 196.00	\$ -	\$ 196.00	NO HST
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	
Total	\$ 931.57	\$ 95.62	\$ 1,027.19	

Application Checklist:

1. Municipal Information Form (MIF)
2. Certificate of Compliance Inspection (**New licenses ONLY**)
3. Zoning Compliance Letter application completed fully
4. City of Hamilton Application form completed
5. Site Plan stamped/sealed by an architect
6. Interior drawings stamped/sealed by an architect, Engineer or qualified BCIN designer

Drawings MUST include:

- A. Site plan (scaled and legible)
- B. Floor area and intended use
- C. Occupant load (showing calculations and OBC Reference)
- D. All Fixed Millwork (Bars, Booths, Cabinetry, etc.)
- E. Washrooms
- F. All dimensions (including stages and dance areas)
- G. Steps or stairs (up and/or down)
- H. Entry and exit points
- I. All Non-fixed elements greater than 1m2 (such as ATM machines, Pool tables, arcade games, etc.)

Application could be delayed significantly if incomplete drawings are submitted

LIQUOR LICENCE APPLICATION
ESTABLISHMENTS OUTDOOR AREAS ONLY

Addition of an outdoor area to an existing liquor licence

For all inquiries regarding a liquor licence ensure that the applicants' first step is to contact and make application with the AGCO at www.agco.on.ca or 1-800- 522-2876.

The City of Hamilton is only the commenting party for all liquor licence applications. We do not issue or revoke liquor licenses.

Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 196.46	\$ 25.54	\$ 222.00	
Fire Inspection	\$ 89.38	\$ 11.62	\$ 101.00	
Health Inspection	\$ 37.91	\$ 4.93	\$ 42.84	
Zoning Compliance Letter	\$ 196.00	\$ -	\$ 196.00	NO HST
Total	\$ 519.75	\$ 42.08	\$ 561.83	

Application Checklist:

1. Municipal Information Form (MIF)
2. Zoning Compliance Letter application completed fully
3. City of Hamilton Application form completed
4. Site Plan stamped/sealed by an architect
5. Interior drawings stamped/sealed by an architect, Engineer or qualified BCIN designer

Drawings MUST include:

- A. Floor area and intended use
- B. Occupant load (showing calculations and OBC Reference)
- C. All Fixed Millwork (Bars, Booths, Cabinetry, all permanent fixtures such as pool tables, arcade games, etc.)
- D. Washrooms
- E. All dimensions (including stages and dance areas)
- F. Steps or stairs
- G. Entry and exit points

Application could be delayed significantly if incomplete drawings are submitted

LIQUOR LICENCE APPLICATION
TEMPORARY EXTENSION PERMITS

A permit that allows a current liquor licence holder to extend the use or boundaries of their liquor licence for a single or multi-day event

All Establishments:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 196.46	\$ 25.53	\$ 221.99	
Total	\$ 196.46	\$ 25.53	\$ 221.99	

Application Checklist:

1. Liquor Licence Notification Form
2. Map of the event

The Map must include:

- A. Dimension of the entire area
- B. Dimensions of the licensed area
- C. Location of entry and exit points
- D. Location of ALL fire connection within and adjacent to the licensed area
- E. Location of all structures being used.

LODGING HOME
By-law 07-170, Schedule 9

Lodging Home is where four (4) or more persons are lodged with no kitchen facilities.

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 524.00	\$ -	\$ 524.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Health Inspection	\$ 115.54	\$ 15.02	\$ 130.56	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 901.62	\$ 49.09	\$ 950.71	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)			\$ 1,209.71	
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	New Applications & Every 3 years
+ Additional fee per permitted resident	\$ 34.51	\$ 4.49	\$ 39.00	multiplied by permitted resident

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*

Required Inspections (after application received)

4. Fire Inspection
5. Health Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 524.00	\$ -	\$ 524.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every Year
Health Inspection	\$ 115.54	\$ 15.02	\$ 130.56	
Total	\$ 796.31	\$ 35.40	\$ 831.71	
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	Every 3 years
+ Additional fee per permitted resident	\$ 34.51	\$ 4.49	\$ 39.00	multiplied by permitted resident

MOBILE SIGN LEASING OR RENTING
By-law 07-170, Schedule 26

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 329.00	\$ -	\$ 329.00	
Total	\$ 399.80	\$ 9.20	\$ 409.00	

Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Certification that all mobile signs have the name and phone number of the licensee affixed to the mobile sign at a clear and visible location

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 329.00	\$ -	\$ 329.00	
Total	\$ 329.00	\$ -	\$ 329.00	

PAWNBROKER
By-law 07-170, Schedule 5

Pawnbroker means a person operating a 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 462.00	\$ -	\$ 462.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 567.31	\$ 13.69	\$ 581.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 826.31	\$ 13.69	\$ 840.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. \$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)

5. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 462.00	\$ -	\$ 462.00	
Total	\$ 462.00	\$ -	\$ 462.00	

**PAYDAY LOAN BUSINESSES
By-law 07-170, Schedule 11**

NO FURTHER LICENCES TO BE ISSUED – SEE BYLAW SCHEDULE

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

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 853.00	\$ -	\$ 853.00	
Total (no zoning)	\$ 923.80	\$ 9.20	\$ 933.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 1,182.80	\$ 9.20	\$ 1,192.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *third party reference clearances are not permitted
4. Proof of valid licence as a lender or loan broker under the *Payday Loans Act, 2008*

Required (after application received)

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

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 853.00	\$ -	\$ 853.00	
Total	\$ 853.00	\$ -	\$ 853.00	

PERSONAL AESTHETIC SERVICE FACILITY
By-law 07-170, Schedule 13

Personal Service means 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

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 199.00	\$ -	\$ 199.00	
Health Inspection	\$ 123.01	\$ 15.99	\$ 139.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 427.32	\$ 29.68	\$ 457.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 686.32	\$ 29.68	\$ 716.00	

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)

3. Health Inspection
4. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 199.00	\$ -	\$ 199.00	
Health Inspection	\$ 123.01	\$ 15.99	\$ 139.00	
Total	\$ 322.01	\$ 15.99	\$ 338.00	

PERSONAL WELLNESS SERVICES
By-law 07-170, Schedule 15

Personal Wellness Services means 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.

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 199.00	\$ -	\$ 199.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 304.31	\$ 13.69	\$ 318.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 563.31	\$ 13.69	\$ 577.00	

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. List of described services and information on the training / experience of the operator and his/her employees
4. Premise Plan – drawn to scale

Required Inspections (after application received)

5. Parking Inspection
6. Scheduled Interview with Licensing Compliance Officer(s)

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

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

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 199.00	\$ -	\$ 199.00	
Total	\$ 199.00	\$ -	\$ 199.00	

PRECIOUS METALS AND JEWELLERY DEALERS
By-law 07-170, Schedule 22

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 461.00	\$ -	\$ 461.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 566.31	\$ 13.69	\$ 580.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 825.31	\$ 13.69	\$ 839.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Copy or Photo of sign giving notice of collection of personal information.

Required Inspections (after application received)

5. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 461.00	\$ -	\$ 461.00	
Total	\$ 461.00	\$ -	\$ 461.00	

**PLACES OF AMUSEMENT
By-law 07-170, Schedule 17**

PLACES OF AMUSEMENT - AMUSEMENT RIDES

Consists of children's rides only – Separate licence to be issued for food if sold

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 381.31	\$ 13.69	\$ 395.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 640.31	\$ 13.69	\$ 654.00	
	+			
Certificate of Compliance Required if amusement rides are within a building	\$ 308.85	\$ 40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate (internal for city Owned properties)
3. Proof of Liability Insurance (not 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 – and dates of the event
6. Current permit issued under the *Amusement Devices Act* for the business operation
7. Current permit for each amusement device (ride) issued by the Technical Standards and Safety Authority (TSSA)
8. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

9. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed and the noted documentation requirements

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$276.00	\$ -	\$ 276.00	
Total	\$276.00	\$ -	\$ 276.00	
Certificate of Compliance Required if amusement rides are within a building	\$308.85	\$40.15	\$ 349.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT - ARCADE, PINBALL MACHINE PARLOUR

Licence is required for four or more machines – one to three machines are considered accessory to a principal business – a coin-operated billiard table is NOT an Amusement Machine – see billiards.

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 538.08	\$ 34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 797.08		\$ 831.15	
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not 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. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

6. Fire Inspection
7. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Total	\$ 432.77	\$ 20.38	\$ 453.15	
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT - BILLIARDS/BAGATELLE TABLES

Licence is required for one or more tables including coin operated tables

NOTE: 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 538.08	\$ 34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 797.08	\$ 34.07	\$ 831.15	
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*,
4. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Total	\$ 432.77	\$ 20.38	\$ 453.15	
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT - BINGO PARLOUR

Bingo Parlour means 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 538.08	\$ 34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 797.08	\$ 34.07	\$ 831.15	
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*
4. Proof that the Bingo Hall has been approved by the AGCO – Lottery Licence
5. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

6. Fire Inspection
7. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	Every 3 years
Total	\$432.77	\$20.38	\$ 453.15	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT - BOWLING ALLEY

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$538.08	\$34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$797.08	\$34.07	\$ 831.15	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*
4. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	Every 3 years
Total	\$432.77	\$20.38	\$ 453.15	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT – CARNIVAL

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Health Inspection	\$ 42.42	\$ 5.51	\$ 47.93	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 423.73	\$19.20	\$ 442.93	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 682.73	\$19.20	\$ 701.93	
Certificate of Compliance	\$ 308.85	\$40.15	\$ 349.00	
per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not 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 carnival – and dates of the event
6. Current permit issued under the *Amusement Devices Act* for the business operation
7. Current permit for each amusement device (ride) issued by the Technical Standards and Safety Authority (TSSA)
8. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

9. Health Inspection
10. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

PLACES OF AMUSEMENT – CARNIVAL CONT'D

Renewal Requirements & Fees:

- Declaration B needs to be completed
- Proof of liability insurance
- Written Permission from property owner
- Location plan of Carnival
- Current permit under the *Amusement Devices Act*, Permits from Technical Standards and Safety Authority
- Date(s) of Event(s)

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Health Inspection	\$ 42.42	\$ 5.51	\$ 47.93	Every 3 years
Total	\$ 318.42	\$ 5.51	\$ 323.93	
Certificate of Compliance	\$ 308.85	\$40.15	\$ 349.00	Every 2 years
per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT - PROPRIETARY CLUB

Proprietary Club means 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:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	
Health Inspection	\$ 50.55	\$ 6.57	\$ 57.12	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$588.63	\$40.64	\$ 629.27	
	+			
Zoning Verification/Addendum	\$259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$847.63	\$40.64	\$ 888.27	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*
4. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

5. Fire Inspection
6. Health Inspection
7. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	Every 3 years
Health Inspection	\$ 50.55	\$ 6.57	\$ 57.12	
Total	\$483.32	\$26.95	\$ 510.27	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT – CIRCUS

LICENCE IS ISSUED FOR DURATION OF EVENT USUALLY 3 – 7 DAYS

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$276.00	\$ -	\$ 276.00	
Health Inspection	\$ 50.55	\$ 6.57	\$ 57.12	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$431.86	\$20.26	\$ 452.12	
	+			
Zoning Verification/Addendum	\$259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$690.86	\$20.26	\$ 711.12	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*
4. Permission of property owner
5. Location plan of the Circus – and dates of the event
6. **Building Permit required for tent(s)**
7. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

8. Health Inspection
9. Parking Inspection

PLACES OF AMUSEMENT - MOTOR VEHICLE RACETRACK

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$538.08	\$34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$797.08	\$34.07	\$ 831.15	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not 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. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

6. Fire Inspection
7. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Total	\$ 432.77	\$ 20.38	\$ 453.15	
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT - ROLLER SKATING RINK

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$538.08	\$34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$797.08	\$34.07	\$ 831.15	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*,
4. Certificate of Compliance - bi-annually if permanent Establishment

Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	Every 3 years
Total	\$432.77	\$20.38	\$ 453.15	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT - OTHER

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

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$538.08	\$34.07	\$ 572.15	
Zoning Verification/Addendum	\$259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$797.08	\$34.07	\$ 831.15	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*,
4. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	Every 3 years
Total	\$432.77	\$20.38	\$ 453.15	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT - SKATEBOARDING/BMX

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$538.08	\$34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$797.08	\$34.07	\$ 831.15	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*,
4. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$276.00	\$ -	\$ 276.00	
Fire Inspection	\$156.77	\$20.38	\$ 177.15	Every 3 years
Total	\$432.77	\$20.38	\$ 453.15	
Certificate of Compliance	\$308.85	\$40.15	\$ 349.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PLACES OF AMUSEMENT – WATER RIDES

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 461.00	\$ -	\$ 461.00	
Total (no zoning)	\$ 531.80	\$ 9.20	\$ 541.00	
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 790.80	\$ 9.20	\$ 800.00	

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. Proof of Liability Insurance (not less than \$1,000,000 liability)
4. Permission of property owner or proof of property ownership.
5. Location plan of the rides

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 461.00	\$ -	\$ 461.00	
Total	\$ 461.00	\$ -	\$ 461.00	

PUBLIC HALL
By-law 07-170, Schedule 17

Public Hall means premises 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 387.00	\$ -	\$ 387.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Health Inspection	\$ 50.55	\$ 6.57	\$ 57.12	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 699.63	\$ 40.64	\$ 740.27	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 958.63	\$ 40.64	\$ 999.27	
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	
per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

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. Certificate of Compliance – bi-annually if permanent Establishment

Required Inspections (after application received)

4. Fire Inspection
5. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 387.00	\$ -	\$ 387.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Health Inspection	\$ 50.55	\$ 6.57	\$ 57.12	
Total	\$ 594.32	\$ 26.95	\$ 621.27	
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	Every 2 years
per 100 sq. metres in excess of the first 100 metres	\$ 20.35	\$ 2.65	\$ 23.00	

PUBLIC GARAGE
By-law 07-170, Schedule 16

GARAGE A - a building or place where motor vehicles are stored or kept for sale Buying, Selling and Storing of Vehicles

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 381.31	\$ 13.69	\$ 395.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 640.31	\$ 13.69	\$ 654.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Scaled Plot Plan

Required Inspections (after application received)

5. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Total	\$ 276.00	\$ -	\$ 276.00	

GARAGE B1 - 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 538.08	\$ 34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 797.08	\$ 34.07	\$ 831.15	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Scaled Plot Plan

Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 267.00	\$ -	\$ 267.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Total	\$ 423.77	\$ 20.38	\$ 444.15	

GARAGE B2 - A Building or place used as a motor vehicle repair Shop except Body & Fender Repairs.

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 538.08	\$ 34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 797.08	\$ 34.07	\$ 831.15	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Scaled Plot Plan

Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Total	\$ 432.77	\$ 20.38	\$ 453.15	

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

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 538.08	\$ 34.07	\$ 572.15	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 797.08	\$ 34.07	\$ 831.15	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Scaled Plot Plan

Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	Every 3 years
Total	\$ 432.77	\$ 20.38	\$ 453.15	

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; Tires, auto glass repair, stereo installation

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 381.31	\$ 13.69	\$ 395.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 640.31	\$ 13.69	\$ 654.00	

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. Scaled Plot Plan

Required Inspections (after application received)

4. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Total	\$ 276.00	\$ -	\$ 276.00	

GARAGE D - A parking station or a parking lot, provided that the renting of parking space for not more than five (5) motor vehicles, by the operator of an automobile service station licensed as such under this By-law, shall not bring any such automobile service station within this class.

*****SITE PLAN is required to be consulted before licence issuance. The applicant must contact pdgeniq@hamilton.ca for more information*****

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 381.31	\$ 13.69	\$ 395.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 640.31	\$ 13.69	\$ 654.00	

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. Scaled Plot Plan
4. Photographs of Signage posted at parking premises
5. Confirmation of site plan application/exemption\

Required Inspections (after application received)

6. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Total	\$ 276.00	\$ -	\$ 276.00	

GARAGE E - A building or place used for washing or cleaning motor vehicles, 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 381.31	\$ 13.69	\$ 395.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 640.31	\$ 13.69	\$ 654.00	

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. Scaled Plot Plan

Required Inspections (after application received)

4. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 276.00	\$ -	\$ 276.00	
Total	\$ 276.00	\$ -	\$ 276.00	

**RENTAL HOUSING UNITS
By-law 07-170, Schedule 31**

Wards 1, 8 and part of 14 – SEE BYLAW FOR MAP

A building or part of a building with 4 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)

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 156.38	\$ -	\$ 156.38	
Fire Inspection	\$ 246.14	\$ 32.00	\$ 278.14	
Total (no zoning)	\$ 402.52	\$ 32.00	\$ 434.52	
	+			
Zoning Verification/Addendum	\$ 268.50	\$ -	\$ 268.50	
Total (zoning/addendum included)	\$ 671.02	\$ 32.00	\$ 703.02	

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. Proof of property ownership
4. Proof of Liability Insurance as rental property (at least \$2,000,000 per occurrence)
5. Floor Plan (including dimensions and use of each room)
6. Site Sketch (including any external garage and parking spaces)
7. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
8. Certificate of Compliance Application
9. Completed Self-Certification Checklist

Required Inspections (after application received)

10. Fire Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A & B need to be completed.
- ESA inspection every three years

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 156.38	\$ -	\$ 156.38	
Fire Inspection	\$ 246.14	\$ 32.00	\$ 278.14	
Total	\$ 402.52	\$ 32.00	\$ 434.52	

RESIDENTIAL CARE FACILITIES – 4-10 residents
By-law 07-170, Schedule 20

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 721.00	\$ -	\$ 721.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 983.08	\$ 34.07	\$ 1,017.15	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 1,242.08	\$ 34.07	\$ 1,276.15	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 67.70	\$ 8.80	\$ 76.50	per permitted resident capacity
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	
+ Additional fee per permitted resident	\$ 35.40	\$ 4.60	\$ 40.00	per permitted resident capacity

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. Proof of ownership transfer of the business
4. Proof of property ownership - or agreement with property owner to operate business
5. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
 - someone on the corporate papers
 - one of the supervisors of the location
6. Premise Plan (floor plan of facility - entrances, exits, rooms etc)
7. Single Facility Incident Plan (required if home not licensed with RHRA)
8. Staff List (general list - First Name, Last Name, Position)
9. Employee Information Forms (detailed form outlining qualifications and training)
10. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
11. Proof of Liability Insurance (at least \$1,000,000 per claim)
 - ensure that the address of the location is reflected on the insurance paperwork
12. Proof that operator is a secondary school graduate
13. Proof of work experience in the health care field
14. Certificate of Compliance Application
15. RHRA Licence - If applicable

RESIDENTIAL CARE FACILITY REQUIREMENTS CONT'D (4-10 Residents)

Required Inspections (after application received)

- 16. Fire Inspection
- 17. Parking Inspection
- 18. Health Inspection – Nursing
- 19. Health Inspection – Food/Environmental

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A & B need to be completed.
- Certificate of Insurance
- Staff List – full name and position of each staff member.
- ESA Certificate or Electrical Inspection Certificate – every 3 years
- RCF Inspection

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 721.00	\$ -	\$ 721.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Total	\$ 877.77	\$ 20.38	\$ 898.15	

RESIDENTIAL CARE FACILITIES – 11 or more residents
By-law 07-170, Schedule 20

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 1,030.00	\$ -	\$ 1,030.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 1,292.08	\$ 34.07	\$ 1,326.15	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 1,551.08	\$ 34.07	\$ 1,585.15	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 67.70	\$ 8.80	\$ 76.50	per permitted resident capacity
Certificate of Compliance	\$ 308.85	\$ 40.15	\$ 349.00	
+ Additional fee per permitted resident	\$ 35.40	\$ 4.60	\$ 40.00	per permitted resident capacity

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. Proof of ownership transfer of the business
4. Proof of property ownership - or agreement with property owner to operate business
5. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
 - someone on the corporate papers
 - one of the supervisors of the location
6. Premise Plan (floor plan of facility - entrances, exits, rooms etc)
7. Single Facility Incident Plan (required if home not licensed with RHRA)
8. Staff List (general list - First Name, Last Name, Position)
9. Employee Information Forms (detailed form outlining qualifications and training)
10. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
11. Proof of Liability Insurance (at least \$1,000,000 per claim)
 - ensure that the address of the location is reflected on the insurance paperwork
12. Proof that operator is a secondary school graduate
13. Proof of work experience in the health care field
14. Certificate of Compliance Application
15. RHRA Licence - If applicable

RESIDENTIAL CARE FACILITY REQUIREMENTS CONT'D (11+ Residents)

Required Inspections (after application received)

- 16. Fire Inspection
- 17. Parking Inspection
- 18. Health Inspection – Nursing
- 19. Health Inspection – Food/Environmental

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A & B need to be completed.
- Certificate of Insurance
- Staff List – full name and position of each staff member.
- ESA Certificate or Electrical Inspection Certificate – every 3 years
- RCF Inspection

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 1,030.00	\$ -	\$ 1,030.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Total	\$ 1,186.77	\$ 20.38	\$ 1,207.15	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 67.70	\$ 8.80	\$ 76.50	per permitted resident capacity

SALVAGE BUSINESS
By-law 07-170, Schedule 10

Create an annual ARM for a licence inspection to ensure that the property is in compliance with the by-law requirement that a proper barrier is in place

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 461.00	\$ -	\$ 461.00	
Fire Inspection	\$ 156.77	\$ 20.38	\$ 177.15	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 723.08	\$ 34.07	\$ 757.15	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 982.08	\$ 34.07	\$ 1,016.15	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Proof of current, valid approvals required under the *Environmental Protection Act* and its regulations
5. Photo of sign to be posted for the collection of personal information

Required Inspections (after application received)

6. Fire Inspection
7. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A & B need to be completed
- Proof of current, valid approvals required under the *Environmental Protection Act* and its regulations

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 461.00	\$ -	\$ 461.00	
Fire Inspection	\$ 156.72	\$ 20.37	\$ 177.09	Every 3 years
Total	\$ 617.72	\$ 20.37	\$ 638.09	

**SECOND HAND SHOP
By-law 07-170, Schedule 22**

Second-Hand Shop means 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 526.00	\$ -	\$ 526.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total (no zoning)	\$ 631.31	\$ 13.69	\$ 645.00	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning/addendum included)	\$ 890.31	\$ 13.69	\$ 904.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*

Required Inspections (after application received)

4. Parking Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 526.00	\$ -	\$ 526.00	
Total	\$ 526.00	\$ -	\$ 526.00	

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 image for our city.

Application Fee:

Sign Type	Duration/Description	Fee
Mobile Sign	28 consecutive days	\$ 136.00
Mobile Sign	14 consecutive days	\$ 92.00
Mobile Sign	advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 206.00
Sidewalk Sign	per year	\$ 105.00
Banner	for 28 consecutive days	\$ 105.00
Banner	advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 206.00
Inflatable Sign	for 7 consecutive days	\$ 105.00
New Home Development Portable Sign	per year	\$ 68.00
Sign permit fee	for any new permanent signs/per property	\$ 159.00
Sign permit fee	for changes to existing signs/per property	\$ 247.00
Corrugated Plastic Sign	yearly permit fee per location per property	\$ 159.00
A-frame signs on sidewalks	permit fee for a three-year period	\$ 165.00
Digital Billboard Sign	Annual Sign Permit Fee	\$ 2,081.00

Application Checklist:

1. Completed application (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)

3. Licensing Compliance Officer attends property to confirm compliance

SPECIAL OCCASION PERMITS (SOP)

- A single or multi-day permit for companies or individuals that do not already possess a liquor licence to serve or give away liquor during their event
- These licenses are processed through the AGCO. The AGCO will tell 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	\$ 84.96	\$ 11.04	\$ 96.00	
Total	\$ 84.96	\$ 11.04	\$ 96.00	

Notification Only Applications:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Administration Fee	\$ 26.55	\$ 3.45	\$ 30.00	
Total	\$ 26.55	\$ 3.45	\$ 30.00	

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

TOBACCO & ELECTRONIC CIGARETTE RETAILERS
By-law 07-170, Schedule 27

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 466.00	\$ -	\$ 466.00	
Health Inspection	\$ 203.10	\$ 26.40	\$ 229.50	
Total (no zoning & no e-cigarettes)	\$ 739.90	\$ 35.61	\$ 775.51	
E-Cigarette Health Fee	\$ 65.89	\$ 8.57	\$ 74.46	**if applicable**
Total - With E-Cigarettes (no zoning)	\$ 805.79	\$ 44.17	\$ 849.96	
	+			
Zoning Verification/Addendum	\$ 259.00	\$ -	\$ 259.00	
Total (zoning & no e-cigarettes)	\$ 998.90	\$ 35.61	\$ 1,034.51	
Total (With E-Cigarettes & Zoning included)	\$ 1,064.79	\$ 44.17	\$ 1,108.96	

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 (only if application is for a "Cigar" or "Tobacco" shop where this is the principal or only use)

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 466.00	\$ -	\$ 466.00	
Health Inspection	\$ 203.10	\$ 26.40	\$ 229.50	
Total (no e-cigarettes)	\$ 669.10	\$ 26.40	\$ 695.50	
E-Cigarette Health Fee	\$ 65.89	\$ 8.57	\$ 74.46	**if applicable**
Total - With E-Cigarettes	\$ 734.99	\$ 34.97	\$ 769.96	

TREE CUTTING SERVICE COMPANY
By-law 07-170, Schedule 14

Tree Cutting Service Company means 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 281.00	\$ -	\$ 281.00	
Total	\$ 351.80	\$ 9.20	\$ 361.00	

Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
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. Liability Insurance and Property Damage Insurance (2 million)

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed
- Updated Insurance Information to be provided with renewal

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 281.00	\$ -	\$ 281.00	
Total	\$ 281.00	\$ -	\$ 281.00	

MOBILE

ADULT SERVICES ENTERTAINMENT ESTABLISHMENT - ATTENDANT By-law 07-170 – Schedule 1

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

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

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 537.00	\$ -	\$ 537.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 627.27	\$ 11.28	\$ 638.55	

Application Checklist:

1. Must provide government issued photo ID (Drivers Licence; Passport)
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. Have to identify “place of business” as per By-law and Stage Name (to be typed on licence in Condition field)

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- New 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	\$ 537.00	\$ -	\$ 537.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	Every 3 years
Total	\$ 556.47	\$ 2.53	\$ 559.00	

ADULT ENTERTAINMENT ESTABLISHMENT – OPERATOR/MANAGER
By-law 07-170, Schedule 1

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

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

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 1,894.00	\$ -	\$ 1,894.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 1,984.27	\$ 11.28	\$ 1,995.55	

Application Checklist:

1. Must provide government issued photo ID (Drivers Licence; Passport). Health Card not accepted.
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*

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

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

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 1,894.00	\$ -	\$ 1,894.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	Every 3 years
Total	\$ 1,913.47	\$ 2.53	\$ 1,916.00	

AUCTIONEER
By-law 07-170, Schedule 2

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

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

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 306.00	\$ -	\$ 306.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 396.27	\$ 11.28	\$ 407.55	

Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application) If associated with a business
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. Must provide government issued photo ID (Drivers Licence; Passport). Health Card not accepted.

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New photo ID card printed every year with updated expiry date;
- Licence Holder must attend in person every 3 years when a new photo is required.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 306.00	\$ -	\$ 306.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	Every 3 years
Total	\$ 325.47	\$ 2.53	\$ 328.00	

BODY RUB PARLOUR – BODY RUB ATTENDANT
By-law 07-170, Schedule 4

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

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

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 537.00	\$ -	\$ 537.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 627.27	\$ 11.28	\$ 638.55	

Application Checklist:

1. Must provide government issued photo ID (Drivers Licence; Passport). Health Card not accepted.
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. Must identify which licensed Establishment they are working at (can only work at one location at a time)
4. Cannot be an attendant and operator/manager at same location at the same time

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- New 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	\$ 537.00	\$ -	\$ 537.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	Every 3 years
Total	\$ 556.47	\$ 2.53	\$ 559.00	

BODY RUB PARLOUR - OPERATOR/MANAGER
By-law 07-170, Schedule 4

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

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 1,524.00	\$ -	\$ 1,524.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 1,614.27	\$ 11.28	\$ 1,625.55	

Licence holder must notify the City if changing to another location.

Application Checklist:

1. Must provide government issued photo ID (Drivers Licence; Passport). Health Card not accepted.
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. Must identify which licensed Establishment they are working at (can only work at one location at a time)
4. Cannot be an attendant and operator/manager at same location at the same time

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- New 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	\$ 1,524.00	\$ -	\$ 1,524.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	Every 3 years
Total	\$ 1,543.47	\$ 2.53	\$ 1,546.00	

FOOD SERVICE VEHICLE – CLASS A
By-law 07-170, Schedule 6

CLASS A (i.e. permanent French fry truck)

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 406.00	\$ -	\$ 406.00	
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	
Total	\$ 576.99	\$ 22.23	\$ 599.22	

Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate
3. Written permission of Property Owner
4. List of types of refreshments (menu), specifying the source and how they will be refrigerated or heated
5. Spill containment plan
6. Description of type of food service vehicle, photos of all four sides of vehicle to be submitted
7. TSSA Inspection Certificate and Information Fact Sheet, issued no more than 36 days prior to application or renewal (if propane is present)

Required Inspections (after application received)

8. Health Inspection (add plate number to inspection request)
9. Licence Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- TSSA Inspection Certificate no more than 36 days old. (if propane is present)
- Ownership
- Third Party Liability Insurance
- Declaration B needs to be completed
- Licensing Inspection
- Health Inspection

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 406.00	\$ -	\$ 406.00	
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	
Total	\$ 506.19	\$ 13.02	\$ 519.21	

FOOD SERVICE VEHICLE – CLASS B
By-law 07-170, Schedule 6

CLASS B (travelling food trucks, mobile hot dog cart)

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 406.00	\$ -	\$ 406.00	
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	
Total	\$ 576.99	\$ 22.23	\$ 599.22	

Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence
(Documentation must be dated within 1 year of application)
2. Zoning Verification required for permanent location
3. **Class B Motorized:**
 - Ownership
 - Vehicle Safety, no more than 36 days old;
 - If food truck weighs under 4500KG, regular vehicle safety required
 - If food truck weighs 4500KG or more, a commercial safety is required
 - *TSSA inspection no more than 36 days old (if propane is present)
 - Motor Vehicle Insurance with 3rd party liability no less than 2 million per occurrence and Liability Insurance with no less than 2 million per occurrence.
4. **Class B Non-Motorized:**
 - Ownership
 - Liability Insurance with no less than 2 million per occurrence.
 - Commercial Vehicle Safety, no more than 36 days old, is required if:
 - the trailer is under 4500KG but they require a truck to pull the trailer and the combination of the two vehicles weigh 4500KG or more, as per the MTO regulations
5. Written permission of Property Owner
6. List of types of refreshments (menu), specifying the source and how they will be refrigerated or heated
7. Spill containment plan
8. Description of type of food service vehicle, photos of all four sides of vehicle to be submitted. *Include a clear view of the licence plate***
9. Location where vehicle will be parked or stored when not in use
10. The Food Service Vehicle (Class B) to be equipped with a “Watch for Children” warning sign in readily legible black letters at least 15 cm high on yellow background, affixed to rear exterior and plainly visible.

Required Inspections (after application received)

11. Health Inspection (add plate number to inspection request)
12. Licensing Inspection

***TSSA inspection certificates are required for ANY vehicle (truck/trailer) that has propane on it.**

FOOD SERVICE VEHICLE – CLASS B cont'd ...

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declaration B needs to be completed
- Licensing Inspection
- Health Inspection

Class B Motorized:

- Ownership.
- Motor Vehicle Insurance with Third Party Liability no less than 2 million per occurrence,
- Third Party Liability Insurance no less than 2 million per occurrence
- Vehicle Safety, no more than 36 days old;
 - If food truck weighs under 4500KG, regular vehicle safety required
 - If food truck weighs 4500KG or more, a commercial safety is required
- TSSA inspection no more than 36 days old.

Class B Non-Motorized:

- Ownership (except for trailer)
- Third Party Liability Insurance no less than 2 million per occurrence
- Commercial Vehicle Safety, no more than 36 days old, is required if:
 - the trailer is under 4500KG but they require a truck to pull the trailer and the combination of the two vehicles weigh 4500KG or more, as per the MTO regulations

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 406.00	\$ -	\$ 406.00	
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	
Total	\$ 506.19	\$ 13.02	\$ 519.21	

FOOD SERVICE VEHICLE – CLASS C
By-law 07-170, Schedule 6

CLASS C (i.e. ice cream bicycles)

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 373.00	\$ -	\$ 373.00	
Health Inspection	\$ 50.55	\$ 6.57	\$ 57.12	
Total	\$ 494.35	\$ 15.78	\$ 510.13	

Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification required for permanent location
3. Liability Insurance with no less than 2 million per occurrence.
4. Written permission of Property Owner
5. List of types of refreshments (menu), specifying the source and how they will be refrigerated or heated
6. Spill containment plan
7. Description of type of food service vehicle, photos of all four sides of vehicle to be submitted.
8. Location where vehicle will be parked or stored when not in use

Required Inspections (after application received)

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

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Liability Insurance with no less than 2 million per occurrence.
- Licensing Inspection
- Health Inspection
- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 373.00	\$ -	\$ 373.00	
Health Inspection	\$ 50.55	\$ 6.57	\$ 57.12	
Total	\$ 423.55	\$ 6.57	\$ 430.12	

FOOD SERVICE VEHICLE – PARK PERMIT
By-law 07-170, Schedule 6

Available to Class B & C Food Service Vehicles ONLY

Park Permit Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 223.00	\$ -	\$ 223.00	
Total	\$ 223.00	\$ -	\$ 223.00	

Permit Requirements:

1. Completed Park Permit Application
2. Valid Food Service Vehicle Licence

FOOD SERVICE VEHICLE - 4 DAY EVENT LICENCE
By-law 07-170, Schedule 6

Available to Class B & C Food Service Vehicles ONLY

Event Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 106.00	\$ -	\$ 106.00	
Health Inspection	\$ 100.19	\$ 13.02	\$ 113.21	
Total	\$ 276.99	\$ 22.23	\$ 299.22	

Application Checklist:

3. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
4. **Class B Motorized:**
 - Ownership.
 - Motor Vehicle Insurance with Third Party Liability no less than 2 million per occurrence,
 - Third Party Liability Insurance no less than 2 million per occurrence
 - Vehicle Safety, no more than 36 days old;
 - If food truck weighs under 4500KG, regular vehicle safety required
 - If food truck weighs 4500KG or more, a commercial safety is required
 - TSSA inspection no more than 36 days old.
5. **Class B Non-Motorized:**
 - Ownership
 - Liability Insurance with no less than 2 million per occurrence.
 - Commercial Vehicle Safety, no more than 36 days old, is required if:
 - **The trailer is under 4500KG but they require a truck to pull the trailer and the combination of the two vehicles weigh 4500KG or more, as per the MTO regulations**
6. **Class C:** Liability Insurance with no less than 2 million per occurrence.
7. Written permission of Event Organizer
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. ****photos are to include a full shot of the vehicle with a clear view of the licence plate****

Required Inspections (after application received)

11. Health Inspection
 - No plate number given for event licenses; Note that it is a 4-day event licence in the inspection request, with event dates and location

***TSSA inspection certificates are required for ANY vehicle (truck/trailer) that has propane on it.**

LIMOUSINE - DRIVER
By-law 07-170, Schedule 8

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

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 80.00	\$ -	\$ 80.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 170.27	\$ 11.28	\$ 181.55	

Application Checklist:

1. Drivers Abstract (dated within 36 days of application)
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. Valid Ontario Driver's Licence (minimum – Class "G")

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Drivers Abstract (dated within 36 days of application)
- New 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	\$ 80.00	\$ -	\$ 80.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	Every 3 years
Total	\$ 99.47	\$ 2.53	\$ 102.00	

LIMOUSINE - OWNER
By-law 07-170, Schedule 8

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 688.00	\$ -	\$ 688.00	
Total	\$ 758.80	\$ 9.20	\$ 768.00	

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

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

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.)

Renewal Requirements & Fees:

- Ownership
- Certificate of Insurance – submitted by the Insurance Broker to 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	\$ 688.00	\$ -	\$ 688.00	
Total	\$ 688.00	\$ -	\$ 688.00	

PEDLAR
By-law 07-170, Schedule 12

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 380.00	\$ -	\$ 380.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	Required if Foot Pedlar
Total	\$ 470.27	\$ 11.28	\$ 481.55	

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

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Written permission from property owner on business letterhead is also required.
- **If Foot Pedlar** - New 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	\$ 380.00	\$ -	\$ 380.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	Required every 3 years if Foot Pedlar
Total	\$ 399.47	\$ 2.53	\$ 402.00	

**PERSONAL TRANSPORTATION PROVIDER (PTP)
By-law 07-170, Schedule 24**

Personal Transportation Provider means 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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 5,000.00	\$ -	\$ 5,000.00	
Total	\$ 5,070.80	\$ 9.20	\$ 5,080.00	
	+			
Per Trip Fee	\$ -	\$ -	\$ -	\$ 0.24 per trip
Voluntary Accessibility Payment	\$ -	\$ -	\$ -	\$ 0.06 per trip
Total Application Fee	\$ 5,070.80	\$ 9.20	\$ 5,080.00	

Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application.
2. Notarized/Commissioned document verifying that data security measures are in place to protect the personal data collected by the PTP relating to passengers and drivers.
3. Certificate of Commercial General Liability Insurance (not less than \$5 million coverage per occurrence)
4. Documentation demonstrating the number of vehicles in the PTP fleet on the date of application. (as to determine the class level of the PTP provider)
5. Contract agreement providing permission for the City of Hamilton to obtain drivers personal information if required.
6. Signed Contractual agreement that the PTP understands a quarterly payment must be submitted to the City of Hamilton for the per trip charge.
7. Data Portal Set-up (the portal for the receipt of information on the drivers)
8. Access to the phone app for the Licensing Compliance Officers – Mobile (by way of the use of your credit card)
9. Voluntary accessibility payment agreement

PERSONAL TRANSPORTATION PROVIDER (PTP) CONT'D

Renewal Requirements & Fees:

- Notarized/Commissioned document verifying that data security measures are in place to protect the personal data collected by the PTP relating to passengers and drivers.
- Certificate of Commercial General Liability Insurance (not less than \$5 million coverage per occurrence)
- Documentation demonstrating the number of vehicles in the PTP fleet on the date of application. (as to determine the class level of the PTP provider)

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 5,000.00	\$ -	\$ 5,000.00	
	+			
Per Trip Fee	\$ -	\$ -	\$ -	\$ 0.24 per trip
Voluntary Accessibility Payment	\$ -	\$ -	\$ -	\$ 0.06 per trip
Total Renewal Fee	\$ 5,000.00	\$ -	\$ 5,000.00	

TAXI CAB BROKER
By-law 07-170, Schedule 25

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 1,180.00	\$ -	\$ 1,180.00	
Parking Inspection	\$ 34.51	\$ 4.49	\$ 39.00	
Total	\$ 1,285.31	\$ 13.69	\$ 1,299.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 1,180.00	\$ -	\$ 1,180.00	
Total	\$ 1,180.00	\$ -	\$ 1,180.00	

TAXI CAB DRIVER – PROBATIONARY 90 DAY LICENCE
By-law 07-170, Schedule 25

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. 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. 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 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 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

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 111.00	\$ -	\$ 111.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 201.27	\$ 11.28	\$ 212.55	

Application Checklist:

1. Drivers Abstract (dated within 36 days of application)
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. Valid Ontario Driver's Licence (minimum – Class "G")
4. A completed and signed Broker/Taxi Cab Owner Application Form
5. Certificate of Completion of One-day customer service training class.
6. Certificate of Completion for online 8-hour training course.
7. 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.
8. Photo ID card needs to be issued.

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Drivers Abstract (dated within 36 days of application)
- New 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	\$ 111.00	\$ -	\$ 111.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	Every 3 years
Total	\$ 130.47	\$ 2.53	\$ 133.00	

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**

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	\$ 70.80	\$ 9.20	\$ 80.00	
Lease Agreement Fee	\$ 86.00	\$ -	\$ 86.00	
Total	\$ 156.80	\$ 9.20	\$ 166.00	

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

Late administrative lease renewal fee of \$70.80 late fee + 9.20 HST = \$80.00

Renewal Requirements & Fees:

- Completed Lease Renewal Form must be submitted

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Lease Agreement Fee	\$ 86.00	\$ -	\$ 86.00	
Total	\$ 86.00	\$ -	\$ 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 OWNER (PRIVATE)
By-law 07-170, Schedule 25

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 4,983.00	\$ -	\$ 4,983.00	First time issuance - if new licenses are authorized by by-law
Total	\$ 5,053.80	\$ 9.20	\$ 5,063.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Drivers Abstract (dated within 36 days of application)
5. Certificate of Insurance – submitted by the Insurance Broker to 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
- 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	\$ 687.00	\$ -	\$ 687.00	
Total	\$ 687.00	\$ -	\$ 687.00	

TAXI CAB OWNER - TRANSFER
By-law 07-170, Schedule 25

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:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 876.00	\$ -	\$ 876.00	
Total	\$ 946.80	\$ 9.20	\$ 956.00	

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
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

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	\$ 106.19	\$ 13.80	\$ 119.99	
Total	\$ 106.19	\$ 13.80	\$ 119.99	

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.

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

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	\$ 54.87	\$ 7.13	\$ 62.00	
Total	\$ 54.87	\$ 7.13	\$ 62.00	

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**

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 406.00	\$ -	\$ 406.00	
Health Inspection	\$ 50.55	\$ 6.57	\$ 57.12	
Total	\$ 527.35	\$ 15.78	\$ 543.13	

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)

3. Health Inspection

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

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	\$ 406.00	\$ -	\$ 406.00	
Total	\$ 406.00	\$ -	\$ 406.00	

TRANSIENT TRADER
By-law 07-170, Schedule 30

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 744.00	\$ -	\$ 744.00	
Total	\$ 814.80	\$ 9.20	\$ 824.00	

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. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. List of items to be sold
5. Written permission of Property Owner

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 744.00	\$ -	\$ 744.00	
Total	\$ 744.00	\$ -	\$ 744.00	

TRADES

BUILDING REPAIR – CONTRACTOR

By-law 07-170, Schedule 29

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 294.00	\$ -	\$ 294.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 384.27	\$11.73	\$ 396.00	

Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Contractor's Licence cannot be issued until such time as it has a Licensed Building Repair Master in its employ.
5. Photo I.D. issued

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New 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	\$ 294.00	\$ -	\$ 294.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 313.47	\$ 2.53	\$ 316.00	

**BUILDING REPAIR - MASTER
By-law 07-170, Schedule 29**

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.

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 174.00	\$ -	\$ 174.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Exam Fee	\$ 58.41	\$ 7.59	\$ 66.00	
Total	\$ 322.68	\$19.33	\$ 342.01	

Application Checklist:

1. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
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. Photo I.D. issued when passed

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New 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	\$ 174.00	\$ -	\$ 174.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 193.47	\$ 2.53	\$ 196.00	

DRAIN REPAIR - CONTRACTOR
By-law 07-170, Schedule 29

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 294.00	\$ -	\$ 294.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 384.27	\$11.73	\$ 396.00	

Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Contractor's Licence cannot be issued until such time as it has a Licensed Drain Repair Master in its employ.
5. Photo I.D. issued

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New 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	\$ 294.00	\$ -	\$ 294.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 313.47	\$ 2.53	\$ 316.00	

DRAIN REPAIR - MASTER
By-law 07-170, Schedule 29

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 174.00	\$ -	\$ 174.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Exam Fee	\$ 58.41	\$ 7.59	\$ 66.00	
Total	\$ 322.68	\$19.33	\$ 342.01	

Application Checklist:

1. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
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.
3. Photo I.D. issued when passed

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New 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	\$ 174.00	\$ -	\$ 174.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 193.47	\$ 2.53	\$ 196.00	

PLUMBING LICENCE - CONTRACTOR
By-law 07-170, Schedule 29

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 294.00	\$ -	\$ 294.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 384.27	\$11.73	\$ 396.00	

Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Contractor's Licence cannot be issued until such time as it has a Licensed Plumbing Repair Master in its employ.
5. Photo I.D. issued

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New 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	\$ 294.00	\$ -	\$ 294.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 313.47	\$ 2.53	\$ 316.00	

PLUMBING LICENCE - MASTER
By-law 07-170, Schedule 29

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 174.00	\$ -	\$ 174.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 264.27	\$11.73	\$ 276.00	

No Written Exam is required

Application Checklist:

1. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
2. Certificate of Qualifications in the plumbing trade under the Apprenticeship and Trades Qualification and Apprenticeship Act for two (2) years
3. Photo I.D. issued

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New 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	\$ 174.00	\$ -	\$ 174.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 193.47	\$ 2.53	\$ 196.00	

HEATING, VENTILATION AND AIR CONDITIONING (HVAC) - CONTRACTOR
By-law 07-170, Schedule 29

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 294.00	\$ -	\$ 294.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 384.27	\$11.73	\$ 396.00	

Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
4. Contractor's Licence cannot be issued until such time as it has a Licensed HVAC Repair Master in its employ.
5. Photo I.D. issued

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New 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	\$ 294.00	\$ -	\$ 294.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 313.47	\$ 2.53	\$ 316.00	

**HEATING, VENTILATION AND AIR-CONDITIONING (HVAC) - MASTER
By-law 07-170, Schedule 29**

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 174.00	\$ -	\$ 174.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 264.27	\$11.73	\$ 276.00	

No Written Exam is required

Application Checklist:

1. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
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. Photo I.D. Issued

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New 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	\$ 174.00	\$ -	\$ 174.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 193.47	\$ 2.53	\$ 196.00	

SPRINKLER AND FIRE PROTECTION INSTALLER - CONTRACTOR
By-law 07-170, Schedule 29

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 294.00	\$ -	\$ 294.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 384.27	\$11.73	\$ 396.00	

Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
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. Liability Insurance and Property Damage Insurance (2 million)
4. 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

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New 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	\$ 294.00	\$ -	\$ 294.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 313.47	\$ 2.53	\$ 316.00	

SPRINKLER AND FIRE PROTECTION INSTALLER - MASTER
By-law 07-170, Schedule 29

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	\$ 70.80	\$ 9.20	\$ 80.00	
Licence Fee	\$ 174.00	\$ -	\$ 174.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 264.27	\$11.73	\$ 276.00	

No Written Exam is required

Application Checklist:

1. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) **third party reference clearances are not permitted*
2. Certificate of Qualification in the trade of Sprinkler & Fire Protection Installer
3. Photo I.D. Issued

Licence re-instatement fee (late fee): \$300.88+ \$39.12 (HST) = \$340.00

Renewal Requirements & Fees:

- New 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	\$ 174.00	\$ -	\$ 174.00	
Photo Fee	\$ 19.47	\$ 2.53	\$ 22.00	
Total	\$ 193.47	\$ 2.53	\$ 196.00	