



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. June 1, 2017

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
Pedlar (2A 10 BC Extinguisher)	✓	✓		✓			See Schedule 1 of BY-LAW No. 2016-92 for additional information
Auctioneers	✓	✓		✓		✓	See Schedule 2 of BY-LAW No. 2016-92 for additional information
Amusements	✓			✓		✓	See Schedule 3 of BY-LAW No. 2016-92 for additional information
Hotel/Motel Bed & Breakfast	✓		✓	✓			See Schedule 4 of BY-LAW No. 2016-92 for additional information
Mobile Food Premises (40 BC Extinguisher)	✓	✓	✓	✓		✓	See Schedule 5 of BY-LAW No. 2016-92 for additional information
Food Premises	✓	✓	✓	✓			See Schedule 6 of BY-LAW No. 2016-92 for additional information
Tow Trucks	✓					✓	See Schedule 7 of BY-LAW No. 2016-92 for additional information
Pawnbrokers Pedlars Of Used Goods	✓						See Schedule 8 of BY-LAW No. 2016-92 for additional information
Salvage Yards	✓						See Schedule 9 of BY-LAW No. 2016-92 for additional information
Personal Aesthetic Services	✓		✓				See Schedule 10 of BY-LAW No. 2016-92 for additional information
Taxi	✓				✓	✓	See Schedule 11 of BY-LAW No. 2016-92
Friday 13th	✓	✓	✓	✓		✓	See Schedule 12 of BY-LAW No. 2016-92

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Ver. June 1, 2017

LICENCE FEES

Licence Type	Resident Fee	Non-Resident Fee
Pedlar Sales Annual	\$167.00	\$318.00
Pedlar Sales Non-Profit/Charitable Organizations	N/C	\$106.00
Auctioneers	\$106.00	\$797.00
Amusements	\$35.00 each (30 days) or times five for an annual licence \$175.00 per unit	N/A
Hotels/Motels/Bed & Breakfasts	\$15.00	N/A
Mobile Food Premises Class A – Motorized/Non-Motorized site specific – catering truck, chip truck, refreshment trailer	\$288.00	\$558.00
Mobile Food Premises Class B – Motorized travelling - Catering Truck, Chip Truck, refreshment trailer or hot dog cart,	\$288.00	\$558.00
Ice cream truck	\$88.00	\$167.00
Mobile Food Premises Class C – Non Motorized – ice cream cycle, yogurt cart or juice carts, (pre- packaged items)	\$86.00	\$167.00
Mobile Food Premises Non Profit Charitable	\$65.00	\$293.00
Tow Trucks Owner	\$112.00	N/A
Tow Trucks Driver	\$46.00	N/A
Pawn Brokers/Sellers of Used Goods	\$63.00 and \$2,000.00 Security Deposit	N/A
Salvage Yards	New Applicant \$399.00 Renewal \$196.00	N/A N/A
Tattoo & Body Piercing Parlours	\$90.00	N/A
Personal Aesthetic/Salons	\$15.00	N/A
Taxi – Owner	\$112.00	N/A
Taxi – Vehicle	\$82.00	N/A
Taxi - Driver	\$46.00	N/A
Friday 13 th Merchandise	\$120.00	\$548.00
Friday 13 th Mobile Food Premises (A or B)	\$282.00	\$548.00
Friday 13 th Mobile Food Premises (C)	\$90.00	\$164.00
Friday 13 th No Retail Sales	\$58.00	\$58.00
Friday 13 th Corporate Sponsors	\$58.00	\$58.00
Friday 13 th Non-Profit/Charitable Merchandise	\$58.00	\$106.00
Friday 13 th Non-Profit/Charitable Food Premises	\$65.00	\$278.00
Friday 13 th Ticket Sales Only	\$58.00	\$106.00
Friday 13 th Additional Spot	\$29.00	\$53.00
Food Premises	\$15.00	N/A
Administrative Fee for Late Renewals	\$50.00	\$50.00
License Replacement	\$10.00	\$10.00

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Additional Contact Information

Department	Address	Telephone	Fax
Bylaw & Zoning Building	185 Robinson Street, (2 nd 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			