

Carleton Grant, Executive Director
Municipal Licensing and Standards

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Public Garage (B68) Supporting Documents Checklist

Please select which documents you will be submitting as part of your application:

- If you are sharing your business premises with one or more licenced public garages,** please submit a [Shared Address Declaration Form](#). The form must list all tenants operating at the same address and be signed by a landlord, property owner or property manager listing all tenants operating at the same address.
- If you provide spray painting or body and/or other vehicular repair which may release air pollutants or if you transport certain types of waste related to this activity,** please submit a [Ministry of the Environment Certificate](#).
- If you charge for vehicle storage,** please submit a [Storage Rates Form](#).
- If you are applying as a designate for a corporation,** please submit all corporation requirements as well as an original [letter advising of signing authority](#) on corporation letterhead, signed by a director of the corporation and dated within 30 days. Designates should also submit two pieces of government-issued identification (one must be photo ID). First and last names must match on all identification. Health cards are not accepted.
- Are you taking over an existing business that has a valid business licence or a licence that has expired less than three years prior to the time of new application (for the same licence category)?**
 - **If yes:** please submit an [Occupancy Declaration Form](#).
 - **If no:** please submit a [Notice of Zoning Bylaw Compliance Letter OR Building Permit](#).

- None of the documents listed above apply to me.** I am not providing supporting documents at this time.

Client Name: _____

Client Signature: _____

Date: _____