

REQUIREMENTS FOR: AUTOMOTIVE ESTABLISHMENTS

Motor Vehicle Repair Garage, Motor Vehicle Sales, Storage of motor vehicles

PLEASE READ:

- **ALL LICENCE APPLICATIONS MUST BE SUBMITTED IN PERSON BY THE OWNER, or A REPRESENTATIVE OF THE OWNER**
- **ANY BUILDING PERMITS ON FILE FOR RENOVATIONS, AND/OR NEW CONSTRUCTION MUST BE GRANTED OCCUPANCY PRIOR TO A BUSINESS LICENCE APPLICATION BEING SUBMITTED – be sure your contractor has completed this work.**

REQUIREMENTS TO BE SUBMITTED AT TIME OF APPLICATION:

- Completed Business Licence application form (must be completed and signed by business owner)
- Business Licence Fee
- Zoning Approval (2nd floor, Planning Department, City Hall)
- Proof of age of business owner (i.e. birth certificate, passport, valid driver's licence)
- Copy of a Master Business Licence and/or Articles of Incorporation
- Documentation that demonstrates the applicant's right to possess or occupy the premises (lease; franchise agreement; letter/email from property owner)

OFFICE USE ONLY:

Is there a permit on file for this applicant? Yes No Permit #: _____
If so, has occupancy been granted for: Building Life safety (if applicable)
If permit on file, and no occupancy for Building & Life Safety (if applicable), do not accept application at this time.
CSR: _____