

**Applicant Information**

Operating Name for Business

Business Address (include postal code)

Business Telephone No.

Alternate Telephone No.

Name of Owner (First, Last) Please circle title: Mr. Mrs. Ms. Miss

Business Mailing Address (include postal code)

Name of Corporation, Business or Partnership of the Business

Municipal Licensing &amp; Standards Business Licence No. (Attach a copy.)

Expiry Date(yyyy-mm-dd)

**Marketing Information**

Type of merchandise to be displayed:

Proposed Dimensions:  m by  mAre you applying to have an awning(s) over the marketing? ☐ Yes (Provide 10 sets of plans.) ☐ No

Type of display stands to be used: (See attached sketch.)

**The following items must be submitted with your application:**

- a) A non-refundable administrative fee of **\$60.00** for 2015 (Visit [www.toronto.ca/mlsfees](http://www.toronto.ca/mlsfees) to verify fees.).
- b) A sketch and current photography which clearly show all relevant dimensions, the location of the street and City sidewalk, side property line(s), utility poles, fire hydrant, trees, paving material, if required, to pave boulevard, etc. and the proposed area to be used for marketing.
- c) Copy of Municipal Licensing & Standards business licence or reason for exemption.
- d) Third party liability insurance policy, satisfactory to the Commissioner (form attached).

**Upon approval of your application, it will be necessary to:**

- a) Enter into an agreement with the City of Toronto
- b) Pay an annual fee for the use of the boulevard in accordance with the former Borough of East York By-Law 16-97.

**Authorized Signature**

Signature of Applicant:

Date(yyyy-mm-dd)

# Certificate of Insurance

**To be completed only by the insurer or its authorized representative.**

Name of Insured (First, Last)

Operating as:

Address of Insured (include postal code)

Telephone No. of Insured

Alternate Telephone No.

Name of Insurance Company

Operations of the named insured for which this certificate is issued:

Commercial General Liability (minimum limit to be \$2,000,000)

Coverage (per occurrence)

Policy No. / Insuring Company

Effective Date(yyyy-mm-dd)

Expiry Date(yyyy-mm-dd)

## Provisions of Amendments or Endorsements of Listed Policies

Commercial General Liability is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products-Completed Operations, Contingent Employers Liability and Non-owned Automobile Liability. The City of Toronto has been named as an Additional Insured but only with respect to liability arising out of the operations of the Insured for which a permit, license or agreement has been issued by the City of Toronto. The Commercial General Liability policies identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each but nothing shall operate to increase the limits of liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured. If insurance is placed in primary and excess layers, file Separate certificates for each. If a facsimile has been transmitted, the original certificate must follow. The Commercial General Liability policies identified above shall apply as the primary insurance and not excess to any other insurance available to any of the Additional Insured as set out in Paragraph 2. If the policy is canceled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice (ten (10) days if cancellation is due to non-payment of premium) by registered mail will be given by the insurer to:

Attention: Road Allowance Unit, Licensing Services, Municipal Licensing and Standards  
850 Coxwell Avenue, 3rd Floor, Toronto, ON M4C 5R1, Fax: 416-392-4515

## Broker Information

Name of Insurance Broker (First, Last)

Telephone No. of Broker

Email Address of Broker

Address of Insurance Broker (include postal code)

## Authorized Signature

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing.

Signature and Stamp of Authorized Representative

Date(yyyy-mm-dd)

The acceptance of this certificate by the City of Toronto does not certify that the limits of liability and terms and conditions of the policy referred to above meet the specified requirements of the Commissioner of Finance nor will the acceptance of this certificate by the City waive the City's rights of action against the application and/or insurer for failure to comply with provisions governing the use of permits and licences granted herein.

# Boulevard Marketing Permit – East York

## Boulevard Marketing Permit Check List

|  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Provide a copy of the page(s) of the Corporate Document showing name(s) of the signing officer(s), if a corporation, and if your business is exempt from a City of Toronto licence.   |
| <input type="checkbox"/> Yes                             | Provide a copy of the business licence, or the business licence number issued from Municipal Licensing & Standards.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Provide the enclosed Certificate of Insurance (original form only) completed, signed and stamped by your agent (authorized representative).   |
| <input type="checkbox"/> Yes                             | Provide 10 copies of a sketch clearly showing all relevant dimensions, the location of the street and City sidewalk, side property line(s), the north arrow, utility poles, fire hydrants, trees, all street furnishings, paving material, if required, to pave the boulevard, etc. |
| <input type="checkbox"/> Yes                             | Three photos of the location, one face on and the others lengthwise across the property. If you are applying for a frontage and a flankage two sets of photos are required.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Provide 10 copies of a detailed sketch of the proposed installation for circulation, if applying for a temporary marketing enclosure  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | If applying for a new awning or if an awning already exists over the boulevard marketing area, you will be required to provide 10 detailed drawings of the installation, for circulation. A certificate indicating the Fire Proof Rating of the fabric is required.                 |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | If an awning already exists over the boulevard marketing area, the Side Elevation of Typical Marketing Awning page, enclosed, is to be completed and a certificate of Fire Proof Rating of the fabric is also required.   |
| <input type="checkbox"/> Yes                             | The Display Stand Design page, enclosed, is to be completed.  |
| <input type="checkbox"/> Yes                             | The type of merchandise to be displayed is to be listed on the application. It must be the same as, or similar to, merchandise sold in the store.   |
| <input type="checkbox"/> Yes                             | <b>The non-refundable application fee made payable to Treasurer, City of Toronto.</b><br>*Application will NOT be issued and/or renewed if there are any outstanding Provincial Offences Fines, Proof of Payment is Required.   |

As per the former City of Toronto Municipal Code, Chapter 313, Street and Sidewalks, until the location has been licensed for boulevard marketing privileges for which an application is required, no display of merchandise is allowed.

### Road Allowance Unit, Licensing Services, Municipal Licensing & Standards

East York Civic Centre, 850 Coxwell Avenue, 3rd Floor, Toronto, ON M4C 5R1

Road Allowance Fax: 416-392-4515

Information Line: 416-392-6700

Email: [mlsbusinesslicence@toronto.ca](mailto:mlsbusinesslicence@toronto.ca)

Website: [www.toronto.ca/roadallowance](http://www.toronto.ca/roadallowance)

Hours: Monday to Friday, 8:30 a.m. to 4:00 p.m., except Statutory Holidays