

## STEP BY STEP CLIENT GUIDE: HOW TO FIND DOCUMENTS ON PERMITS & LICENCES WEBSITE

This client guide provides step by step instruction on how to find all documents which may be required for renewal. **NOTE: Renewals only apply to current, active licences.**

### ① Visit the Permits & Licences Main Page at:

[www.toronto.ca/licences](http://www.toronto.ca/licences)

## Permits & Licences



Businesses requiring new licences or permits from the City of Toronto can [apply online](#). Existing licensees can now also [renew their licences](#) via a new online portal. Both licence application and renewal fees must be [paid online](#). Business licences set to expire in 2021 will be cancelled for non-payment after 150 days, and will not be subject to late fees. For questions, please contact [MLSBusinessLicence@toronto.ca](mailto:MLSBusinessLicence@toronto.ca).

### ② Type keyword(s) into the Search function or scroll the alphabetical list to find your licence category

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](#)

#### All Permits & Licences

Show  entries

Search:

Licence or Permit	Description	Category
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### ③ Once you find your category, click on the licence/permit name

#### All Permits & Licences

Show  entries

Search:

Licence or Permit	Description	Category
<a href="#">Restaurants, Cafes, Bars and Pubs</a>	Restaurants, cafes, bars, pubs and other eating and drinking establishments with seating must have a licence.	Business

④ This will bring you to the main page for your licence/permit category

## Restaurants, Cafes, Bars & Pubs

Toronto is in a [province-wide shutdown](#) and subject to a Stay-at-Home order. Only take out, drive through or delivery is permitted. Visit [COVID-19: Guidance for Food Premises](#) for more information.

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 +

Application Requirements +

⑤ Scroll down until you find the Licence Renewal Information tab

Licence Renewal Information +

⑥ Click on the + symbol to expand the Licence Renewal Information tab

Licence Renewal Information +

⑦ All required documents and forms are listed under **Renewal Files**

(these are fillable forms which gives you the option to fill in and submit digitally if you do not wish to print and scan/mail in the document)

### Licence Renewal Information --

Your licence will expire annually on the anniversary of the date that the licence was first issued.

The renewal fee is \$292.76

A renewal notice, identifying any documents required to renew the licence, will be mailed to the address on file.

The Licence and Permit Issuing Office at the East York Civic Centre is closed due to COVID-19. Existing licensees can now renew their licences via a new online renewal portal. Licence renewal fees must be [paid online](#).

[Renew Licence](#)

Please have all required documents ready to upload before starting the renewal, as it requires 10-15 minutes to complete and cannot be saved. Download a [step by step guide](#) on how to renew a licence or permit.

Payments received after the licence expiry date are subject to late fees in addition to the annual licence fee. Find your [outstanding business licence or permit renewal invoice](#).

If you fail to renew your licence according to the bylaw, your licence will be cancelled and you will have to reapply.

#### Renewal Files

- [Criminal Record & Judicial Matters Check](#)
- [Storage Rates Form](#)
- [Annual Return for Corporation Form](#)