

Carleton Grant, Executive Director  
Municipal Licensing and Standards

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## Commercial Parking Lot (B77) Supporting Documents Checklist

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

- If you issue private invoices**, please submit a copy of your private invoice (front and back) and a completed [Acknowledgement Form](#).
- If you are not the property owner**, please submit a letter of authorization from the property owner that indicates you are operating the parking lot on behalf of the property owner and are able to issue private tickets OR that the lot is being enforced by a Private Parking Enforcement Agency.
- 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.

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

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_