

**REQUIREMENTS FOR:**

**PUBLIC/BANQUET HALLS; BILLIARD/POOL ESTABLISHMENTS; BOWLING ALLEYS; PINBALL/ELECTRONIC**

**GAME MACHINE ESTABLISHMENTS; THEATRES**

**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 (2<sup>nd</sup> floor, Planning Department, City Hall)
- 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.
- Proof of age of business owner (i.e. birth certificate, passport, valid driver's licence)
- 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)
- Square footage of the establishment: \_\_\_\_\_

**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: \_\_\_\_\_