

Carleton Grant, Executive Director
Municipal Licensing and Standards

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Private Parking Enforcement Agency (B06) 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.

- 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 [Occupancy Declaration Form](#).

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

Client Name: _____

Client Signature: _____

Date: _____