



# Annual Business Licence Application

(NEW or RENEWAL) By-Law 2016-92

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

**IMPORTANT:** The information required by this application is necessary to fully evaluate your request for a Business Licence. Completion of this application does not guarantee approval of the application. For information or assistance on completing this application, please contact Norfolk County's Licensing Office at 519-426-5870 Ext: 1357. Please allow 2-3 weeks for processing time.

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

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

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

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

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

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

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

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

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

- Pedlar**  Annual
- Auctioneers**  Annual  Daily
- Amusement**  Annual  Per Event (30 days)
- Number of Units: \_\_\_\_\_
- Hotel/Motel/Bed and Breakfast**  Hotel/Motel  B and B
- Number of Rooms: \_\_\_\_\_
- Mobile Food Premises**  Annual
- Per Festival Event \_\_\_\_\_
- Class A  Class B  Class C
- Food Premises**  Annual
- Tow Truck Business**  Annual
- Pawn Brokers/Sellers of Used Goods**  Annual
- Salvage Yards**  Annual
- Personal Aesthetic Services**  Annual
- Taxi**  Owner  Vehicle  Driver

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

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

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



Ver. December 24, 2019

## Business Licence Approvals Required

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

**LICENCE FEES**

<b>Licence Type</b>	<b>Fee</b>
Pedlar Sales Annual	\$177.00
Pedlar Sales Non-Profit/Charitable Organizations	N/C
Auctioneers	\$112.00
Amusements	\$37.50 each (30 days) or times five for an annual licence \$185.00 per unit
Hotels/Motels/Bed & Breakfasts	\$15.30
Mobile Food Premises <b>Class A</b> – Motorized/Non-Motorized site specific – catering truck, chip truck, refreshment trailer <b>Class B</b> – Motorized travelling - Catering Truck, Chip Truck, refreshment trailer or hot dog cart	\$400.00
Mobile Food Premises – Per Festival Event	\$50.00
Mobile Food Premises <b>Class C</b> – Non Motorized – ice cream cycle, yogurt cart or juice carts, (pre- packaged items)	\$93.00
Mobile Food Premise Non Profit Charitable Organization	\$300.00
Mobile Food Premises Second or Subsequent Vehicle	\$30.00
Tow Truck Business/Owners	\$118.00
Pawn Brokers/Sellers of Used Goods	\$66.00 and \$2,000.00 Security Deposit
Salvage Yards	New Applicant \$423.00 Renewal \$207.00
Tattoo & Body Piercing Parlours	\$96.00
Personal Aesthetic/Salons	\$15.30
Taxi – Owner	\$118.00
Taxi – Vehicle	\$87.00
Taxi - Driver	\$49.00
Food Premises	\$15.30
Administrative Fee for Late Renewals	\$53.00
Licence Replacement	\$10.40



**Additional Contact Information**

Office	Address	Telephone	Fax
By-Law, Zoning & Building	185 Robinson Street, (2 <sup>nd</sup> floor) Simcoe ON N3Y 5L6	519-426-5870 Ext: 6015 By-Law Ext: 6016 Building	519-427-5901
Health Unit	12 Gilbertson Drive, Simcoe ON N3Y 4N5	519-426-6170 Ext: 3231 or 3245	519-426-9974
Fire Department	95 Culver Street, Simcoe ON N3Y 2V5	519-426-4115 Ext: 2423 or 2402	519-426-4140
Licensing Office	150 Colborne Street, Simcoe ON N3Y 4H3	519-426-5870 Ext: 1357	519-426-8573
Police	548 Queensway West, Simcoe, ON N3Y 4J9	519-426-3434	

**Inspections/Approvals for Mobile Food Premises or Personal Aesthetic/Salons**

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

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

**(Mobile Food Premise ONLY)**

Agency	Company Name	Name of Inspector	Date
TSSA Field Approval (sticker) (Built/sold/transferred or modified after February 13, 2006)			
Licensed Gas Tech. TSSA Annual Inspection Certificate (Checklist)			
Hydro – E.S.A. (sticker)			
Suppression System (Fire Protection Company) (Class K Extinguisher )			
BBQ's – Commercial Grade, Annual Inspection Certificate Checklist & 3A 40 BC extinguisher			

**\*PHOTO IDENTIFICATION MUST ACCOMPANY ALL APPLICATIONS\***