

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](http://www.toronto.ca/licences)  
MLSBusinessLicence@toronto.ca

## Clothing Drop Box (B90) 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.
- Please submit a [Declaration of Confirmation of Placement](#) confirming that you have obtained permission by the property owner to erect, display, locate or place a clothing drop box(es) and a list of municipal address(es) where you are seeking a permit(s) and the number of boxes at each location.
- If you are a Charity, Religious Institution or Non-Profit Organization**, please submit documentation from Canada Revenue Agency to confirm your status as a registered Canadian charity and a [Declaration of Charitable Organization](#) form.

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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: \_\_\_\_\_