

Attachment 2: Amended Licence Application Requirements

Changes

Through operational changes and should City Council adopt staff report recommendations, Municipal Licensing and Standards Division will amend in 2026 the licence application requirements to:

1. One piece of government ID showing the applicant's name, photo, and age
2. A second piece of government ID showing proof of work status (except for corporation applicants)
3. Criminal and judicial matters check (level 2)
4. Recent photo of applicant (can be a mobile photo)

From business establishment licence applicants only (i.e., not trade or driver/vehicle owner licences), Municipal Licensing and Standards will continue to require:

5. An occupancy declaration form

From corporation applicants only, Municipal Licensing and Standards will continue to require:

6. Articles of incorporation
7. Annual return (i.e., list of all directors, officers, and shareholders)
8. Signing authority on corporate letterhead (if designate of a corporation is applying)

From applicants for certain business establishment licences or professions, Municipal Licensing and Standards may also require any of the following:

9. Zoning clearance
10. Approvals from other regulatory bodies (e.g., Ministry of Transportation safety standards certification; Technical Standards and Safety Authority inspection; Canada Revenue Agency confirmation of registered charity status; etc.)
11. Proof of liability insurance
12. Photos of vehicle or floor plans of the establishment
13. Patron management plan
14. Noise control plan

Current state

To obtain a business licence, applicants must provide to Municipal Licensing and Standards the following:

1. One piece of government ID showing the applicant's name, photo, and age
2. A second piece of government ID showing proof of work status (except for corporation applicants)
3. Criminal and judicial matters check (level 2)
4. Recent photo of applicant (can be a mobile photo)

From business establishment licence applicants only (i.e., not trade or driver/vehicle owner licences), Municipal Licensing and Standards will continue to require:

5. An occupancy declaration form

From corporation applicants only, Municipal Licensing and Standards will continue to require:

6. Articles of incorporation
7. Annual return (i.e., list of all directors, officers, and shareholders)
8. Signing authority on corporate letterhead (if designate of a corporation is applying)

Other documents that may be required, include:

9. Zoning clearance
10. Proof of business name registered with the Province
11. Approvals from other regulatory bodies (e.g., Ministry of Transportation safety standards certification; Technical Standards and Safety Authority inspection; Canada Revenue Agency confirmation of registered charity status; etc.)
12. Proof of liability insurance
13. Proof of health and safety declaration (e.g., Workplace Safety and Insurance Board insurance)
14. Photos of vehicle or floor plans of the establishment
15. Patron management plan
16. Noise control plan
17. List of employees
18. Letter from an employer
19. List of products and services sold
20. Physician's certificate of medical fitness indicating that the applicant or licensee is free from communicable diseases