

Carleton Grant, Executive Director
Municipal Licensing and Standards

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

Tel: 416-392-3070
Fax: 416-392-4515
www.toronto.ca/licences
MLSBusinessLicence@toronto.ca

Eating Establishment (B71) **Supporting Documents Checklist**

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

- 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)?

- YES:** Please submit an [Occupancy Declaration Form](#).
- NO:** Please submit a [Notice of Zoning Bylaw Compliance Letter OR Building Permit](#).

Client Name: _____

Client Signature: _____

Date: _____