



### Business Licence Application

(NEW or RENEWAL) Bylaw 16-92

County Administration Building  
50 Colborne Street South  
Simcoe ON N3Y 4H3  
Tel: 519-426-5870  
Fax: 519-426-8573

**IMPORTANT:** The information required by this application is necessary to fully evaluate your request for a Business Licence. Completion of this application does not guarantee approval of the application. For information or assistance on completing this application, please contact the Licensing Department at 519-426-5870. Please allow 2-3 weeks for processing time.

Business Name: \_\_\_\_\_

Business Identification Number: \_\_\_\_\_

Business Address: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email : \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_ Applicant(s) Telephone Number: \_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_

Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Goods to be sold: \_\_\_\_\_

Type of Business License Required

- Pedlar  Annual
- Auctioneers  Annual  Daily
- Amusement  Annual  Per Event (30 days)
- Hotel/Motel/Bed and Breakfast  Hotel/Motel  B and B
- Mobile Food Premises  Annual  Per Event
- Class A  Class B  Class C
- Food Premises  Annual
- Tow Trucks  Annual
- Pawn Brokers/Sellers of Used Goods  Annual
- Salvage Yards  Annual
- Personal Aesthetic Services  Annual
- Taxi  Owner  Vehicle  Driver
- Friday 13th  Cold Weather  Warm Weather

I, (please print name) \_\_\_\_\_ acknowledge it is my responsibility to notify the Corporation of Norfolk County in writing of any changes in the information provided during the course of this application to ensure compliance with Norfolk County By-law No. 2016-92. Providing false or incomplete information could result in the refusal of this application. Personal information on this form is collected and disclosed according to Section 29(1) and 32 of the Municipal Freedom and Protection of Privacy Act. Questions regarding the collection of this information can be directed to the Records Management F.O.I. Coordinator at ext. 1261.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY: Reviewed & Approved by: \_\_\_\_\_ Issuer: \_\_\_\_\_



Ver. December 22, 2018

## Business Licence Approval Required

Licence Type:	Bylaw and Zoning	Building (Tents larger than 600sq ft or 55 sq meters)	Health	Fire	Police	Public Liability Insurance required on County property)	Additional Information
<b>Pedlar (2A 10 BC Extinguisher)</b>	✓	✓		✓			See Schedule 1 of BY-LAW No. 2016-92 for additional information
<b>Auctioneers</b>	✓	✓		✓		✓	See Schedule 2 of BY-LAW No. 2016-92 for additional information
<b>Amusements</b>	✓			✓		✓	See Schedule 3 of BY-LAW No. 2016-92 for additional information
<b>Hotel/Motel Bed &amp; Breakfast</b>	✓		✓	✓			See Schedule 4 of BY-LAW No. 2016-92 for additional information
<b>Mobile Food Premises (40 BC Extinguisher)</b>	✓	✓	✓	✓		✓	See Schedule 5 of BY-LAW No. 2016-92 for additional information
<b>Food Premises</b>	✓	✓	✓	✓			See Schedule 6 of BY-LAW No. 2016-92 for additional information
<b>Tow Trucks</b>	✓					✓	See Schedule 7 of BY-LAW No. 2016-92 for additional information
<b>Pawnbrokers Pedlars Of Used Goods</b>	✓						See Schedule 8 of BY-LAW No. 2016-92 for additional information
<b>Salvage Yards</b>	✓						See Schedule 9 of BY-LAW No. 2016-92 for additional information
<b>Personal Aesthetic Services</b>	✓		✓				See Schedule 10 of BY-LAW No. 2016-92 for additional information
<b>Taxi</b>	✓				✓	✓	See Schedule 11 of BY-LAW No. 2016-92
<b>Friday 13th</b>	✓	✓	✓	✓		✓	See Schedule 12 of BY-LAW No. 2016-92

FOR OFFICE USE ONLY: Reviewed & Approved by: \_\_\_\_\_

Issuer: \_\_\_\_\_



**LICENCE FEES**

<b>Licence Type</b>	<b>Resident Fee</b>	<b>Non-Resident Fee</b>
Pedlar Sales Annual	\$170.00	\$323.00
Pedlar Sales Non-Profit/Charitable Organizations	N/C	\$108.00
Auctioneers	\$108.00	\$811.00
Amusements	\$36.00 each (30 days) or times five for an annual licence \$178.00 per unit	N/A
Hotels/Motels/Bed & Breakfasts	\$15.00	N/A
Mobile Food Premises <b>Class A</b> – Motorized/Non-Motorized site specific – catering truck, chip truck, refreshment trailer	\$293.00	\$567.00
Mobile Food Premises <b>Class B</b> – Motorized travelling - Catering Truck, Chip Truck, refreshment trailer or hot dog cart,	\$293.00	\$567.00
Ice cream truck	\$89.00	\$167.00
Mobile Food Premises <b>Class C</b> – Non Motorized – ice cream cycle, yogurt cart or juice carts, (pre- packaged items)	\$87.00	\$170.00
Mobile Food Premises Non Profit Charitable	\$66.00	\$298.00
Tow Trucks Owner	\$114.00	N/A
Tow Trucks Driver	\$47.00	N/A
Pawn Brokers/Sellers of Used Goods	\$64.00 and \$2,000.00 Security Deposit	N/A
Salvage Yards	New Applicant \$406.00 Renewal \$199.00	N/A N/A
Tattoo & Body Piercing Parlours	\$92.00	N/A
Personal Aesthetic/Salons	\$15.00	N/A
Taxi – Owner	\$114.00	N/A
Taxi – Vehicle	\$83.00	N/A
Taxi - Driver	\$47.00	N/A
Friday 13 <sup>th</sup> Merchandise	\$120.00	\$548.00
Friday 13 <sup>th</sup> Mobile Food Premises (A or B)	\$282.00	\$548.00
Friday 13 <sup>th</sup> Mobile Food Premises (C)	\$90.00	\$164.00
Friday 13 <sup>th</sup> No Retail Sales	\$58.00	\$58.00
Friday 13 <sup>th</sup> Corporate Sponsors	\$58.00	\$58.00
Friday 13 <sup>th</sup> Non-Profit/Charitable Merchandise	\$58.00	\$106.00
Friday 13 <sup>th</sup> Non-Profit/Charitable Food Premises	\$65.00	\$278.00
Friday 13 <sup>th</sup> Ticket Sales Only	\$58.00	\$106.00
Friday 13 <sup>th</sup> Additional Spot	\$29.00	\$54.00
Food Premises	\$15.00	N/A
Administrative Fee for Late Renewals	\$51.00	\$51.00
License Replacement	\$10.00	\$10.00



**Additional Contact Information**

Department	Address	Telephone	Fax
Bylaw & Zoning Building	185 Robinson Street, (2 <sup>nd</sup> floor) Simcoe ON N3Y 5L6	519-426-5870 Ext: 6015 Bylaw Ext: 6016 Building	519-427-5901
Health Unit	12 Gilbertson Drive, Simcoe ON N3Y 4N5	519-426-6170 Ext: 3231 or 3245	519-426-9974
Fire Department	95 Culver Street, Simcoe ON N3Y 2V5	519-426-4115 Ext: 2423 or 2402	519-426-4140
Licensing Department	150 Colborne Street, Simcoe ON N3Y 4H3	519-426-5870	519-426-8573
Police	548 Queensway West, Simcoe, ON N3Y 4J9	519-426-3434	

**Inspections/Approvals for Mobile & food Premises**

- Yes     No    Received \$2 Million Liability Insurance Confirmation  
 Yes     No    Letter of permission for private property

Agency	Company Name	Name of Inspector	Date
Medical Officer of Health – Norfolk County - Public Health Inspector			
Norfolk County Municipal Law Enforcement – Zoning/Building			
Norfolk County – Fire Approval			

Agency	Company Name	Name of Inspector	Date
TSSA Field Approval (sticker) (Built/sold/transferred or modified after February 13, 2006)			
Licensed Gas Tech. TSSA Annual Inspection Certificate (Checklist)			
Hydro – E.S.A. (sticker)			
Suppression System (Fire Protection Company)			
BBQ's – Commercial Grade, Annual Inspection Certificate Checklist & 40 BC extinguisher			