

**REQUIREMENTS FOR:**

**Sale of: FOODSTUFF; TOBACCO; ADULT MAGAZINES; ADULT VIDEOS; LUNCH COUNTER**

**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.**

**1. PLEASE SELECT THE ITEMS BELOW THAT YOU OFFER AT YOUR ESTABLISHMENT:**

- |  |  |
|--|--|
| <input type="checkbox"/> Foodstuff       | <input type="checkbox"/> Adult Videos (sale and/or rental) |
| <input type="checkbox"/> Tobacco         | <input type="checkbox"/> Lunch Counter                     |
| <input type="checkbox"/> Adult Magazines |  |

**2. 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 (2<sup>nd</sup> floor, Planning Department, City Hall)
- Proof of age of business owner (i.e. birth certificate, passport, valid driver's licence)
- Inspection letter dated within the last 90 days, issued and signed by the Medical Officer of Health or designate confirming that all necessary inspections have been completed and the Business is in compliance with the requirements of the Region of Halton Health Department.
  - Health Department #: 905-825-6000 ext 0 ask for Health Department.
- 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: \_\_\_\_\_