

### 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	
<b>REQUIREMENTS</b>									
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
<b>REQUIREMENTS</b>								
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							

	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
<b>REQUIREMENTS</b>								
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
<b>REQUIREMENTS</b>								
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
<b>REQUIREMENTS</b>								
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)	Tobacconist
Renewal Dates	31-Jan	per event	31-Jul	31-Jul	31-Jul	31-Jan
Schedule Number	32	33	34	34	34	35
<b>REQUIREMENTS</b>						
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						
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)	Motor Vehicle Storage Yard (By-law 2019-061)
Renewal Dates	31-Jul	30-Apr	30-Apr	30-Apr	30-Apr	30-Jun
Schedule Number	36	36	36	36	36	31
<b>REQUIREMENTS</b>						
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						✓
✓	<b>Denotes requirement for all applications</b>					
⚠	<b>Denotes only required for initial application</b>					