

Business Licensing - Auto Service Station - Documents Required

NEW

LICENCE TYPE		COMPLETED APPLICATION	ARTICLES OF INC./ BUSINESS NAME REGISTRATION (MBL)	IDENTIFICATION (i.e. Provincial Driver's Licence)	POLICE CRIMINAL RECORD (background check not from 3rd party sources)	ZONING CERTIFICATE/ BUILDING PERMIT	COMMITTEE OF ADJUSTMENT / MINOR VARIANCE (may be required - check with Zoning)	*AUTHORIZATION LETTER	PAYMENT of LICENCE FEES
AUTO SERVICE STATION									
GARAGE (GAS) "A"		X	X	X		X	X	X	X
GARAGE (REPAIR) "B"		X	X	X		X	X	X	X
GARAGE (NEW/USED RETAIL SALES) "C"		X	X	X	X	X	X	X	X
GARAGE (RENTAL /LEASING) "D"		X	X	X		X	X	X	X
GARAGE (CAR WASH) "E"		X	X	X		X	X	X	X

RENEWAL

LICENCE TYPE		COMPLETED APPLICATION	BUSINESS REGISTRATION PAPERS (if any changes)	IDENTIFICATION (i.e. Provincial Driver's Licence may be required)			COMMITTEE OF ADJUSTMENT / MINOR VARIANCE (may be required - check with Zoning)	*AUTHORIZATION LETTER	PAYMENT of LICENCE FEES
AUTO SERVICE STATION		X	X	X			X	X	X
GARAGE (GAS) "A"		X	X	X			X	X	X
GARAGE (REPAIR) "B"		X	X	X			X	X	X
GARAGE (NEW/USED RETAIL SALES) "C"		X	X	X			X	X	X
GARAGE (RENTAL/LEASING) "D"		X	X	X			X	X	X
GARAGE (CAR WASH) "E"		X	X	X			X	X	X

*LETTER OF AUTHORIZATION: signed by a Director, Owner or Partner appointing an agent to act on their behalf if they cannot attend or sign the Business Licence Application form.