

Step by step Client Guide

How to: Submit a New Application

This document provides step by step instructions on how to submit a new application for licences and permits at the [Toronto.ca](https://toronto.ca) website

Permits & Licences



Businesses can apply for new licences online or in-person by booking appointments. New taxicab, limousine and tow truck licence applications need to be submitted online and cannot be submitted in-person. Licences must be [renewed online](#). Search for your licence category below for information and to [book appointments](#).

Find out who can apply, how to apply, fees, processing times and more for all permits and licences in Toronto.

Frequently Requested Permits & Licences

- [Building Permits](#)
- [Film Permits](#)
- [Lottery Licences](#)
- [Marriage Licences](#)
- [Parking Permits](#)
- [Taxi Licences](#)

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Type [keyword\(s\)](#) into the Search function

All Permits & Licences

Show entries

Search:

Licence or Permit	Description	Category
Adult Entertainer (Dancer)	An Adult Entertainment Club Entertainer (dancer) that performs at adult entertainment clubs must obtain a licence	Business

All Permits & Licences

Show entries

Search:

Licence or Permit	Description	Category
Restaurants, Cafes, Bars and Pubs	Restaurants, cafes, bars, pubs and other eating and drinking establishments with seating must have a licence.	Business
Sidewalk Café	Restaurant/cafe owners can apply for a sidewalk patio (boulevard cafe) permit to allow them to serve on the public right-of-way (sidewalk).	Right of Way

Showing 1 to 2 of 2 entries (filtered from 143 total entries)

Previous **1** Next

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Review the descriptions,
then choose the
licence/permit you want to
apply for

Restaurants, Cafes, Bars & Pubs

Toronto is in Step Three of the Province's [Roadmap to Reopen](#)¹². Take out, drive through and delivery is permitted, including alcohol. Indoor and outdoor dining is permitted providing there is a barrier or two metre distance between tables and other necessary public health measures are in place. There are no limits to how many people can be seated at a table. Read the [COVID-19: Guidance for Food Premises](#).


Restaurants, cafes, bars, pubs and other eating and drinking establishments with seating must have a licence. Learn more about the [CaféTO](#) program.

Expand All + Collapse All -

Who Can Apply -

Sole proprietorships (individuals), partnerships or corporations.

Application Requirements -

Preliminary Project Review for Business Licence
Prior to submitting an application, you must provide an approved Preliminary Project Review for Business Licence.
This is not required if an applicant is taking over an existing business that has a valid business licence or is expired less than three years prior to the time of new application (for the same licence category). However, you must complete and sign the [Occupancy Declaration Form](#) .

Apply for Preliminary Project Review

Identification Requirements
Include two pieces of government-issued identification (one must be photo ID):

- Canadian Passport
- Driver's Licence
- Canadian Birth Certificate
- Citizenship Card
- Permanent Resident Card
- SIN Card (Social Insurance Number)
- Valid Work Permit

Note:

- First and last names must match on all identification.

3 Review **Application Requirements** from the specific licence page



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Gather all required documents, scan and save the files to your computer (PDF and JPEG file formats are recommended).

Note: If the document has more than one page, make sure all the pages are scanned and saved into one file. **DO NOT** save the pages in separate files.

Restaurants, Cafes, Bars & Pubs

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Expand All +

Collapse All -

Who Can Apply	5 Choose Submit Application from the specific licence/permit page	+
Application Requirement		+
How To Apply		-

You can now apply for new business licences online or in-person.

1. Apply online

Save yourself time and apply online. Please have all required documents ready to upload before starting the application, as it requires 10-15 minutes to complete and cannot be saved. [Download a step by step guide](#) on how to submit a new application. Licence application fees can be paid [online](#) or by sending a cheque.

Submit Application

If you have already submitted an application you may upload additional documents using your upload token.

Upload Documents for Existing Request

2. Apply in-person

You must book an appointment at the Licence and Permit Issuing Office, 850 Coxwell Avenue, 3rd Floor. Walk-ins will not be accepted.

Book Appointment

Please arrive 10-15 mins early to check in and be on time for your appointment or you may be turned away and asked to re-book for another day and time, subject to availability.

You must bring a complete application as applications will not be accepted unless all the required documents are provided. Bring hard copies of all required documents and forms, including a recent photo if required. Digital copies of

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Fill out all required fields

Fill out **contact information** of the applicant

Make sure **email address** and **mobile number** are correct

Application Request

Contact Information

First Name

Last Name

Email Address

Example: you@website.com

Confirm Email Address

Example: you@website.com

Mobile Number

Example: 416-123-1234

Street Number

Street Address

Unit/Suite Number (optional)

City

Province / State

Postal / Zip Code

Country

Mailing Address

Street Number (optional)

Street Address (optional)

Unit/Suite Number (optional)

City (optional)

Province / State (optional)

Postal / Zip Code (optional)

Country (optional)

Fill out **mailing address** if you want your licence to be mailed to a different address than above

Legal name of applicant (as shown on IDs or Articles of Incorporation)

Name used in your day-to-day operation

Business/Organization Information

Licence/Permit Type

EATING ESTABLISHMENT



Operating Name (if applicable) (optional)

Legal Entity Name

Type of Legal Entity

Select Type of Legal Entity

Business/Organization Address

Begin typing the address and then select an option from the drop-down menu for a Toronto address

Business/Organization Unit/Suite Number (optional)

Municipality

Province

Postal Code

Business/Organization Website (optional)

Any other information
that is not listed above

Support Information

Please provide any additional information that will assist us in processing your application. (optional)

2000 characters remaining from a maximum of 2000 characters.

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Review list of required documents

Documents

Below you will find the documents and information you need to provide with your application submission. Additional documents may be requested.

Selected Licence/Permit Type: EATING ESTABLISHMENT

Required Documents

- [Two Pieces of Government-Issued Identification \(One Must be Photo ID\)](#)¹²
- Criminal Record & Judicial Matters Check
- Provincial Business Name Registration or Franchise Agreement Declaration
- Operating Information Questionnaire

Notice of Collection Statement

Municipal Licensing and Standards collects personal information in this application form under the legal authority of the City of Toronto Act, 2006, SO 2006, Chapter 11, Schedule A, section 136(c), and the Toronto Municipal Code, [Chapter 545](#), Licensing, section 3.1. The information will be used to process, issue, monitor and regulate licenses issued by the City of Toronto, Municipal Licensing and Standards Division. Questions about this collection can be directed to the Manager of Licensing Services, 850 Coxwell Avenue, 3rd Floor, Toronto, Ontario M4C 5R1 or by telephone at 416-392-6700.

Business Identifying Information

As mandated by the Municipal Freedom of Information and Protection of Privacy Act, sections 2(2.1) and 2(2.2), the business information collected in this application form will be maintained as a business record. Information associated with an individual in a professional, business, or official capacity is not personal information. Business information may be publicly available.

17-0259 2020-12

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Click **Upload Documents** at the
bottom of the page

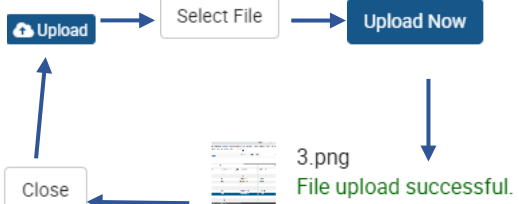
Upload Documents

Alert: Unable to submit form

Note: If you receive an error message and unable to proceed to next page, please make sure all the fields filled out DO NOT contain special characters

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Upload documents



Documents Upload

Upload

Below you will find the documents you need to provide with your application submission. Additional documents may be requested.

Reference ID: 20000504

Selected Licence/Permit Type: EATING ESTABLISHMENT

Required Documents

- ✓ Two Pieces of Government-Issued Identification (One Must be Photo ID) [Upload](#)
- ✓ Criminal Record & Judicial Matters Check [Upload](#)
- ✓ Provincial Business Name Registration or Franchise Agreement Declaration [Upload](#)
- ✓ Operating Information Questionnaire [Upload](#)
- ✓ Articles of Incorporation and/or Corporate Profile Report or Federal Form 6 [Upload](#)
- ✓ Two pieces of valid identification for all officers/directors [Upload](#)
- ✗ Criminal Record & Judicial Matters Check for all officers/directors [Upload](#)
- ✗ Annual Return for Corporation [Upload](#)

Continue to upload until all required documents shows



Submit Application Documents

Refresh Files

Show 100 entries

Search:

Document Name	Type	Category	Upload Date	Status
attachments-2021_12_15-Test_document-3bfc33e-e13c-4ae0-af55-03654c30c257.pdf	application/pdf	Two Pieces of Government-Issued Identification (One Must be Photo ID)	2021-12-15	success
attachments-2021_12_15-Test_document-48da57cf-681a-44f1-a470-a705c2e9e708.pdf	application/pdf	Articles of Incorporation and/or Corporate Profile Report or Federal Form 6	2021-12-15	success
attachments-2021_12_15-Test_document-4ce2c97e-f3dc-4181-88cd-63af954691c5.pdf	application/pdf	Provincial Business Name Registration or Franchise Agreement Declaration	2021-12-15	success
attachments-2021_12_15-Test_document-a40545e0-fb4c-4f5a-ba75-d2ffcb412de5.pdf	application/pdf	Two pieces of valid identification for all officers/directors	2021-12-15	success
attachments-2021_12_15-Test_document-6a0613e-824d-45f3-824d-45f3-824d-45f3			2021-12-15	

Note: You can upload more than one file under each required documents, up to a maximum of 10 files. Maximum size for file attachment is 10 MB.



If you encounter any problems while uploading documents, please try trouble shooting by:

- *Check the size and type of the file (PDF file is recommended and file should be no larger than 10 MB)*
- *Close window, clear the cache of your browser (by pressing CTRL + F5) before trying to upload the file again*
- *Try upload from different browsers (Google Chrome, Internet Explorer, Firefox...)*

If you have tried all of the methods above and are still unable to upload documents, please email us at MLSBusinessLicence@toronto.ca with a detailed description and screenshot (if available) of the error message.

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Click **Submit Application Documents**

Submit Application Documents

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Review confirmation page with **reference number**

Licences and Permits Application

Share Print

Submission

Your application request has been successfully submitted to the City of Toronto.

Your Reference Number is: 20000504

[Submit Another Application](#)

[Return to welcome page](#)

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Review confirmation email

Reference Number #20016929

Hi asdf,

Thank you for your business licence or permit request.

A client services representative will contact you via email in the next five business days to review your application submission.

If your application request is complete, we will email you instructions on how to submit payment for your application.

Please note that you are not permitted to operate your business until you receive confirmation that a licence has been issued.

Licence Type: TAXICAB OWNER SALE

We look forward to speaking with you soon.

With regards,
Municipal Licensing & Standards

City Hall, 100 Queen St. W., Toronto, ON, M5H 2N2

This email is an automated confirmation receipt for your submission and replies to this email may not work.

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You have completed submission of new application. Please wait for email instructions of next steps

