



Hamilton

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# LICENSING BUSINESS REFERENCE GUIDE

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**2024**  
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# ESTABLISHMENTS

## ADULT SERVICES ENTERTAINMENT ESTABLISHMENT - OWNER

By-law 07-170, Schedule 1

**NO FURTHER LICENCES TO BE ISSUED – SEE BYLAW SCHEDULE**

**Applicant must attend in person with government issued photo identification**

New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 6,993.00	\$ -	\$ 6,993.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Health Inspection	\$ 132.12	\$ 17.18	\$ 149.30	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total (no zoning)</b>	\$ 7,539.26	\$ 71.02	<b>\$ 7,610.28</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 7,820.26	\$ 71.02	<b>\$ 7,891.28</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Premise Plan

### Required Inspections (after application received)

5. Fire Inspection
6. Health Inspection
7. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 6,993.00	\$ -	\$ 6,993.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
Health Inspection	\$ 132.12	\$ 17.18	\$ 149.30	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	Every 3 years
<b>Total</b>	\$ 7,425.10	\$ 56.17	<b>\$ 7,481.27</b>	

# ADULT FILM THEATRE

By-law 07-170, Schedule 1

**MUST HOLD CLASS B – ADULT VIDEO STORE LICENCE AS A SEPARATE LICENCE IN ADDITION TO ADULT FILM THEATRE LICENCE**

**NO MORE THAN TWO (2) ADULT FILM THEATRE LICENCES MAY BE ISSUED – SEE BYLAW SCHEDULE**

**Applicant must attend in person with government issued photo identification**

**New Licence Application:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 4,322.00	\$ -	\$ 4,322.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 4,436.16	\$ 14.84	<b>\$ 4,451.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 4,717.16	\$ 14.84	<b>\$ 4,732.00</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Premise Plan

**Required Inspections (after application received)**

5. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 4,322.00	\$ -	\$ 4,322.00	
<b>Total</b>	\$ 4,322.00	\$ -	<b>\$ 4,322.00</b>	

# ADULT VIDEO STORE – CLASS A

By-law 07-170, Schedule 1

**Applicant must attend in person with government issued photo identification**

**Class A Adult Video Store** means any premises where the number of adult videos available from the premises **exceeds 500**, or where the number of adult videos available from the premises is more than 20% of the videos available from the premises which are not adult videos and does not include a Class B adult video store.

The total number of Class A video store licenses to be issued under this Schedule is two.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 4,322.00	\$ -	\$ 4,322.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 4,436.16	\$ 14.84	<b>\$ 4,451.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 4,717.16	\$ 14.84	<b>\$ 4,732.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Premise Plan

### Required Inspections (after application received)

5. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 4,322.00	\$ -	\$ 4,322.00	
<b>Total</b>	\$ 4,322.00	\$ -	<b>\$ 4,322.00</b>	

# ADULT VIDEO STORE - CLASS B

By-law 07-170, Schedule 1

**Applicant must attend in person with government issued photo identification**

**Class B Adult Video Store** means any premises where the number of adult videos available from the premises **does not exceed 500** and where the number of adult videos available from the premises is not more than 20% of the videos available from the premises which are not adult videos, but does not include premises where the area displaying adult videos is no more than 5% or 9.3 m<sup>2</sup> whichever is less, of the total area displaying videos on the premises.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 448.00	\$ -	\$ 448.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 562.16	\$ 14.84	<b>\$ 577.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 843.16	\$ 14.84	<b>\$ 858.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Premise Plan

### Required Inspections (after application received)

5. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 448.00	\$ -	\$ 448.00	
<b>Total</b>	\$ 448.00	\$ -	<b>\$ 448.00</b>	



# ANTIQUÉ MARKET/FLEA MARKET

## By-law 07-170, Schedule 22

**Flea Market or Antique Market** is under Second-Hand Goods Business which means a business purchasing or selling second-hand goods.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Premise Plan

### Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 577.74	\$ 36.24	<b>\$ 613.98</b>	

# BED AND BREAKFAST

By-law 07-170, Schedule 3

**A sign permit must be obtained with new applications if applicable**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 799.86	\$ 65.11	<b>\$ 864.97</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,080.86	\$ 65.11	<b>\$ 1,145.97</b>	

## Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Submit a detailed Site Plan
  - showing the location of the house on the property with setbacks indicated from all property lines, and the location, dimensions and driveway access to the required parking spaces
5. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
6. Premise Plan
  - Drawn to scale. showing all rooms clearly
  - Fire evacuation plan (including exits, smoke detection, fire extinguishers; must be posted in each room)
7. Guest Registration Form (sample of what guest will complete)

## Required Inspections (after application received)

8. Fire Inspection (*New applications only*)
9. Health Inspection
10. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

## Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
<b>Total</b>	\$ 406.96	\$ 14.03	<b>\$ 420.99</b>	

# BODY RUB PARLOUR – OWNER

By-law 07-170, Schedule 4

**NO MORE THAN TWO BODY-RUB PARLOUR LICENCES SHALL BE ISSUED.  
 PERMITTED ADDRESSES: (a) 893 King St. E. (b) 549 Kenilworth Ave N.  
 NO FURTHER LICENCES TO BE ISSUED – SEE BYLAW SCHEDULE**

**Applicant/Licence holder must attend in person with government issued photo identification**

**Body-rub** means the kneading, manipulating, rubbing, massaging, touching or stimulating a person’s body appealing to or designed to appeal to erotic or sexual appetites. Does not include a body-rub performed for the purpose of medical or therapeutic treatment provided by a person licensed by the Province of Ontario.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 11,002.00	\$ -	\$ 11,002.00	
Health Inspection	\$ 132.12	\$ 17.18	\$ 149.30	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 11,248.28	\$ 32.02	<b>\$ 11,280.30</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 11,529.28	\$ 32.02	<b>\$ 11,561.30</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Submit a detailed Site Plan
5. List showing the names of all operators and body-rubbers employed or performing the services in the body-rub establishment

### Required Inspections (after application received)

6. Health Inspection
7. Parking Inspection

## BODY RUB PARLOUR – OWNER CONT'D

Licence re-instatement fee (late fee):  $\$324.78 + \$42.22 \text{ (HST)} = \$367.00$

### Renewal Requirements & Fees:

- Declarations A and B need to be completed

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 11,002.00	\$ -	\$ 11,002.00	
Health Inspection	\$ 132.12	\$ 17.18	\$ 149.30	
<b>Total</b>	\$ 11,134.12	\$ 17.18	<b>\$ 11,151.30</b>	

# FOOD PREMISE OR FOODSHOP

By-law 07-170, Schedule 21

## BAKESHOP, BUTCHER, FISH MONGER – NO SEATING

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 209.00	\$ -	\$ 209.00	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 431.12	\$ 28.88	<b>\$ 460.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 712.12	\$ 28.88	<b>\$ 741.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Premise Plan
4. Completed Food Premise Questionnaire

### Required Inspections (after application received)

5. Health Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 209.00	\$ -	\$ 209.00	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
<b>Total</b>	\$ 316.96	\$ 14.03	<b>\$ 330.99</b>	

**FOODSHOP BASIC – No seating provided, including standing counters**

**New Licence Application:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 209.00	\$ -	\$ 209.00	
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 378.03	\$ 21.97	<b>\$ 400.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 659.03	\$ 21.97	<b>\$ 681.00</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Premise Plan
4. Completed Food Premise Questionnaire

**Required Inspections (after application received)**

5. Health Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declarations B needs to be completed

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 209.00	\$ -	\$ 209.00	
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	
<b>Total</b>	\$ 263.87	\$ 7.13	<b>\$ 271.00</b>	

**CATERER**

**New Licence Application:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 209.00	\$ -	\$ 209.00	
Health Inspection	\$ 236.28	\$ 30.72	\$ 267.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 559.44	\$ 45.56	<b>\$ 605.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 840.44	\$ 45.56	<b>\$ 886.00</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Premise Plan
4. Completed Food Premise Questionnaire

**Required Inspections (after application received)**

5. Health Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declarations B needs to be completed

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 209.00	\$ -	\$ 209.00	
Health Inspection	\$ 236.28	\$ 30.72	\$ 267.00	
<b>Total</b>	\$ 445.28	\$ 30.72	<b>\$ 476.00</b>	

## RESTAURANT

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 209.00	\$ -	\$ 209.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Health Inspection	\$ 236.28	\$ 30.72	\$ 267.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 838.18	\$ 81.80	<b>\$ 919.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,119.18	\$ 81.80	<b>\$ 1,200.98</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Premise Plan
4. Completed Food Premise Questionnaire

### Required Inspections (after application received)

5. Fire Inspection
6. Health Inspection
7. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 209.00	\$ -	\$ 209.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
Health Inspection	\$ 236.28	\$ 30.72	\$ 267.00	
<b>Total</b>	\$ 724.02	\$ 66.96	<b>\$ 790.98</b>	



**RESTAURANT TAKE OUT - No seating provided, food not be consumed on premises**

**New Licence Application:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 209.00	\$ -	\$ 209.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 709.86	\$ 65.11	<b>\$ 774.97</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 990.86	\$ 65.11	<b>\$ 1,055.97</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Premise Plan
4. Completed Food Premise Questionnaire

**Required Inspections (after application received)**

5. Fire Inspection
6. Health Inspection
7. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declarations B needs to be completed

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 209.00	\$ -	\$ 209.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
<b>Total</b>	\$ 595.70	\$ 50.27	<b>\$ 645.97</b>	

## RESTAURANT WITH LIQUOR SERVICE

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 268.00	\$ -	\$ 268.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Health Inspection	\$ 236.28	\$ 30.72	\$ 267.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 897.18	\$ 81.80	<b>\$ 978.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,178.18	\$ 81.80	<b>\$ 1,259.98</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Premise Plan
4. Completed Food Premise Questionnaire

### Required Inspections (after application received)

5. Fire Inspection
6. Health Inspection
7. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 268.00	\$ -	\$ 268.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
Health Inspection	\$ 236.28	\$ 30.72	\$ 267.00	
<b>Total</b>	\$ 783.02	\$ 66.96	<b>\$ 849.98</b>	

## BAR/NIGHTCLUB

The primary purpose of the food premises is any one or more of the following:

1. Serving alcohol to customers;
2. Entertaining customers by playing live or recorded music; or
3. Accommodating dancing by customers; and
4. The food premises provided seating in a licensed area, as set out in the food premises liquor licence, for less than 65% of customers who are served with food or drink.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 364.00	\$ -	\$ 364.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Health Inspection	\$ 236.28	\$ 30.72	\$ 267.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 993.18	\$ 81.80	<b>\$ 1,074.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,274.18	\$ 81.80	<b>\$ 1,355.98</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Detailed Premises Plan drawn to scale
4. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
5. Noise Control Plan
6. Crowd Control Plan
7. Litter Control Plan
8. Completed Food Premise Questionnaire

### Required Inspections (after application received)

9. Health Inspection
10. Parking Inspection
11. Fire Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

## BAR/NIGHTCLUB CONT'D

### Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 364.00	\$ -	\$ 364.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
Health Inspection	\$ 236.28	\$ 30.72	\$ 267.00	
<b>Total</b>	\$ 879.02	\$ 66.96	<b>\$ 945.98</b>	

## HOTELS AND MOTELS

### By-law 07-170, Schedule 3

**Hotel/Motel** means a premises where one or more bedrooms are offered to members of the public who may pay for the use of a bedroom on any basis for 7 days or less and includes an inn but does not include a lodging house;

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	charged only when there is an eating establishment or pool
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,080.86	\$ 65.11	<b>\$ 1,145.97</b>	

#### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Submit a detailed Site Plan
  - showing the location of the all buildings or other structures on the property with setbacks indicated from all property lines, and the location, dimensions and driveway access to the required parking spaces
5. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
6. Premise Plan
  - Drawn to scale
  - Showing all entrances/exits, dining areas, entertainment areas; indicating the number of rooms
  - Fire evacuation plan (including exits, smoke detection, fire extinguishers; must be posted in each room)

## HOTELS AND MOTELS CONT'D...

### Required Inspections (after application received)

7. Fire Inspection (*New applications only*)
8. Health Inspection
9. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A and B need to be completed

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	charged only if there is an eating establishment or pool
<b>Total</b>	\$ 299.00	\$ -	<b>\$ 420.99</b>	

# KENNELS AND PET SHOPS

## By-law 07-170, Schedule 7

**Kennel** means any lot, building or structure used at any time for the registered pure-bred breeding, raising, keeping, training or boarding of four or more dogs and shall meet the requirements of the applicable zoning by-law; and

**Pet Shop** means a place where animals or birds are sold or offered for sale for use as pets.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 296.00	\$ -	\$ 296.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 410.16	\$ 14.84	<b>\$ 425.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 691.16	\$ 14.84	<b>\$ 706.00</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	New/Initial Application Only

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Certificate of Compliance (One-time fee at time of application)
  - Joint inspection to be done in with Animal Services

### Required Inspections (after application received)

5. Parking Inspection
6. Certificate of Compliance Inspection – completed by LBS and AS officers

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 296.00	\$ -	\$ 296.00	
<b>Total</b>	\$ 296.00	\$ -	<b>\$ 296.00</b>	

## LIQUOR LICENCE APPLICATION

### ESTABLISHMENTS WITH or WITHOUT OUTDOOR AREAS

For all inquiries regarding a liquor licence ensure that the applicants' first step is to contact and make application with the AGCO at [www.agco.on.ca](http://www.agco.on.ca) or 1-800- 522-2876.

The City of Hamilton is only the commenting party for all liquor licence applications. We do not issue or revoke liquor licenses.

#### NEW or CHANGE TO EXISTING LICENSES

##### Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Municipal Consent Fee	\$ 212.39	\$ 27.61	\$ 240.00	
Fire Inspection	\$ 398.80	\$ 51.84	\$ 450.64	
Health Inspection	\$ 38.50	\$ 5.01	\$ 43.51	
Zoning Compliance Letter	\$ 203.00	\$ -	\$ 203.00	<b>NO HST</b>
<b>Total</b>	\$ 852.69	\$ 84.46	<b>\$ 937.15</b>	
	+			
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
per 100 sq. metres in excess of the first 100 sq. metres	\$ 22.12	\$ 2.88	\$ 25.00	

##### Application Checklist:

1. Municipal Information Form (MIF)
2. Certificate of Compliance Inspection (**New licenses ONLY**)
3. City of Hamilton Application form completed
4. Site Plan stamped/sealed by an architect
5. Interior drawings stamped/sealed by an architect, Engineer or qualified BCIN designer

##### Drawings MUST include:

- A. Site plan (scaled and legible)
- B. Floor area and intended use
- C. Occupant load (showing calculations and OBC Reference)
- D. All Fixed Millwork (Bars, Booths, Cabinetry, etc.)
- E. Washrooms
- F. All dimensions (including stages and dance areas)
- G. Steps or stairs (up and/or down)
- H. Entry and exit points
- I. All Non-fixed elements greater than 1m<sup>2</sup> (such as ATM machines, Pool tables, arcade games, etc.)

**\*Application could be delayed significantly if incomplete drawings are submitted\***



## **LIQUOR LICENCE APPLICATION**

### **ESTABLISHMENTS OUTDOOR AREAS ONLY**

Addition of an outdoor area to an existing liquor licence

For all inquiries regarding a liquor licence ensure that the applicants' first step is to contact and make application with the AGCO at [www.agco.on.ca](http://www.agco.on.ca) or 1-800- 522-2876.

The City of Hamilton is only the commenting party for all liquor licence applications. We do not issue or revoke liquor licenses.

#### **Application:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Processing Fee	\$ 212.39	\$ 27.61	\$ 240.00	
Fire Inspection	\$ 245.34	\$ 31.89	\$ 277.23	
Health Inspection	\$ 39.82	\$ 5.18	\$ 45.00	
Zoning Compliance Letter	\$ 203.00	\$ -	\$ 203.00	<b>NO HST</b>
<b>Total</b>	<b>\$ 700.55</b>	<b>\$ 64.68</b>	<b>\$ 765.23</b>	

#### **Application Checklist:**

1. Municipal Information Form (MIF)
2. City of Hamilton Application form completed
3. Site Plan stamped/sealed by an architect
4. Interior drawings stamped/sealed by an architect, Engineer or qualified BCIN designer

#### **Drawings MUST include:**

- A. Floor area and intended use
- B. Occupant load (showing calculations and OBC Reference)
- C. All Fixed Millwork (Bars, Booths, Cabinetry, all permanent fixtures such as pool tables, arcade games, etc.)
- D. Washrooms
- E. All dimensions (including stages and dance areas)
- F. Steps or stairs
- G. Entry and exit points

**\*Application could be delayed significantly if incomplete drawings are submitted\***

# LIQUOR LICENCE APPLICATION

## TEMPORARY EXTENSION PERMITS

A permit that allows a current liquor licence holder to extend the use or boundaries of their liquor licence for a single or multi-day event

**All Establishments:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 212.39	\$ 27.60	\$ 239.99	
<b>Total</b>	\$ 212.39	\$ 27.60	<b>\$ 239.99</b>	

**Application Checklist:**

1. Liquor Licence Notification Form
2. Map of the event

**The Map must include:**

- A. Dimension of the entire area
- B. Dimensions of the licensed area
- C. Location of entry and exit points
- D. Location of ALL fire connection within and adjacent to the licensed area
- E. Location of all structures being used.

## LODGING HOME

### By-law 07-170, Schedule 9

**Lodging Home** is where four (4) or more persons are lodged in rooms without kitchen facilities for the exclusive use of the occupants

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 568.00	\$ -	\$ 568.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Health Inspection	\$ 125.66	\$ 16.34	\$ 142.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 1,086.56	\$ 105.53	<b>\$ 1,485.25</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>			<b>\$ 1,766.25</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	New Applications & Every 3 years
+ Additional fee per permitted resident	\$ 37.17	\$ 4.83	\$ 42.00	multiplied by permitted resident

#### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*

#### Required Inspections (after application received)

4. Fire Inspection
5. Health Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- Declarations A and B need to be completed

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 568.00	\$ -	\$ 568.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every Year
Health Inspection	\$ 125.66	\$ 16.34	\$ 142.00	
<b>Total</b>	\$ 972.40	\$ 52.58	<b>\$ 1,024.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 3 years
+ Additional fee per permitted resident	\$ 37.17	\$ 4.83	\$ 42.00	multiplied by permitted resident

# MOBILE SIGN LEASING OR RENTING

By-law 07-170, Schedule 26

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 356.00	\$ -	\$ 356.00	
<b>Total</b>	\$ 432.11	\$ 9.89	<b>\$ 442.00</b>	

## Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Certification that all mobile signs have the name and phone number of the licensee affixed to the mobile sign at a clear and visible location

Licence re-instatement fee (late fee):  $\$324.78 + \$42.22 \text{ (HST)} = \$367.00$

## Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 356.00	\$ -	\$ 356.00	
<b>Total</b>	\$ 356.00	\$ -	<b>\$ 356.00</b>	

## PAWNBROKER

### By-law 07-170, Schedule 5

**Pawnbroker** means a person operating a business that takes by way of pawn or pledge any good for the repayment of money lent thereon

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 499.00	\$ -	\$ 499.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 613.16	\$ 14.84	<b>\$ 628.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 894.16	\$ 14.84	<b>\$ 909.00</b>	

#### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. \$2,000.00 Security Deposit payable to the City of Hamilton (held until closure/sale of business and then refunded)

#### Required Inspections (after application received)

5. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 499.00	\$ -	\$ 499.00	
<b>Total</b>	\$ 499.00	\$ -	<b>\$ 499.00</b>	

# PAYDAY LOAN BUSINESSES

By-law 07-170, Schedule 11

**NO FURTHER LICENCES TO BE ISSUED – SEE BYLAW SCHEDULE**

**Payday Loan Business** means a person or entity licensed as a lender or a loan broker under the *Payday Loans Act, 2008*.

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 923.00	\$ -	\$ 923.00	
<b>Total (no zoning)</b>	\$ 999.11	\$ 9.89	<b>\$ 1,009.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,280.11	\$ 9.89	<b>\$ 1,290.00</b>	

## Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) \*third party reference clearances are not permitted
4. Proof of valid licence as a lender or loan broker under the *Payday Loans Act, 2008*

## Required (after application received)

5. Poster with rates (*provided by City of Hamilton at time of licence issuance*)
6. Poster with credit counselling (*provided by City of Hamilton at time of licence issuance*)

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

## Renewal Requirements & Fees:

- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 923.00	\$ -	\$ 923.00	
<b>Total</b>	\$ 923.00	\$ -	<b>\$ 923.00</b>	

# PERSONAL AESTHETIC SERVICE FACILITY

## By-law 07-170, Schedule 13

**Personal Service** means a service provided for any part of the human body where there is a risk of exposure to blood and includes, but is not limited to, hairdressing, barbering, manicure, pedicure, tattooing, micro-pigmentation, body waxing, body-piercing and electrolysis services

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 215.00	\$ -	\$ 215.00	
Health Inspection	\$ 132.12	\$ 17.18	\$ 149.30	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 461.28	\$ 32.02	<b>\$ 493.30</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 742.28	\$ 32.02	<b>\$ 774.30</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year

### Required Inspections (after application received)

3. Health Inspection
4. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 215.00	\$ -	\$ 215.00	
Health Inspection	\$ 132.12	\$ 17.18	\$ 149.30	
<b>Total</b>	\$ 347.12	\$ 17.18	<b>\$ 364.30</b>	



# PERSONAL WELLNESS SERVICES

## By-law 07-170, Schedule 15

**Personal Wellness Services** means a service provided for any part of the human body which includes, but is not limited to, kneading, manipulating, rubbing, massaging, touching, or stimulating, by any means of a person's body or part of a person's body.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 271.00	\$ -	\$ 271.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 385.16	\$ 14.84	<b>\$ 400.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 666.16	\$ 14.84	<b>\$ 681.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. List of described services and information on the training / experience of the operator and his/her employees
4. Premise Plan – drawn to scale

### Required Inspections (after application received)

5. Parking Inspection
6. Scheduled Interview with Licensing Compliance Officer(s)

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed
- Updated Business Registration/Corporate Profile/Master Business Licence to be submitted every 3 years

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 271.00	\$ -	\$ 271.00	
<b>Total</b>	\$ 271.00	\$ -	<b>\$ 271.00</b>	

# PRECIOUS METALS AND JEWELLERY DEALERS

## By-law 07-170, Schedule 22

Business purchasing jewellery or precious metals for the purpose of smelting the jewellery or precious metals; including operating for a short period or temporary basis.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 570.00	\$ -	\$ 570.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 684.16	\$ 14.84	<b>\$ 699.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 965.16	\$ 14.84	<b>\$ 980.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Copy or Photo of sign giving notice of collection of personal information.

### Required Inspections (after application received)

5. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 570.00	\$ -	\$ 570.00	
<b>Total</b>	\$ 570.00	\$ -	<b>\$ 570.00</b>	

# PLACES OF AMUSEMENT

## By-law 07-170, Schedule 17

### PLACES OF AMUSEMENT - AMUSEMENT RIDES

Consists of children's rides only – Separate licence to be issued for food if sold

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 413.16	\$ 14.84	<b>\$ 428.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 694.16	\$ 14.84	<b>\$ 709.00</b>	
	+			
Certificate of Compliance Required if amusement rides are within a building	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

#### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate (internal for city Owned properties)
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the Amusement Devices Act,
4. Permission of property owner or proof of property ownership.
5. Location plan of the rides – and dates of the event
6. Current permit issued under the *Amusement Devices Act* for the business operation
7. Current permit for each amusement device (ride) issued by the Technical Standards and Safety Authority (TSSA)
8. Certificate of Compliance – bi-annually if permanent Establishment

#### Required Inspections (after application received)

9. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- Declaration B needs to be completed and the noted documentation requirements

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
<b>Total</b>	\$ 299.00	\$ -	<b>\$ 299.00</b>	
Certificate of Compliance Required if amusement rides are within a building	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

## PLACES OF AMUSEMENT - ARCADE, PINBALL MACHINE PARLOUR

Licence is required for four or more machines – one to three machines are considered accessory to a principal business – a coin-operated billiard table is NOT an Amusement Machine – see billiards.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90		<b>\$ 1,023.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*,
4. Certificate of Inspection approved by the Medical Officer of Health, under the *Health Protection and Promotion Act*
5. Certificate of Compliance – bi-annually if permanent Establishment

### Required Inspections (after application received)

6. Fire Inspection
7. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 577.74	\$ 36.24	<b>\$ 613.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

## PLACES OF AMUSEMENT - BILLIARDS/BAGATELLE TABLES

Licence is required for one or more tables including coin operated tables

**NOTE:** Section 17 – 2 (2) of By-law 07-170 permits up to two (2) tables without a licence, only if incidental to the principal business of a Restaurant or Public Hall

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*,
4. Certificate of Compliance – bi-annually if permanent Establishment

### Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 577.74	\$ 36.24	<b>\$ 613.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

## PLACES OF AMUSEMENT - BINGO PARLOUR

**Bingo Parlour** means a premises or place on a premises used as a public hall for the assembly of persons playing bingo.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*
4. Proof that the Bingo Hall has been approved by the AGCO – Lottery Licence
5. Certificate of Compliance – bi-annually if permanent Establishment

### Required Inspections (after application received)

6. Fire Inspection
7. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 577.74	\$ 36.24	<b>\$ 613.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

## PLACES OF AMUSEMENT - BOWLING ALLEY

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*
4. Certificate of Compliance – bi-annually if permanent Establishment

### Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 577.74	\$ 36.24	<b>\$ 613.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

## PLACES OF AMUSEMENT – CARNIVAL

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 468.03	\$ 21.97	<b>\$ 490.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 749.03	\$ 21.97	<b>\$ 771.00</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*
4. Permission of property owner or proof of property ownership.
5. Location plan of the carnival – and dates of the event
6. Current permit issued under the *Amusement Devices Act* for the business operation
7. Current permit for each amusement device (ride) issued by the Technical Standards and Safety Authority (TSSA)
8. Certificate of Compliance – bi-annually if permanent Establishment

### Required Inspections (after application received)

9. Health Inspection
10. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**



## PLACES OF AMUSEMENT – CARNIVAL CONT'D

### Renewal Requirements & Fees:

- Declaration B needs to be completed
- Proof of liability insurance
- Written Permission from property owner
- Location plan of Carnival
- Current permit under the *Amusement Devices Act*, Permits from Technical Standards and Safety Authority
- Date(s) of Event(s)

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	Every 3 years
<b>Total</b>	\$ 353.87	\$ 7.13	<b>\$ 361.00</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

## PLACES OF AMUSEMENT - PROPRIETARY CLUB

**Proprietary Club** means all clubs other than those in which the use of any billiard, pool or bagatelle table is only incidental to the main objects of the club

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 746.77	\$ 58.21	<b>\$ 804.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,027.77	\$ 58.21	<b>\$ 1,085.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*
4. Certificate of Compliance – bi-annually if permanent Establishment

### Required Inspections (after application received)

5. Fire Inspection
6. Health Inspection
7. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 299.00	\$ -	\$ 286.00	
Fire Inspection	\$ 278.74	\$ 34.71	\$ 301.70	Every 3 years
Health Inspection	\$ 54.87	\$ 6.79	\$ 59.00	
<b>Total</b>	\$ 605.20	\$ 41.50	<b>\$ 646.70</b>	
Certificate of Compliance	\$ 334.51	\$ 41.65	\$ 362.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.76	\$ 24.00	

**PLACES OF AMUSEMENT – CIRCUS**

**LICENCE IS ISSUED FOR DURATION OF EVENT USUALLY 3 – 7 DAYS**

**New Licence Application:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 468.03	\$ 21.97	<b>\$ 490.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 749.03	\$ 21.97	<b>\$ 771.00</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*
4. Permission of property owner
5. Location plan of the Circus – and dates of the event
6. **Building Permit required for tent(s)**
7. Certificate of Compliance – bi-annually if permanent Establishment

**Required Inspections (after application received)**

8. Health Inspection
9. Parking Inspection

## PLACES OF AMUSEMENT - MOTOR VEHICLE RACETRACK

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*
4. Certificate of Inspection approved by the Medical Officer of Health, under the *Health Protection and Promotion Act*
5. Certificate of Compliance – bi-annually if permanent Establishment

### Required Inspections (after application received)

6. Fire Inspection
7. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 577.74	\$ 36.24	<b>\$ 613.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

## PLACES OF AMUSEMENT - ROLLER SKATING RINK

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*,
4. Certificate of Compliance - bi-annually if permanent Establishment

### Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 577.74	\$ 36.24	<b>\$ 613.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

## PLACES OF AMUSEMENT - OTHER

Exhibition for hire or gain, exhibition of waxworks, etc Laser Tag, Paintball, anything not covered by other places of Amusement Licenses.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*,
4. Certificate of Compliance – bi-annually if permanent Establishment

### Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 577.74	\$ 36.24	<b>\$ 613.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

## PLACES OF AMUSEMENT - SKATEBOARDING/BMX

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability) in accordance with the *Amusement Devices Act*,
4. Certificate of Compliance – bi-annually if permanent Establishment

### Required Inspections (after application received)

5. Fire Inspection
6. Parking Inspection

Licence re-instatement fee (late fee):  $\$324.78 + \$42.22 \text{ (HST)} = \$367.00$

### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 577.74	\$ 36.24	<b>\$ 613.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
+ per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	



## PLACES OF AMUSEMENT – WATER RIDES

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 499.00	\$ -	\$ 478.00	
<b>Total (no zoning)</b>	\$ 575.11	\$ 9.89	<b>\$ 585.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 856.11	\$ 9.89	<b>\$ 866.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of Liability Insurance (not less than \$1,000,000 liability)
4. Permission of property owner or proof of property ownership.
5. Location plan of the rides

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 499.00	\$ -	\$ 499.00	
<b>Total</b>	\$ 499.00	\$ -	<b>\$ 499.00</b>	

## PUBLIC HALL

### By-law 07-170, Schedule 17

Public Hall means premises or a part thereof, including a portable building or tent, used as a place of assembly which is operated as a business, where members of the public gather for the purpose of any meeting, dancing or entertainment, but does not include premises used solely for religious purposes or a theatre within the meaning of the *Theatres Act*, R.S.O. 1990c.T-6 as amended.

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 419.00	\$ -	\$ 419.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 866.77	\$ 58.21	<b>\$ 924.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,147.77	\$ 58.21	<b>\$ 1,205.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

#### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Certificate of Compliance – bi-annually if permanent Establishment

#### Required Inspections (after application received)

4. Fire Inspection
5. Health Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 419.00	\$ -	\$ 419.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	
<b>Total</b>	\$ 752.61	\$ 43.37	<b>\$ 795.98</b>	
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	Every 2 years
per 100 sq. metres in excess of the first 100 metres	\$ 22.12	\$ 2.88	\$ 25.00	

## PUBLIC GARAGE

### By-law 07-170, Schedule 16

**GARAGE A** - a building or place where motor vehicles are stored or kept for sale Buying, Selling and Storing of Vehicles

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 413.16	\$ 14.84	<b>\$ 428.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 694.16	\$ 14.84	<b>\$ 709.00</b>	

#### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Scaled Plot Plan

#### Required Inspections (after application received)

5. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
<b>Total</b>	\$ 299.00	\$ -	<b>\$ 299.00</b>	

**GARAGE B1** - A building or place used as a motor vehicle repair shop including body & fender repairs

**New Licence Application:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Scaled Plot Plan

**Required Inspections (after application received)**

5. Fire Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 286.00	\$ -	\$ 286.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 564.74	\$ 36.24	<b>\$ 600.98</b>	

**GARAGE B2** - A Building or place used as a motor vehicle repair Shop except Body & Fender Repairs.

**New Licence Application:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Scaled Plot Plan

**Required Inspections (after application received)**

5. Fire Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 286.00	\$ -	\$ 286.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 564.74	\$ 36.24	<b>\$ 600.98</b>	

**GARAGE B3** - A building or place used as a motor vehicle repair shop for body & fender repairs only.

**New Licence Application:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 691.90	\$ 51.08	<b>\$ 742.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 972.90	\$ 51.08	<b>\$ 1,023.98</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Scaled Plot Plan

**Required Inspections (after application received)**

5. Fire Inspection
6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 577.74	\$ 36.24	<b>\$ 613.98</b>	

**GARAGE C** - An automobile service station, or a building or place where gasoline or oils are stored or kept for sale, except a retail store where any such gasoline or oils are sold in sealed containers only. Includes; Tires, auto glass repair, stereo installation

**New Licence Application:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 413.16	\$ 14.84	<b>\$ 428.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 694.16	\$ 14.84	<b>\$ 709.00</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Scaled Plot Plan

**Required Inspections (after application received)**

4. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declaration B needs to be completed

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
<b>Total</b>	\$ 299.00	\$ -	<b>\$ 299.00</b>	

**GARAGE D** - A parking station or a parking lot, provided that the renting of parking space for not more than five (5) motor vehicles, by the operator of an automobile service station licensed as such under this By-law, shall not bring any such automobile service station within this class.

**\*\*\*SITE PLAN is required to be consulted before licence issuance. The applicant must contact [pdgeniq@hamilton.ca](mailto:pdgeniq@hamilton.ca) for more information\*\*\***

**New Licence Application:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 413.16	\$ 14.84	<b>\$ 428.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 694.16	\$ 14.84	<b>\$ 709.00</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Scaled Plot Plan
4. Photographs of Signage posted at parking premises
5. Confirmation of site plan application/exemption

**Required Inspections (after application received)**

6. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
<b>Total</b>	\$ 299.00	\$ -	<b>\$ 299.00</b>	



**GARAGE E** - A building or place used for washing or cleaning motor vehicles, excepting a licensed public garage without special equipment capable of washing or cleaning more than fifteen (15) motor vehicles in one day.

**New Licence Application:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 413.16	\$ 14.84	<b>\$ 428.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 694.16	\$ 14.84	<b>\$ 709.00</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Scaled Plot Plan

**Required Inspections (after application received)**

4. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 299.00	\$ -	\$ 299.00	
<b>Total</b>	\$ 299.00	\$ -	<b>\$ 299.00</b>	

# RENTAL HOUSING UNITS

By-law 07-170, Schedule 31

**Wards 1, 8 and part of 14 – SEE BYLAW FOR MAP**

A building or part of a building with 4 or less self-contained units, consisting of one or more rooms containing toilet/cooking facilities, a Single Housekeeping Establishment and used/intended use as a rented residential premise (does not include hotels/motels, lodging homes, short-term rental, multiple dwelling unit, etc.)

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 163.00	\$ -	\$ 163.00	
Fire Inspection	\$ 246.14	\$ 32.00	\$ 278.14	
<b>Total (no zoning)</b>	\$ 409.14	\$ 32.00	<b>\$ 441.14</b>	
	+			
Zoning Verification/Addendum	\$ 290.00	\$ -	\$ 290.00	
<b>Total (zoning/addendum included)</b>	\$ 699.14	\$ 32.00	<b>\$ 731.14</b>	

## Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of property ownership
4. Proof of Liability Insurance as rental property (at least \$2,000,000 per occurrence)
5. Floor Plan (including dimensions and use of each room)
6. Site Sketch (including any external garage and parking spaces)
7. Documentation from an ESA/ECRA licensed electrician stating a general electrical inspection was completed and the rental housing unit complies with the *Electrical Safety Code*, O. Reg.164/99;
  - \*Duplexes (Two-Unit Dwellings) do not need to submit Electrical Inspection documentation with the initial application; it may be requested post Fire inspection.
8. Certificate of Compliance Application
9. Completed Self-Certification Checklist

## Required Inspections (after application received)

10. Fire Inspection
11. Property Standards Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

## Renewal Requirements & Fees:

- Declarations A & B need to be completed.
- ESA inspection every three years

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 163.00	\$ -	\$ 163.00	
Fire Inspection	\$ 246.14	\$ 32.00	\$ 278.14	
<b>Total</b>	\$ 409.14	\$ 32.00	<b>\$ 441.14</b>	

## RESIDENTIAL CARE FACILITIES – 4-10 residents

By-law 07-170, Schedule 20

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 781.00	\$ -	\$ 781.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 1,173.90	\$ 51.08	<b>\$ 1,224.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,454.90	\$ 51.08	<b>\$ 1,505.98</b>	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 70.80	\$ 9.20	\$ 80.00	per permitted resident capacity
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ Additional fee per permitted resident	\$ 38.05	\$ 4.95	\$ 43.00	per permitted resident capacity

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of ownership transfer of the business
4. Proof of property ownership - or agreement with property owner to operate business
5. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
  - someone on the corporate papers
  - one of the supervisors of the location
6. Premise Plan (floor plan of facility - entrances, exits, rooms etc)
7. Single Facility Incident Plan (required if home not licensed with RHRA)
8. Staff List (general list - First Name, Last Name, Position)
9. Employee Information Forms (detailed form outlining qualifications and training)
10. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
11. Proof of Liability Insurance (at least \$1,000,000 per claim)
  - ensure that the address of the location is reflected on the insurance paperwork
12. Proof that operator is a secondary school graduate
13. Proof that operator has work experience in the health care field
14. Proof of financial viability; bank statements, etc.
15. Municipal references

## RESIDENTIAL CARE FACILITY REQUIREMENTS CONT'D (4-10 Residents)...

- 16. Certificate of Compliance Application
- 17. RHRA Licence - If applicable

### Required Inspections (after application received)

- 18. Fire Inspection
- 19. Parking Inspection
- 20. Health Inspection – Nursing
- 21. Health Inspection – Food/Environmental
- 22. Property Standards Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A & B need to be completed.
- Certificate of Insurance
- Staff List – full name and position of each staff member.
- ESA Certificate or Electrical Inspection Certificate – every 3 years
- RCF Inspection

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 781.00	\$ -	\$ 748.00	
Fire Inspection	\$ 278.74	\$ 34.71	\$ 301.70	
<b>Total</b>	\$ 1,014.99	\$ 34.71	<b>\$ 1,049.70</b>	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 74.34	\$ 9.66	\$ 84.00	permitted resident capacity

## RESIDENTIAL CARE FACILITIES – 11 or more residents

By-law 07-170, Schedule 20

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 1,115.00	\$ -	\$ 1,115.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 1,507.90	\$ 51.08	<b>\$ 1,558.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,788.90	\$ 51.08	<b>\$ 1,839.98</b>	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 74.34	\$ 9.66	\$ 84.00	per permitted resident capacity
Certificate of Compliance	\$ 334.51	\$ 43.49	\$ 378.00	
+ Additional fee per permitted resident	\$ 38.05	\$ 4.95	\$ 43.00	per permitted resident capacity

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Proof of ownership transfer of the business
4. Proof of property ownership - or agreement with property owner to operate business
5. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
  - someone on the corporate papers
  - one of the supervisors of the location
6. Premise Plan (floor plan of facility - entrances, exits, rooms etc)
7. Single Facility Incident Plan (required if home not licensed with RHRA)
8. Staff List (general list - First Name, Last Name, Position)
9. Employee Information Forms (detailed form outlining qualifications and training)
10. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code
11. Proof of Liability Insurance (at least \$1,000,000 per claim)
  - ensure that the address of the location is reflected on the insurance paperwork
12. Proof that operator is a secondary school graduate
13. Proof that operator has work experience in the health care field

**RESIDENTIAL CARE FACILITY REQUIREMENTS CONT'D (11+ Residents)...**

- 14. Proof of financial viability; bank statements, etc.
- 15. Municipal references
- 16. Certificate of Compliance Application
- 17. RHRA Licence - If applicable

**Required Inspections (after application received)**

- 18. Fire Inspection
- 19. Parking Inspection
- 20. Health Inspection – Nursing
- 21. Health Inspection – Food/Environmental
- 22. Property Standards Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declarations A & B need to be completed.
- Certificate of Insurance
- Staff List – full name and position of each staff member.
- ESA Certificate or Electrical Inspection Certificate – every 3 years
- RCF Inspection

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 1,115.00	\$ -	\$ 1,115.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
<b>Total</b>	\$ 1,393.74	\$ 36.24	<b>\$ 1,429.98</b>	
	+			
Health Inspection - For every permitted resident in a home not licensed with RHRA	\$ 74.34	\$ 9.66	\$ 84.00	per permitted resident capacity

# SALVAGE BUSINESS

## By-law 07-170, Schedule 10

**Create an annual ARM for a licence inspection to ensure that the property is in compliance with the by-law requirement that a proper barrier is in place**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 499.00	\$ -	\$ 499.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 891.90	\$ 51.08	<b>\$ 942.98</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 1,172.90	\$ 51.08	<b>\$ 1,223.98</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Proof of registration with EASR (Environmental Activity and Sector Registry), will accept the registration questionnaire
5. Photo of sign to be posted for the collection of personal information

### Required Inspections (after application received)

6. Fire Inspection
7. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A & B need to be completed
- Proof of current registration with EASR (Environmental Activity and Sector Registry)

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 499.00	\$ -	\$ 499.00	
Fire Inspection	\$ 278.74	\$ 36.24	\$ 314.98	Every 3 years
<b>Total</b>	\$ 777.74	\$ 36.24	<b>\$ 813.98</b>	

## SECOND HAND SHOP

### By-law 07-170, Schedule 22

**Second-Hand Shop** means a business that sells used or previously owned goods, including jewellery and precious metals regardless of age and condition

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 570.00	\$ -	\$ 570.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total (no zoning)</b>	\$ 684.16	\$ 14.84	<b>\$ 699.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning/addendum included)</b>	\$ 965.16	\$ 14.84	<b>\$ 980.00</b>	

#### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*

#### Required Inspections (after application received)

4. Parking Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 570.00	\$ -	\$ 570.00	
<b>Total</b>	\$ 570.00	\$ -	<b>\$ 570.00</b>	



## SHORT-TERM RENTAL (STR) BROKER

### By-law 07-170 Schedule 32

“**Short-term Rental Broker**” mean any person who advertises, facilitates the advertisement of, or brokers Short- Term Rental Reservations via the internet, or otherwise and who:

1. Receives payment, compensation, or any financial benefit, due to, as a result of, or in connection with a person making or completing a Short-Term Rental Reservation; or
2. Collects, accesses, or holds information on the number of nights that Reservations of any Short-Term Rental are made or completed.

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Registration/ Licence Fee	\$ 5,000.00	\$ -	\$ 5,000.00	One Time Fee
<b>Total</b>	\$ 5,000.00	\$ -	<b>\$ 5,000.00</b>	

#### Application Checklist:

1. Completed Licence Application Form
2. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
3. Proof the application is eighteen years of age or older
4. The address of a place of business in the Province of Ontario
5. The name, phone number and e-mail address of a designated representative
6. Proof of Insurance (Commercial (no less than \$2,000,000.00), Comprehensive Crime (no less than \$50,000.00) and Cyber Liability and Privacy breach (no less than \$1,000,000.00))
7. Details of the process by which the company will remove advertisements for a Short-Term Rental if its Operator has not obtained a licence from the City.
8. Details of the company’s procedure for dealing with problem Operators and responding to complaints

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- Declarations A and B need to be completed
- Proof of Insurance (Commercial (no less than \$2,000,000.00), Comprehensive Crime (no less than \$50,000.00) and Cyber Liability and Privacy breach (no less than \$1,000,000.00))
- To be renewed every 5 years

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Renewal Fee	\$ 60.00	\$ -	\$ 60.00	Every 5 Years
<b>Total</b>	\$ 60.00	\$ -	<b>\$ 60.00</b>	

## SHORT-TERM RENTAL (STR) OPERATOR By-law 07-170, Schedule 32 ENTIRE DWELLING

“**Short-Term Rental**” means all or part of a dwelling unit used to provide sleeping accommodations to the travelling public for any rental period that is less than 28 consecutive days in exchange for payment or other remuneration; must be the operator's principal residence.

No STR Operator licence shall be issued to a Corporation.

No more than one STR Operator licence shall be permitted per Operator.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 390.00	\$ -	\$ 390.00	
Fire Admin Fee	\$ 37.00	\$ 4.81	\$ 41.81	
Certificate of Compliance	\$ 320.35	\$ 41.65	\$ 362.00	
<b>Total (no zoning)</b>	\$ 823.46	\$ 56.35	<b>\$ 879.81</b>	
	+			
Zoning Verification/Addendum	\$ 137.00	\$ -	\$ 137.00	Secondary Dwelling Units Only
<b>Total (zoning/addendum included)</b>	\$ 960.46	\$ 56.35	<b>\$ 1,016.81</b>	

### Application Checklist:

1. Completed Licence Application Form
2. Completed STR Questionnaire
3. Floor Plan
4. Zoning Verification Certificate or Open Building Permit (for Secondary Dwelling Units only)
5. Certificate of Compliance Application
6. Copy of Guest Information Package
7. Detailed Fire Escape Plan
8. Statutory Declaration for compliance with the Fire Protection and Prevention Act, and regulations under the Fire Code
9. Proof of Insurance for applicable use (Host Liability or Commercial General Liability not less than \$1,000,000 per occurrence)
10. Government Issued Identification for proof of ownership
11. Approval of Property Owner (if applicable)
12. Police Clearance from Police Service board located in city of residence (dated 36 days from the application) \*third party reference clearances are not permitted\*
13. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code

**SHORT TERM OPERATOR REQUIREMENTS CONT'D (ENTIRE DWELLING)...**

**Required Inspections (after application received)**

- 14. Fire Administrative Review
- 15. Property Standards Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declarations A & B need to be completed.
- ESA inspection every three years

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Renewal Fee	\$ 60.00	\$ -	\$ 60.00	
Licence Fee	\$ 390.00	\$ -	\$ 390.00	
Fire Admin Fee	\$ 37.00	\$ 4.81	\$ 41.81	
<b>Total</b>	<b>\$ 487.00</b>	<b>\$ 4.81</b>	<b>\$ 491.81</b>	

## SHORT-TERM RENTAL (STR) OPERATOR By-law 07-170, Schedule 32 PARTIAL DWELLING

“**Short-Term Rental**” means all or part of a dwelling unit used to provide sleeping accommodations to the travelling public for any rental period that is less than 28 consecutive days in exchange for payment or other remuneration; must be the operator's principal residence.

**No STR Operator licence shall be issued to a Corporation.**

**No more than one STR Operator licence shall be permitted per Operator.**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 90.00	\$ -	\$ 90.00	
Fire Admin Fee	\$ 37.00	\$ 4.81	\$ 41.81	
<b>Total (no zoning)</b>	\$ 203.11	\$ 14.70	<b>\$ 217.81</b>	
	+			
Zoning Verification/Addendum	\$ 137.00	\$ -	\$ 137.00	Secondary Dwelling Units Only
<b>Total (zoning/addendum included)</b>	\$ 340.11	\$ 14.70	<b>\$ 354.81</b>	

### Application Checklist:

1. Completed Licence Application Form
2. Completed STR Questionnaire
3. Floor Plan
4. Zoning Verification Certificate or Open Building Permit (for Secondary Dwelling Units only)
5. Self-Certification Checklist
6. Copy of Guest Information Package
7. Detailed Fire Escape Plan
8. Statutory Declaration for compliance with the Fire Protection and Prevention Act, and regulations under the Fire Code
9. Proof of Insurance for applicable use (Host Liability or Commercial General Liability not less than \$1,000,000 per occurrence)
10. Government Issued Identification for proof of ownership
11. Approval of Property Owner (if applicable)
12. Police Clearance from Police Service board located in city of residence (dated 36 days from the application) \*third party reference clearances are not permitted\*
13. Certified Electrician Inspection or ESA Certificate indicating premises is compliant with Ontario Electrical Safety Code

### Required Inspections (after application received)

14. Fire Administrative Review

## SHORT TERM OPERATOR REQUIREMENTS CONT'D (PARTIAL DWELLING)...

Licence re-instatement fee (late fee):  $\$324.78 + \$42.22 \text{ (HST)} = \$367.00$

### Renewal Requirements & Fees:

- Declarations A & B need to be completed.
- ESA inspection every three years

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Renewal Fee	\$ 60.00	\$ -	\$ 60.00	
Licence Fee	\$ 90.00	\$ -	\$ 90.00	
Fire Admin Fee	\$ 37.00	\$ 4.81	\$ 41.81	
<b>Total</b>	\$ 187.00	\$ 4.81	<b>\$ 191.81</b>	

# SIGN PERMITS

## By-law No. 10-197

**Hamilton’s Sign By-law** regulates all outdoor signs and advertising space. This by-law ensures that signs are not a safety hazard and assists in maintaining a clean and positive image for our city.

**Application Fee:**

Sidewalk Sign	per year	\$ 114.00
Banner	for 28 consecutive days	\$ 114.00
Banner	advertising a grand opening or closing promotional event (for 7 consecutive days)	\$ 222.00
Inflatable Sign	for 7 consecutive days	\$ 114.00
New Home Development Portable Sign	per year	\$ 73.00
Sign permit fee	for any new permanent signs/per property	\$ 172.00
Sign permit fee	for changes to existing signs/per property	\$ 267.00
Corrugated Plastic Sign	yearly permit fee per location per property	\$ 172.00
A-frame signs on sidewalks	permit fee for a three-year period	\$ 179.00
Digital Billboard Sign	Annual Sign Permit Fee	\$ 2,253.00

**Application Checklist:**

1. Completed application (sections “A”, “B” and “C” to be completed)
2. Mobile Permit Application Sketch (map demonstrating sign location, property lines and municipal address)

**Required Inspections (after application received)**

3. Licensing Compliance Officer attends property to confirm compliance

## SPECIAL OCCASION PERMITS (SOP)

- A single or multi-day permit for companies or individuals that do not already possess a liquor licence to serve or give away liquor during their event
- These licenses are processed through the AGCO. The AGCO will tell the applicant if they require a council resolution granting the event Municipal Significance or Notification Only

### Municipal Significant Applications:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Administration Fee	\$ 91.46	\$ 11.89	\$ 103.35	
<b>Total</b>	\$ 91.46	\$ 11.89	<b>\$ 103.35</b>	

### Notification Only Applications:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Administration Fee	\$ 27.72	\$ 3.60	\$ 31.32	
<b>Total</b>	\$ 27.72	\$ 3.60	<b>\$ 31.32</b>	

### Types of SOP Events and Requirements:

#### For-Profit

**Private Event:** Not advertised and invited guest only

1. Private Property – Notification only
2. Public Property – Notification only

**Public Event:** Open to the general public may be advertised.

1. Private Property – Council resolution is required
2. Public Property – Council resolution is required

**Not For-Profit Event:** Events hosted by a registered charity. (Proof of registration required)

#### Private Event

1. Private Property - Notification only
2. Public Property - Notification only

#### Public Event

1. Private Property - Notification only
2. Public Property - Notification only

#### Application Checklist:

1. Application Form
2. Map of the event

#### Map must include:

- A. Area of the entire event
- B. Location of the licensed area
- C. All entry and exits to the event and licensed area
- D. Location of all fire connection in the event and in the licensed area
- E. Washroom locations

# TOBACCO & ELECTRONIC CIGARETTE RETAILERS

By-law 07-170, Schedule 27

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 504.00	\$ -	\$ 504.00	
Health Inspection	\$ 220.35	\$ 28.65	\$ 249.00	
<b>Total (no zoning &amp; no e-cigarettes)</b>	<b>\$ 800.46</b>	<b>\$ 38.54</b>	<b>\$ 839.00</b>	
E-Cigarette Health Fee	\$ 70.80	\$ 9.20	\$ 80.00	<b>**if applicable**</b>
<b>Total - With E-Cigarettes (no zoning)</b>	<b>\$ 871.26</b>	<b>\$ 47.74</b>	<b>\$ 919.00</b>	
	+			
Zoning Verification/Addendum	\$ 281.00	\$ -	\$ 281.00	
<b>Total (zoning &amp; no e-cigarettes)</b>	<b>\$ 1,081.46</b>	<b>\$ 38.54</b>	<b>\$ 1,120.00</b>	
<b>Total (With E-Cigarettes &amp; Zoning included)</b>	<b>\$ 1,152.26</b>	<b>\$ 47.74</b>	<b>\$ 1,200.00</b>	

## Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year (only if application is for a "Cigar" or "Tobacco" shop where this is the principal or only use)

## Required Inspections (after application received)

1. Health Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

## Renewal Requirements & Fees:

- Declarations B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 504.00	\$ -	\$ 504.00	
Health Inspection	\$ 220.35	\$ 28.65	\$ 249.00	
<b>Total (no e-cigarettes)</b>	<b>\$ 724.35</b>	<b>\$ 28.65</b>	<b>\$ 753.00</b>	
E-Cigarette Health Fee	\$ 70.80	\$ 9.20	\$ 80.00	<b>**if applicable**</b>



# TREE CUTTING SERVICE COMPANY

## By-law 07-170, Schedule 14

**Tree Cutting Service Company** means a business engaged in the practice of assessing the health and structural integrity of trees, removing trees, pruning tree branches or roots, removing stumps, or transplanting trees, including climbing aloft and using rigging equipment for any such purpose.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 304.00	\$ -	\$ 304.00	
<b>Total</b>	\$ 380.11	\$ 9.89	<b>\$ 390.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
3. Liability Insurance and Property Damage Insurance (2 million)

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A and B need to be completed
- Updated Insurance Information to be provided with renewal

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 304.00	\$ -	\$ 304.00	
<b>Total</b>	\$ 304.00	\$ -	<b>\$ 304.00</b>	

# MOBILE

## ADULT SERVICES ENTERTAINMENT ESTABLISHMENT - ATTENDANT

By-law 07-170 – Schedule 1

**LICENCE APPLICANT MUST APPLY IN PERSON with government issued photo ID.**

**Attendant** means any person who provides adult services, in an adult services entertainment establishment.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 582.00	\$ -	\$ 582.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 679.35	\$ 12.65	<b>\$ 692.00</b>	

### Application Checklist:

1. Must provide government issued photo ID (Drivers Licence; Passport)
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
3. Have to identify “place of business” as per By-law and Stage Name (to be typed on licence in Condition field)

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 582.00	\$ -	\$ 582.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	Every 3 years
<b>Total</b>	\$ 603.24	\$ 2.76	<b>\$ 606.00</b>	

**ADULT ENTERTAINMENT ESTABLISHMENT – OPERATOR/MANAGER**  
**By-law 07-170, Schedule 1**

**LICENCE APPLICANT MUST APPLY IN PERSON with government issued photo ID.**

**Operator/Manager** means a person who operates, manages, supervises, controls or is responsible for the business of an adult services entertainment establishment.

**New Licence Application:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 2,050.00	\$ -	\$ 2,050.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 2,147.35	\$ 12.65	<b>\$ 2,160.00</b>	

**Application Checklist:**

1. Must provide government issued photo ID (Drivers Licence; Passport). Health Card not accepted.
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- New municipally-issued photo ID card printed every year with updated expiry date; A new photo is due every 3 years.
- Declarations A and B need to be completed

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 2,050.00	\$ -	\$ 2,050.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	Every 3 years
<b>Total</b>	\$ 2,071.24	\$ 2.76	<b>\$ 2,074.00</b>	

# AUCTIONEER

## By-law 07-170, Schedule 2

**LICENCE APPLICANT MUST APPLY IN PERSON with government issued photo ID.**

**Auctioneer** means a person who sells or offers for sale goods, wares, merchandise or effect by public auction

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 331.00	\$ -	\$ 331.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 428.35	\$ 12.65	<b>\$ 441.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application) If associated with a business
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
3. Must provide government issued photo ID (Drivers Licence; Passport). Health Card not accepted.

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date;
- Licence Holder must attend in person every 3 years when a new photo is required.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 331.00	\$ -	\$ 331.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	Every 3 years
<b>Total</b>	\$ 352.24	\$ 2.76	<b>\$ 355.00</b>	

# BODY RUB PARLOUR – BODY RUB ATTENDANT

By-law 07-170, Schedule 4

**LICENCE APPLICANT MUST APPLY IN PERSON with government issued photo ID.**

**Body Rubber** means a person who offers or solicits a body-rub in, at, or upon a body-rub establishment.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 580.00	\$ -	\$ 580.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	<b>\$ 677.35</b>	<b>\$ 12.65</b>	<b>\$ 690.00</b>	

### Application Checklist:

1. Must provide government issued photo ID (Drivers Licence; Passport). Health Card not accepted.
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
3. Must identify which licensed Establishment they are working at (can only work at one location at a time)
4. Cannot be an attendant and operator/manager at same location at the same time

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 580.00	\$ -	\$ 580.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	Every 3 years
<b>Total</b>	<b>\$ 601.24</b>	<b>\$ 2.76</b>	<b>\$ 604.00</b>	

# BODY RUB PARLOUR - OPERATOR/MANAGER

By-law 07-170, Schedule 4

**LICENCE APPLICANT MUST APPLY IN PERSON with government issued photo ID.**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 1,650.00	\$ -	\$ 1,650.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	<b>\$ 1,747.35</b>	<b>\$ 12.65</b>	<b>\$ 1,760.00</b>	

**Licence holder must notify the City if changing to another location.**

## Application Checklist:

1. Must provide government issued photo ID (Drivers Licence; Passport). Health Card not accepted.
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
3. Must identify which licensed Establishment they are working at (can only work at one location at a time)
4. Cannot be an attendant and operator/manager at same location at the same time

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

## Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 1,650.00	\$ -	\$ 1,650.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	Every 3 years
<b>Total</b>	<b>\$ 1,671.24</b>	<b>\$ 2.76</b>	<b>\$ 1,674.00</b>	

## FOOD SERVICE VEHICLE – CLASS A

By-law 07-170, Schedule 6

**CLASS A** (i.e. permanent French fry truck)

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 440.00	\$ -	\$ 440.00	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
<b>Total</b>	<b>\$ 624.07</b>	<b>\$ 23.93</b>	<b>\$ 648.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate
3. Written permission of Property Owner
4. List of types of refreshments (menu), specifying the source and how they will be refrigerated or heated
5. Spill containment plan
6. Description of type of food service vehicle, photos of all four sides of vehicle to be submitted
7. TSSA Inspection Certificate and Information Fact Sheet, issued no more than 36 days prior to application or renewal (if propane is present)

### Required Inspections (after application received)

8. Health Inspection (add plate number to inspection request)
9. Licence Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- TSSA Inspection Certificate no more than 36 days old. (if propane is present)
- Ownership
- Third Party Liability Insurance
- Declaration B needs to be completed
- Licensing Inspection
- Health Inspection

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 440.00	\$ -	\$ 440.00	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
<b>Total</b>	<b>\$ 547.96</b>	<b>\$ 14.03</b>	<b>\$ 561.99</b>	

# FOOD SERVICE VEHICLE – CLASS B

By-law 07-170, Schedule 6

CLASS B (travelling food trucks, mobile hot dog cart)

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 440.00	\$ -	\$ 440.00	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
<b>Total</b>	\$ 624.07	\$ 23.93	<b>\$ 648.00</b>	

## Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
2. Zoning Verification required for permanent location
3. **Class B Motorized:**
  - Ownership
  - Vehicle Safety, no more than 36 days old;
    - If food truck weighs under 4500KG, regular vehicle safety required
    - If food truck weighs 4500KG or more, a commercial safety is required
  - \*TSSA inspection no more than 36 days old (if propane is present)
  - Motor Vehicle Insurance with 3<sup>rd</sup> party liability no less than 2 million per occurrence and Liability Insurance with no less than 2 million per occurrence.
4. **Class B Non-Motorized:**
  - Ownership
  - Liability Insurance with no less than 2 million per occurrence.
  - Commercial Vehicle Safety, no more than 36 days old, is required if:
    - the trailer is under 4500KG but they require a truck to pull the trailer and the combination of the two vehicles weigh 4500KG or more, as per the MTO regulations
5. Written permission of Property Owner
6. List of types of refreshments (menu), specifying the source and how they will be refrigerated or heated
7. Spill containment plan
8. Description of type of food service vehicle, photos of all four sides of vehicle to be submitted. **Include a clear view of the licence plate\*\***
9. Location where vehicle will be parked or stored when not in use
10. The Food Service Vehicle (Class B) to be equipped with a “Watch for Children” warning sign in readily legible black letters at least 15 cm high on yellow background, affixed to rear exterior and plainly visible.

## Required Inspections (after application received)

11. Health Inspection (add plate number to inspection request)
12. Licensing Inspection

**\*TSSA inspection certificates are required for ANY vehicle (truck/trailer) that has propane on it.**



**FOOD SERVICE VEHICLE – CLASS B cont'd ...**

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declaration B needs to be completed
- Licensing Inspection
- Health Inspection

**Class B Motorized:**

- Ownership.
- Motor Vehicle Insurance with Third Party Liability no less than 2 million per occurrence,
- Third Party Liability Insurance no less than 2 million per occurrence
- Vehicle Safety, no more than 36 days old;
  - If food truck weighs under 4500KG, regular vehicle safety required
  - If food truck weighs 4500KG or more, a commercial safety is required
- TSSA inspection no more than 36 days old.

**Class B Non-Motorized:**

- Ownership (except for trailer)
- Third Party Liability Insurance no less than 2 million per occurrence
- Commercial Vehicle Safety, no more than 36 days old, is required if:
  - the trailer is under 4500KG but they require a truck to pull the trailer and the combination of the two vehicles weigh 4500KG or more, as per the MTO regulations

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 440.00	\$ -	\$ 440.00	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
<b>Total</b>	\$ 547.96	\$ 14.03	<b>\$ 561.99</b>	

## FOOD SERVICE VEHICLE – CLASS C

By-law 07-170, Schedule 6

**CLASS C** (i.e. ice cream bicycles)

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 404.00	\$ -	\$ 404.00	
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	
<b>Total</b>	<b>\$ 534.98</b>	<b>\$ 17.02</b>	<b>\$ 552.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification required for permanent location
3. Liability Insurance with no less than 2 million per occurrence.
4. Written permission of Property Owner
5. List of types of refreshments (menu), specifying the source and how they will be refrigerated or heated
6. Spill containment plan
7. Description of type of food service vehicle, photos of all four sides of vehicle to be submitted.
8. Location where vehicle will be parked or stored when not in use

### Required Inspections (after application received)

9. Health Inspection (add plate number to inspection request)
10. Licensing Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Liability Insurance with no less than 2 million per occurrence.
- Licensing Inspection
- Health Inspection
- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 404.00	\$ -	\$ 404.00	
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	
<b>Total</b>	<b>\$ 458.87</b>	<b>\$ 7.13</b>	<b>\$ 466.00</b>	

**FOOD SERVICE VEHICLE – PARK PERMIT**  
By-law 07-170, Schedule 6

**Available to Class B & C Food Service Vehicles ONLY**

**Park Permit Application:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 241.00	\$ -	\$ 241.00	
<b>Total</b>	\$ 241.00	\$ -	<b>\$ 241.00</b>	

**Permit Requirements:**

1. Completed Park Permit Application
2. Valid Food Service Vehicle Licence

# FOOD SERVICE VEHICLE - 4 DAY EVENT LICENCE

By-law 07-170, Schedule 6

**Available to Class B & C Food Service Vehicles ONLY**

## Event Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 115.00	\$ -	\$ 115.00	
Health Inspection	\$ 107.96	\$ 14.03	\$ 121.99	
<b>Total</b>	<b>\$ 299.07</b>	<b>\$ 23.92</b>	<b>\$ 322.99</b>	

## Application Checklist:

3. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
4. **Class B Motorized:**
  - Ownership.
  - Motor Vehicle Insurance with Third Party Liability no less than 2 million per occurrence,
  - Third Party Liability Insurance no less than 2 million per occurrence
  - Vehicle Safety, no more than 36 days old;
    - If food truck weighs under 4500KG, regular vehicle safety required
    - If food truck weighs 4500KG or more, a commercial safety is required
  - TSSA inspection no more than 36 days old.
5. **Class B Non-Motorized:**
  - Ownership
  - Liability Insurance with no less than 2 million per occurrence.
  - Commercial Vehicle Safety, no more than 36 days old, is required if:
    - The trailer is under 4500KG but they require a truck to pull the trailer and the combination of the two vehicles weigh 4500KG or more, as per the MTO regulations
6. **Class C:** Liability Insurance with no less than 2 million per occurrence.
7. Written permission of Event Organizer
8. List of types of refreshments (menu), specifying the source and how they will be refrigerated or heated
9. Spill containment plan
10. Description of type of food service vehicle, photos of all four sides of vehicle to be submitted. **\*\*photos are to include a full shot of the vehicle with a clear view of the licence plate\*\***

## Required Inspections (after application received)

11. Health Inspection
  - No plate number given for event licenses; Note that it is a 4-day event licence in the inspection request, with event dates and location

**\*TSSA inspection certificates are required for ANY vehicle (truck/trailer) that has propane on it.**

# LIMOUSINE - DRIVER

By-law 07-170, Schedule 8

**LICENCE APPLICANT MUST APPLY IN PERSON with government issued photo ID.**

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 87.00	\$ -	\$ 87.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 184.35	\$ 12.65	<b>\$ 197.00</b>	

## Application Checklist:

1. Drivers Abstract (dated within 36 days of application)
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
3. Valid Ontario Driver's Licence (minimum – Class "G")

Licence re-instatement fee (late fee):  $\$324.78 + \$42.22 \text{ (HST)} = \$367.00$

## Renewal Requirements & Fees:

- **MUST BE RENEWED IN PERSON with government issued photo ID.**
- Drivers Abstract (dated within 36 days of application)
- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 87.00	\$ -	\$ 87.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	Every 3 years
<b>Total</b>	\$ 108.24	\$ 2.76	<b>\$ 111.00</b>	

**Prior to any plate transfer or licence renewal all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

## LIMOUSINE - OWNER

By-law 07-170, Schedule 8

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 745.00	\$ -	\$ 745.00	
<b>Total</b>	\$ 821.11	\$ 9.89	<b>\$ 831.00</b>	

### Application Checklist:

1. Ownership
2. Insurance not less than \$500,000.00
3. Passenger insurance not less than \$500,000.00
4. Safety Standards Certificate (no older than 36 days)
  - If limo is a 4-door sedan (town car), regular vehicle safety is required
  - If limo is a stretch/bus, commercial safety is required
5. Description of vehicle make, model, licence plates number and Vehicle I.D.
6. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
7. Drivers Abstract, if applying for a limo driver also
8. Inspection by Licensing Officer

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

Prior to any plate transfer or licence renewal all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)

### Renewal Requirements & Fees:

- Ownership
- Certificate of Insurance – submitted by the Insurance Broker to [licensing@hamilton.ca](mailto:licensing@hamilton.ca)
- Safety Standard Certificate (less than 36 days old when submitted)
  - If the limo is a 4 door sedan (towncar) and holds less than 5 people, a Regular Vehicle Safety is required
  - If the limo is a stretch, bus, or holds more than 4 people, it requires a Commercial Safety
- Annual Trip Records
- Inspection of Vehicle by Licensing Officer required prior to renewal.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 745.00	\$ -	\$ 745.00	
<b>Total</b>	\$ 745.00	\$ -	<b>\$ 745.00</b>	

## PEDLAR

### By-law 07-170, Schedule 12

**Pedlar** means a person who goes from place to place or to a particular place with goods, wares or merchandise for sale.

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 411.00	\$ -	\$ 411.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	Required if Foot Pedlar
<b>Total</b>	\$ 508.35	\$ 12.65	<b>\$ 521.00</b>	

#### Application Checklist:

1. Zoning Verification required for permanent location
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
3. Permission of the owner of property if setting up at a specific location and Premise Plan.
4. Photo I.D. if a foot pedlar

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- Written permission from property owner on business letterhead is also required.
- **If Foot Pedlar** - New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 411.00	\$ -	\$ 411.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	Required every 3 years if Foot Pedlar
<b>Total</b>	\$ 432.24	\$ 2.76	<b>\$ 435.00</b>	

## PERSONAL TRANSPORTATION PROVIDER (PTP)

### By-law 07-170, Schedule 24

**Personal Transportation Provider** means any person facilitating prearranged transportation services for compensation using any platform to connect passengers with PTP driver and may also be referred to as PTP.

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 5,622.00	\$ -	\$ 5,622.00	
<b>Total</b>	\$ 5,698.11	\$ 9.89	<b>\$ 5,708.00</b>	
	+			
Per Trip Fee	\$ -	\$ -	\$ -	0.33 per trip
Voluntary Accessibility Payment	\$ -	\$ -	\$ -	0.06 per trip
<b>Total Application Fee</b>	\$ 5,698.11	\$ 9.89	<b>\$ 5,708.00</b>	

#### Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application.
2. Notarized/Commissioned document verifying that data security measures are in place to protect the personal data collected by the PTP relating to passengers and drivers.
3. Certificate of Commercial General Liability Insurance (not less than \$5 million coverage per occurrence)
4. Documentation demonstrating the number of vehicles in the PTP fleet on the date of application. (as to determine the class level of the PTP provider)
5. Contract agreement providing permission for the City of Hamilton to obtain drivers personal information if required.
6. Signed Contractual agreement that the PTP understands a quarterly payment must be submitted to the City of Hamilton for the per trip charge.
7. Data Portal Set-up (the portal for the receipt of information on the drivers)
8. Access to the phone app for the Licensing Compliance Officers – Mobile (by way of the use of your credit card)
9. Voluntary accessibility payment agreement

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- Notarized/Commissioned document verifying that data security measures are in place to protect the personal data collected by the PTP relating to passengers and drivers.
- Certificate of Commercial General Liability Insurance (not less than \$5 million coverage per occurrence)
- Documentation demonstrating the number of vehicles in the PTP fleet on the date of application. (as to determine the class level of the PTP provider)



**PERSONAL TRANSPORTATION PROVIDER (PTP) CON'T...**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Licence Fee	\$ 5,622.00	\$ -	\$ 5,622.00	
	+			
Per Trip Fee	\$ 0.33	\$ -	\$ 0.33	per trip
Voluntary Accessibility Payment	\$ 0.06	\$ -	\$ 0.06	per trip
<b>Total Renewal Fee</b>	\$ 5,622.39	\$ -	<b>\$ 5,622.39</b>	

## TAXI CAB BROKER

By-law 07-170, Schedule 25

**Taxi Cab Broker** means any person who carries on the business of accepting calls, orders and/or dispatching taxicabs that are used for hire.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 1,278.00	\$ -	\$ 1,278.00	
Parking Inspection	\$ 38.05	\$ 4.95	\$ 43.00	
<b>Total</b>	\$ 1,392.16	\$ 14.84	<b>\$ 1,407.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 1,278.00	\$ -	\$ 1,278.00	
<b>Total</b>	\$ 1,278.00	\$ -	<b>\$ 1,278.00</b>	

# TAXI CAB DRIVER – PROBATIONARY 90 DAY LICENCE

## By-law 07-170, Schedule 25

**Taxicab Driver** means a person who is licensed as such or required to be licensed as such under this Schedule and includes a taxicab owner who drives a taxicab.

**\*\*\*\*NO FEES ASSOCIATED WITH INITIAL APPLICATION\*\*\*\***

### Temporary Licence Checklist:

1. Completed Application
  2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
  3. Drivers Abstract (dated within 36 days of application)
  4. Valid Ontario Driver's Licence (minimum – Class "G")
  5. A completed and signed Broker/Taxi Cab Owner Probationary Application Form
1. No municipally-issued photo ID taken, issue paper licence only – ensure that the expiry date reflects the 90 day expiry, NOT the 1 year date.
  2. Since no municipally-issued photo ID is issued, ensure the driver understands that he/she must keep this paper licence with them at all times when they are driving.
  3. If applicant provides a Certificate of Completion for the Accessible Training course then the Licensing Fee will be waived for the first year.

**Applicant must complete training prior to the 90 day expiry – No extensions are given. After 90 days, if applicant chooses to continue to licence, requirements for full taxi driver licence to be submitted.**

## TAXI CAB DRIVER

### By-law 07-170, Schedule 25

**Taxicab Driver** means a person who is licensed as such or required to be licensed as such under this Schedule and includes a taxicab owner who drives a taxicab.

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 120.00	\$ -	\$ 120.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 217.35	\$ 12.65	<b>\$ 230.00</b>	

#### Application Checklist:

1. Drivers Abstract (dated within 36 days of application)
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
3. Valid Ontario Driver's Licence (minimum – Class "G")
4. A completed and signed Broker/Taxi Cab Owner Application Form
5. Certificate of Completion of One-day customer service training class.
6. Certificate of Completion for online 8-hour training course.
7. Certification of Completion for the Accessible Training (**NOT mandatory**)
  - If applicant provides a Certificate of Completion for the Accessible Training course then the Licensing Fee will be waived for the first year.
8. Municipally-issued Photo ID card needs to be issued.

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- Drivers Abstract (dated within 36 days of application)
- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 120.00	\$ -	\$ 120.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	Every 3 years
<b>Total</b>	\$ 141.24	\$ 2.76	<b>\$ 144.00</b>	

Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)

**TAXI CAB - NEW LEASE AGREEMENT**  
**(LIMITED INTEREST AGREEMENT)**  
**By-law 07-170, Schedule 25**

**Lease agreement** means a written agreement wherein a limited interest in a licence is temporarily transferred by a taxicab owner.

**New Lease Agreement:**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Lease Agreement Fee	\$ 93.00	\$ -	\$ 93.00	
<b>Total</b>	\$ 169.11	\$ 9.89	<b>\$ 179.00</b>	

**Application Checklist:**

1. Lease Agreement form to be completed
2. Ownership
3. Safety Standard Certificate (less than 36 days old when submitted)
4. Certificate of Insurance – submitted by the Insurance Broker to [taxi@hamilton.ca](mailto:taxi@hamilton.ca)

**Late administrative lease renewal fee of \$76.11 late fee + 9.89 HST = \$86.00**

**Renewal Requirements & Fees:**

- Completed Lease Renewal Form must be submitted

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Lease Agreement Fee	\$ 93.00	\$ -	\$ 93.00	
<b>Total</b>	\$ 93.00	\$ -	<b>\$ 93.00</b>	

Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, **(As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

## TAXI CAB OWNER (PRIVATE)

By-law 07-170, Schedule 25

**Taxi Cab Owner** means a person who is the owner of a taxi cab plate.

**NO NEW LICENCES AVAILABLE (UNLESS AUTHORIZED BY BYLAW/COUNCIL)  
LICENCE APPLICANT MUST APPLY IN PERSON with government issued photo ID.**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 5,395.00	\$ -	\$ 5,395.00	First time issuance - if new licenses are authorized by by-law
<b>Total</b>	\$ 5,471.11	\$ 9.89	<b>\$ 5,481.00</b>	

### Application Checklist for New Plate:

1. Ownership
2. Safety Standard Certificate (less than 36 days old when submitted). Commercial safety required for all accessible vehicles.
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Drivers Abstract (dated within 36 days of application)
5. Certificate of Insurance – submitted by the Insurance Broker to [taxi@hamilton.ca](mailto:taxi@hamilton.ca)
6. Completion of Business Skills college for Taxi Training
7. Proof of involvement in taxi cab industry for at least 1 year
8. Inspection of Vehicle by Licensing Officer

**Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Ownership
- Certificate of Insurance – submitted by the Insurance Broker to [taxi@hamilton.ca](mailto:taxi@hamilton.ca)
- Safety Standard Certificate (less than 36 days old when submitted). Commercial safety required for all accessible vehicles.
- Inspection of Vehicle by Licensing Officer required prior to renewal.
- Declarations A and B

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 743.00	\$ -	\$ 743.00	
<b>Total</b>	\$ 743.00	\$ -	<b>\$ 743.00</b>	

## TAXI CAB OWNER - TRANSFER

By-law 07-170, Schedule 25

**LICENCE APPLICANT MUST APPLY IN PERSON with government issued photo ID.**

**Taxi Cab Owner** means a person who is the owner of a taxi cab plate.

**Plate Transfer Fee:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 948.00	\$ -	\$ 948.00	
<b>Total</b>	\$ 1,024.11	\$ 9.89	<b>\$ 1,034.00</b>	

**Application Checklist for Plate Transfer:**

1. Transfer form to be completed which includes value of transaction.
  - Form must be witnessed by Commissioner of Oath.
2. Ownership
3. Safety Standard Certificate (less than 36 days old when submitted)
4. Certificate of Insurance – submitted by the Insurance Broker to [taxi@hamilton.ca](mailto:taxi@hamilton.ca)
5. Completion of Business Skills college for Taxi Training
6. Proof of involvement in taxi cab industry for at least 1 year
7. Inspection of Vehicle by Licensing Officer

**Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

# TAXI CAB PRIORITY LIST

By-law 07-170, Schedule 25

**Priority List** means the list of applicants for a taxicab owner's licence maintained by the Director of Licensing.

**THE PRIORITY LIST IS CLOSED. NO NEW APPLICATION CAN BE ACCEPTED.**

**Renewal Date: September 30**

<b>Fee/Inspection</b>	<b>Set Fee</b>	<b>+ HST</b>	<b>Total Cost</b>	<b>Comments</b>
Priority List Fee	\$ 114.16	\$ 14.84	\$ 129.00	
<b>Total</b>	\$ 114.16	\$ 14.84	<b>\$ 129.00</b>	

After December 31st of each year, anyone on the priority list that has failed to renew must be removed from the list, following a hearing before the Licence Committee.

**Late administrative priority list fee of \$76.11 late fee + 9.89 HST = \$86.00**

**Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**



# TAXI CAB ACCESSIBLE PRIORITY LIST

By-law 07-170, Schedule 25

**Accessible Priority List** means the list of applications for an accessible taxicab owner licence maintained by the Director of Licensing.

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Priority List Fee	\$ 59.29	\$ 7.71	\$ 67.00	
<b>Total</b>	\$ 59.29	\$ 7.71	<b>\$ 67.00</b>	

Late administrative priority list fee of \$76.11 late fee + 9.89 HST = \$86.00

**Prior to any plate transfer, licence renewal or new/renewal of lease, all Fees for Service, Court Fines, etc. must be paid, (As per Licensing By-law 07-170, Section 12(1)(b)(iii) and (iv) whereby the Issuer of Licenses may refuse to issue a licence should all fees and fines not been paid.)**

# SEASONAL PRODUCE VENDORS

## By-law 07-170, Schedule 23

**Seasonal Produce Vendors** means a person who sells or offers for sale seasonal produce, including, but not be limited to, fresh fruits and vegetables and Christmas trees, at a location on privately owned property.

**Licence Duration is 45 days.**

**New Licence Application:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 440.00	\$ -	\$ 440.00	
Health Inspection	\$ 54.87	\$ 7.13	\$ 62.00	
<b>Total</b>	\$ 570.98	\$ 17.03	<b>\$ 588.01</b>	

**Application Checklist:**

1. Business Registration/Corporate Profile/Master Business Licence  
(Documentation must be dated within 1 year of application)
2. Zoning Verification Certificate or Open Building Permit. Zoning Addendum may be completed if same category of business previously licensed within one year

**Required Inspections (after application received)**

3. Health Inspection

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- Declaration B needs to be completed
- **Licence is renewed for 45 days ONLY**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 440.00	\$ -	\$ 440.00	
<b>Total</b>	\$ 440.00	\$ -	<b>\$ 440.00</b>	

## TRANSIENT TRADER

By-law 07-170, Schedule 30

**Transient Trader** means a person who offers goods, wares or merchandise for sale in any manner in the City.

**Transient Traders are businesses NOT located in the City of Hamilton.**

**Licence fee covers 3 months of business operation only.**

**Please ensure expiry date is updated to reflect.**

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 805.00	\$ -	\$ 805.00	
<b>Total</b>	\$ 881.11	\$ 9.89	<b>\$ 891.00</b>	

### Application Checklist:

1. Zoning Verification (internal check for City owned properties)
2. Business Registration/Corporate Profile/Master Business Licence (Documentation must be dated within 1 year of application)
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. List of items to be sold
5. Written permission of Property Owner

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- Declarations A & B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 805.00	\$ -	\$ 805.00	
<b>Total</b>	\$ 805.00	\$ -	<b>\$ 805.00</b>	

# TRADES

## BUILDING REPAIR – CONTRACTOR

By-law 07-170, Schedule 29

**Building Repair** mean additions, prefabricated structures, roofing, siding, decks, chimneys and fireplaces (masonry work), porches, replacement windows, insulation, framing.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 415.35	\$ 12.65	<b>\$ 428.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Contractor's Licence cannot be issued until such time as it has a Licensed Building Repair Master in its employ.
5. Municipally-issued photo I.D. issued

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 339.24	\$ 2.76	<b>\$ 342.00</b>	

# BUILDING REPAIR - MASTER

By-law 07-170, Schedule 29

**NO MASTER SHALL BE EMPLOYED BY MORE THAN ONE CONTRACTOR AT A TIME**

**Building Repair** mean additions, prefabricated structures, roofing, siding, decks, chimneys and fireplaces (masonry work), porches, replacement windows, insulation, framing.21

**New Licence Application:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 188.00	\$ -	\$ 188.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
Exam Fee	\$ 62.83	\$ 8.17	\$ 71.00	
<b>Total</b>	\$ 348.18	\$ 20.83	<b>\$ 369.00</b>	

**Application Checklist:**

1. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
2. Must write 2 hour exam; 70% passing grade
  - This is an Open book exam based on Part 9 and 12 of the Ontario Building Code and the Building Code Act.
  - Books can be purchased from Mohawk College book store.
3. Municipally-issued photo I.D. issued when passed

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 188.00	\$ -	\$ 188.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 209.24	\$ 2.76	<b>\$ 212.00</b>	

# DRAIN REPAIR - CONTRACTOR

## By-law 07-170, Schedule 29

**Drain** work includes any work of drain laying, weeping tile installing, septic tank installing, drain reconstruction or repair or removing tree roots or other obstructions from drains or private drain connections

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 415.35	\$ 12.65	<b>\$ 428.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Contractor's Licence cannot be issued until such time as it has a Licensed Drain Repair Master in its employ.
5. Municipally-issued photo I.D. issued
- 6.

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 339.24	\$ 2.76	<b>\$ 342.00</b>	

# DRAIN REPAIR - MASTER

By-law 07-170, Schedule 29

**NO MASTER SHALL BE EMPLOYED BY MORE THAN ONE CONTRACTOR AT A TIME**

Drain work includes any work of drain laying, weeping tile installing, septic tank installing, drain reconstruction or repair or removing tree roots or other obstruction from drain or private drain connections.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 188.00	\$ -	\$ 188.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
Exam Fee	\$ 62.83	\$ 8.17	\$ 71.00	
<b>Total</b>	\$ 348.18	\$ 20.82	<b>\$ 369.00</b>	

### Application Checklist:

1. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
2. Must write 2 hour exam; 70% passing grade
  - This is an Open book exam based on Section 3, 7, 8, 9 of the Ontario Building Code and the Building Code Act.
  - Books can be purchased from Mohawk College book store.
  - \* if the applicant possesses a Red Seal Trade Certificate in Drain Repair they are exempt from writing the exam.
3. Municipally-issued photo I.D. issued when passed

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 188.00	\$ -	\$ 188.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 209.24	\$ 2.76	<b>\$ 212.00</b>	

# PLUMBING LICENCE - CONTRACTOR

## By-law 07-170, Schedule 29

**Plumbing** installations include any procedure, method, matter or thing referred to or described in the Ontario Building Code, which includes the installation, maintenance, alterations, extension or repair of plumbing

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 415.35	\$ 12.65	<b>\$ 428.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Contractor's Licence cannot be issued until such time as it has a Licensed Plumbing Repair Master in its employ.
5. Municipally-issued photo I.D. issued

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 339.24	\$ 2.76	<b>\$ 342.00</b>	



# PLUMBING LICENCE - MASTER

By-law 07-170, Schedule 29

**NO MASTER SHALL BE EMPLOYED BY MORE THAN ONE CONTRACTOR AT A TIME**

**Plumbing** installations include any procedure, method, matter or thing referred to or described in the Ontario Building Code, which includes the installation, maintenance, alterations, extension or repair of plumbing

## New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 188.00	\$ -	\$ 188.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	<b>\$ 285.35</b>	<b>\$ 12.65</b>	<b>\$ 298.00</b>	

**No Written Exam is required**

## Application Checklist:

1. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
2. Certificate of Qualifications in the plumbing trade under the Apprenticeship and Trades Qualification and Apprenticeship Act for two (2) years
3. Municipally-issued photo I.D. issued

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

## Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 188.00	\$ -	\$ 188.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	<b>\$ 209.24</b>	<b>\$ 2.76</b>	<b>\$ 212.00</b>	

## HEATING, VENTILATION AND AIR CONDITIONING (HVAC) - CONTRACTOR

### By-law 07-170, Schedule 29

**HVAC** means the layout, assembly, installation or repairs of any cooling or heating/cooling combination system for residential, commercial, institutional or industrial purposes.

#### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 415.35	\$ 12.65	<b>\$ 428.00</b>	

#### Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Liability and Property Damage Insurance (2 million insurance)
3. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
4. Contractor's Licence cannot be issued until such time as it has a Licensed HVAC Repair Master in its employ.
5. Municipally-issued photo I.D. issued

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

#### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 339.24	\$ 2.76	<b>\$ 342.00</b>	

# HEATING, VENTILATION AND AIR-CONDITIONING (HVAC) - MASTER

By-law 07-170, Schedule 29

**NO MASTER SHALL BE EMPLOYED BY MORE THAN ONE CONTRACTOR AT A TIME**

**HVAC** means the layout, assembly, installation or repairs of any cooling or heating/cooling combination system for residential, commercial, institutional or industrial purposes

**New Licence Application:**

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 188.00	\$ -	\$ 188.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 285.35	\$ 12.65	<b>\$ 298.00</b>	

**No Written Exam is required**

**Application Checklist:**

1. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
2. Certificate of Qualification in the trade of Sheet Metal or Refrigeration, Air-conditioning Mechanic or as a Steam Fitter or Oil Burner Mechanic or Gas Fitter under the Energy Act for a minimum of two years.
3. Municipally-issued photo I.D. Issued

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

**Renewal Requirements & Fees:**

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 188.00	\$ -	\$ 188.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 209.24	\$ 2.76	<b>\$ 212.00</b>	

# SPRINKLER AND FIRE PROTECTION INSTALLER - CONTRACTOR

## By-law 07-170, Schedule 29

**Sprinkler and Fire Protection Contractor** means a person contracting for the planning, laying out, installing or maintaining of piping systems to protect against fires and includes any person who solicits for sprinkler and fire protection installer work.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 415.35	\$ 12.65	<b>\$ 428.00</b>	

### Application Checklist:

1. Business Registration/Corporate Profile dated within 1 year of application
2. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
3. Liability Insurance and Property Damage Insurance (2 million)
4. Municipally-issued Photo I.D. issued
5. Contractor's Licence cannot be issued until such time as it has a Licensed Sprinkler and Fire Protection Installer Master in its employ

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declarations A and B need to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 318.00	\$ -	\$ 318.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	\$ 339.24	\$ 2.76	<b>\$ 342.00</b>	

# SPRINKLER AND FIRE PROTECTION INSTALLER - MASTER

By-law 07-170, Schedule 29

**NO MASTER SHALL BE EMPLOYED BY MORE THAN ONE CONTRACTOR AT A TIME**

**Sprinkler and Fire Protection Master** means a person who has been issued a Certificate of Qualification in the sprinkler and fire protection installer trade and is skilled in the planning, laying out, installing or maintaining of piping systems to protect against fires and includes any person who solicits for sprinkler and fire protection installer work.

### New Licence Application:

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Processing Fee	\$ 76.11	\$ 9.89	\$ 86.00	
Licence Fee	\$ 188.00	\$ -	\$ 188.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	<b>\$ 285.35</b>	<b>\$ 12.65</b>	<b>\$ 298.00</b>	

**No Written Exam is required**

### Application Checklist:

1. Police Clearance from Police Service board located in city of residence (dated within 36 days of application) *\*third party reference clearances are not permitted*
2. Certificate of Qualification in the trade of Sprinkler & Fire Protection Installer
3. Municipally-issued Photo I.D. Issued

**Licence re-instatement fee (late fee): \$324.78 + \$42.22 (HST) = \$367.00**

### Renewal Requirements & Fees:

- New municipally-issued photo ID card printed every year with updated expiry date; New picture is required every 3 years.
- Declaration B needs to be completed

Fee/Inspection	Set Fee	+ HST	Total Cost	Comments
Licence Fee	\$ 188.00	\$ -	\$ 188.00	
Photo Fee	\$ 21.24	\$ 2.76	\$ 24.00	
<b>Total</b>	<b>\$ 209.24</b>	<b>\$ 2.76</b>	<b>\$ 212.00</b>	