



OAKVILLE

3. LICENCE APPLICATION/RENEWAL REQUIREMENTS



The attached tables outline licence application/renewal requirements, in addition to those listed in any other Schedule.

| | Adult Entertainment Establishment - Owner Operating/Owner not Operating | Adult Entertainment Establishment - Operator | Adult Entertainment Establishment - Attendant | Adult Entertainment Video Vendor - Class A, B | Animals for Entertainment | Auctioneer | Billiard Hall | Body-Rub Establishment - Owner Operating / Owner not Operating | |
|--------------------------------|---|--|---|---|---------------------------|------------|---------------|--|--|
| Renewal Dates | 31-Jul | 31-Jul | 31-Jul | 31-Jul | 31-Jan | 31-Jan | 31-Jan | 31-Jul | |
| Schedule Number | 2 | 2 | 2 | 3 | 4 | 5 | 6 | 7 | |
| REQUIREMENTS | | | | | | | | | |
| Applicants Information | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Business Address | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Insurance Certificate | ✓ | | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Fee | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Article of Incorporation | ▲ | ▲ | | ▲ | ▲ | ▲ | ▲ | ▲ | |
| Business Partner Information | ▲ | ▲ | | ▲ | ▲ | ▲ | ▲ | ▲ | |
| Zoning Compliance | ▲ | | | ▲ | ✓ | | ▲ | ▲ | |
| Criminal Reference Check | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Health Department Approval | ✓ | | | | | | | ✓ | |
| Fire Inspection | ▲ | | | | | | ▲ | ▲ | |
| Employee List | | | | | | | | | |
| HTA Safety Check | | | | | | | | | |
| Vehicle Insurance | | | | | | | | | |
| Vehicle Ownership | | | | | | | | | |
| Proof of Qualifications | | | | | | | | | |
| Letter from TSSA | | | | | | | | | |
| HVAC Inspection | | | | | | | | | |
| Emergency Safety Plan | | | | | | | | | |
| Written Declaration | | | | | | | | | |
| Description of Business | | | | | ✓ | | | | |
| Propane Inspection | | | | | | | | | |
| Animal Control Inspection | | | | | | | | | |
| Declaration of Animal Offences | | | | | ✓ | | | | |
| | ✓ | Denotes requirement for all applications | | | | | | | |
| | ▲ | Denotes only required for initial application | | | | | | | |
| | * | Donation Box validation sticker requirements in Schedule | | | | | | | |

| | Body Rub Establishment - Operator | Body Rub Establishment - Body Rub Attendant | Bowling Alley | Building Renovator | Donation Box Operator* | Drain Laying Contractor | Driving School Operator | Driving School Vehicle |
|--|-----------------------------------|---|---------------|--------------------|------------------------|-------------------------|-------------------------|------------------------|
| Renewal Dates | 31-Jul | 31-Jul | 31-Jan | 30-Jun | 31-Oct | 31-Dec | 31-Dec | 31-Dec |
| Schedule Number | 7 | 7 | 8 | 9 | 10 | 11 | 12 | 12 |
| REQUIREMENTS | | | | | | | | |
| Applicants Information | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Business Address | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Insurance Certificate | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Fee | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Article of Incorporation | ▲ | ✓ | ▲ | ▲ | ▲ | ▲ | ▲ | |
| Business Partner Information | ▲ | | ▲ | ▲ | ▲ | ▲ | ▲ | |
| Zoning Compliance | | | ▲ | | ▲ | | ▲ | |
| Criminal Reference Check | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ |
| Health Department Approval | | | | | | | | |
| Fire Inspection | | | ▲ | | | | | |
| Employee List | | | | | | ✓ | ✓ | |
| HTA Safety Check | | | | | | | | ✓ |
| Vehicle Insurance | | | | | | | | ✓ |
| Vehicle Ownership | | | | | | | | ✓ |
| Proof of Qualifications | | | | | | | | |
| Letter from TSSA | | | | | | | | |
| HVAC Inspection | | | | | | | | |
| Emergency Safety Plan | | | | | | | | |
| Written Declaration | | | | | | | | |
| Description of Business | | | | | | | | |
| Propane Inspection | | | | | | | | |
| Animal Control Inspection | | | | | | | | |
| Declaration of Animal Offences | | | | | | | | |
| <p>✓ Denotes requirement for all applications</p> <p>▲ Denotes only required for initial application</p> <p>* Donation Box validation sticker requirements in Schedule</p> | | | | | | | | |

| | Dry Cleaner / Launderette | Exhibition | Fireworks Vendor | Food Shop/Restaurant and Food | Food Shop - Special Event | H.V.A.C. Contractor | Landscaping/Property Maintenance and Lawn Care Contractor | Limousine Owner |
|---|---------------------------|------------|------------------|-------------------------------|---------------------------|---------------------|---|-----------------|
| Renewal Dates | 31-Aug | per event | 31-Jan | 31-Jan | per event | 31-Dec | 30-Apr | 31-Aug |
| Schedule Number | 13 | 14 | 15 | 16 | 16 | 17 | 18 | 19 |
| REQUIREMENTS | | | | | | | | |
| Applicants Information | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Business Address | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Insurance Certificate | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Fee | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Article of Incorporation | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ |
| Business Partner Information | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ |
| Zoning Compliance | ▲ | | ✓ | ▲ | | | | |
| Criminal Reference Check | | ✓ | ✓ | | | ✓ | ✓ | ✓ |
| Health Department Approval | | | | ✓ | ✓ | | | |
| Fire Inspection | | | ✓ | | | | | |
| Employee List | | ✓ | | | | | | |
| HTA Safety Check | | | | | | | | ✓ |
| Vehicle Insurance | | | | | | | | ✓ |
| Vehicle Ownership | | | | | | | | ✓ |
| Proof of Qualifications | | | | | | ✓ | | |
| Letter from TSSA | | ✓ | | | | | | |
| HVAC Inspection | | | | | | | | |
| Emergency Safety Plan | | | | | | | | |
| Written Declaration | | | | | | | | |
| Description of Business | | | | | | | ✓ | |
| Propane Inspection | | | | | | | | |
| Animal Control Inspection | | | | | | | | |
| Declaration of Animal Offences | | | | | | | | |
|  Denotes requirement for all applications  Denotes only required for initial application * Donation Box validation sticker requirements in Schedule | | | | | | | | |

| | Limousine Driver | Limousine - Special Occasion | Lodging House | Mobile Sign Lessor | Motor Vehicle Facility | Nightclub | Outdoor Market | Personal Services Establishment |
|--|------------------|------------------------------|---------------|--------------------|------------------------|-----------|----------------|---------------------------------|
| Renewal Dates | 31-Aug | per event | 31-Aug | 30-Nov | 31-Aug | 31-Jan | 31-Oct | 31-Aug |
| Schedule Number | 19 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| REQUIREMENTS | | | | | | | | |
| Applicants Information | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Business Address | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Insurance Certificate | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Fee | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Article of Incorporation | ▲ | | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ |
| Business Partner Information | ▲ | | ▲ | ▲ | ▲ | ▲ | ▲ | ▲ |
| Zoning Compliance | | | ▲ | | ▲ | ▲ | | ▲ |
| Criminal Reference Check | ✓ | ✓ | ✓ | | | ✓ | | |
| Health Department Approval | | | | | | | | ✓ |
| Fire Inspection | | | ✓ | | | ▲ | | |
| Employee List | | | | | | | | |
| HTA Safety Check | | ✓ | | | | | | |
| Vehicle Insurance | | ✓ | | | | | | |
| Vehicle Ownership | | ✓ | | | | | | |
| Proof of Qualifications | ✓ | | | | | | | |
| Letter from TSSA | | | | | | | | |
| HVAC Inspection | | | ✓ | | | | | |
| Emergency Safety Plan | | | ✓ | | | | | |
| Written Declaration | | | | | | | | |
| Description of Business | | | | | ✓ | | ✓ | |
| Propane Inspection | | | | | | | ✓ | |
| Animal Control Inspection | | | | | | | | |
| Declaration of Animal Offences | | | | | | | | |
| <p>✓ Denotes requirement for all applications</p> <p>▲ Denotes only required for initial application</p> <p>* Donation Box validation sticker requirements in Schedule</p> | | | | | | | | |

| | Pet Shop / Kennel | Plumbing Contractor | Pool Installation Contractor | Public Hall | Refreshment Vehicle Owner Class A, B, C | Refreshment Vehicle Operator | Refreshment Vehicle - Special Event | Salvage Yard |
|---|-------------------|---------------------|------------------------------|-------------|---|------------------------------|-------------------------------------|--------------|
| Renewal Dates | 30-Apr | 31-Dec | 31-Dec | 31-Jan | 31-Jan | 31-Jan | per event | 31-Jan |
| Schedule Number | 26 | 27 | 28 | 29 | 30 | 30 | 30 | 31 |
| REQUIREMENTS | | | | | | | | |
| Applicants Information | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Business Address | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Insurance Certificate | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ |
| Fee | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Article of Incorporation | ▲ | ▲ | ▲ | ▲ | ▲ | | ▲ | ▲ |
| Business Partner Information | ▲ | ▲ | ▲ | ▲ | ▲ | | ▲ | ▲ |
| Zoning Compliance | ▲ | | | ▲ | | | | ▲ |
| Criminal Reference Check | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ |
| Health Department Approval | | | | | ✓ | | ✓ | |
| Fire Inspection | | | | ▲ | | | | |
| Employee List | | | | | | | | |
| HTA Safety Check | | | | | ✓ | | ✓ | |
| Vehicle Insurance | | | | | ✓ | | ✓ | |
| Vehicle Ownership | | | | | ✓ | | ✓ | |
| Proof of Qualifications | | ✓ | | | | | | |
| Letter from TSSA | | | | | | | | |
| HVAC Inspection | | | | | | | | |
| Emergency Safety Plan | | | | | | | | |
| Written Declaration | | | | | | | | |
| Description of Business | | | | | | | | |
| Propane Inspection | | | | | ✓ | | ✓ | |
| Animal Control Inspection | ✓ | | | | | | | |
| Declaration of Animal Offences | ✓ | | | | | | | |
|  Denotes requirement for all applications  Denotes only required for initial application * Donation Box validation sticker requirements in Schedule | | | | | | | | |

| | Second-Hand goods Shop | Special Sale | Taxicab Broker (By-law 2018-051) | Taxicab Driver (By-law 2018-051) | Taxicab Owner (By-law 2018-051) | Tobacco/Electronic Cigarette Retailer (By-law 2021-028) |
|---|------------------------|--------------|----------------------------------|----------------------------------|---------------------------------|---|
| Renewal Dates | 31-Jan | Per event | 31-Jul | 31-Jul | 31-Jul | 31-Jan |
| Schedule Number | 32 | 33 | 34 | 34 | 34 | 35 |
| REQUIREMENTS | | | | | | |
| Applicants Information | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Business Address | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Insurance Certificate | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Fee | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Article of Incorporation | ▲ | ▲ | ▲ | | ▲ | ▲ |
| Business Partner Information | ▲ | ▲ | ▲ | | ▲ | ▲ |
| Zoning Compliance | ▲ | | ▲ | | | ▲ |
| Criminal Reference Check | ✓ | | | | | |
| Vulnerable Sector Screening (By-law 2018-051) | | | ✓ | ✓ | ✓ | |
| Health Department Approval | | | | | | |
| Health Department Inspection Report (By-law 2021-028) | | | | | | ✓ |
| Fire Inspection | | | | | | |
| Employee List | | | | | | |
| HTA Safety Check | | | | | ✓ | |
| Vehicle Insurance | | | | | ✓ | |
| Vehicle Ownership | | | | | ✓ | |
| Proof of Qualifications | | | | ✓ | ✓ | |
| Letter from TSSA | | | | | | |
| HVAC Inspection | | | | | | |
| Emergency Safety Plan | | | | | | |
| Written Declaration | | ✓ | | | | |
| Description of Business | | ✓ | | | | |
| Propane Inspection | | | | | | |
| Animal Control Inspection | | | | | | |
| Declaration of Animal Offences | | | | | | |



Denotes requirement for all applications



Denotes only required for initial application

| | Commercial Parking Lot Operators (By-law No. 2016-025) | Arborist Consulting Company (By-law No. 2018-2005) | Arboricultural Company (By-law No. 2018-2005) | Tree Company (By-law No. 2018-2005) | Landscaping/Tree Company (By-law No. 2018-2005) |
|--------------------------------|--|---|---|-------------------------------------|---|
| Renewal Dates | 31-Jul | 30-Apr | 30-Apr | 30-Apr | 30-Apr |
| Schedule Number | 36 | 36 | 36 | 36 | 36 |
| REQUIREMENTS | | | | | |
| Applicants Information | ✓ | ✓ | ✓ | ✓ | ✓ |
| Business Address | ✓ | ✓ | ✓ | ✓ | ✓ |
| Insurance Certificate | ✓ | ✓ | ✓ | ✓ | ✓ |
| Fee | ✓ | ✓ | ✓ | ✓ | ✓ |
| Article of Incorporation | ⚠ | ⚠ | ⚠ | ⚠ | ⚠ |
| Business Partner Information | ⚠ | ⚠ | ⚠ | ⚠ | ⚠ |
| Zoning Compliance | ⚠ | | | | |
| Criminal Reference Check | | ✓ | ✓ | ✓ | ✓ |
| Health Department Approval | | | | | |
| Fire Inspection | | | | | |
| Employee List | | ✓ | ✓ | ✓ | ✓ |
| HTA Safety Check | | | | | |
| Vehicle Insurance | | | | | |
| Vehicle Ownership | | | | | |
| Proof of Qualifications | | ✓ | ✓ | ✓ | ✓ |
| Letter from TSSA | | | | | |
| HVAC Inspection | | | | | |
| Emergency Safety Plan | | | | | |
| Written Declaration | | | | | |
| Description of Business | | | | | |
| Propane Inspection | | | | | |
| Animal Control Inspection | | | | | |
| Declaration of Animal Offences | | | | | |
| Police records check | | | | | |
| ✓ | Denotes requirement for all applications | | | | |
| ⚠ | Denotes only required for initial application | | | | |