

Fiona Chapman, Director Business Licensing and Regulatory Services

Carleton Grant, Executive Director Municipal Licensing and Standards **East York Civic Centre** 850 Coxwell Avenue, 3<sup>rd</sup> Floor Toronto, Ontario M4C 5R1 Fax: 416-392-4515 www.toronto.ca/licences MLSBusinessLicence@toronto.ca

## Heating Contractor (T91) 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 <u>letter advising of signing authority</u> 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.
- □ If you are 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), please submit an <u>Occupancy Declaration Form.</u>

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

Client Name:

Client Signature:	

Date:						