

Carleton Grant, Executive Director
Municipal Licensing and Standards

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

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

Personal Services Setting (B56) **Supporting Documents Checklist**

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

- ☐ If you will be opening a personal services setting in your home, please submit a [Notice of Zoning Bylaw Compliance Letter](#) or Building Permit.
- ☐ If you will be providing the following services: electrolysis, ear piercing, body piercing, micropigmentation, microblading or tattooing, please submit a [completed City of Toronto insurance form](#), signed/stamped by the insurer, with proof of \$1,000,000 in Commercial General Liability (CGL) insurance.
- ☐ If you are a Sole Proprietor or Partnership and will be providing hairstyling, please submit a valid Certificate of Qualification issued by the Province of Ontario through the [Ontario Colleges of Trades](#).
- ☐ 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: _____