



Ver. January 5/2023

**Business Licence Application  
(NEW or RENEWAL) By-Law 2020-17**

185 Robinson Street, Simcoe ON N3Y 5L6 – Suite 100  
Tel: 519-426-5870 · Fax: 519-426-8573 · Email: [licensing@norfolkcounty.ca](mailto:licensing@norfolkcounty.ca)

**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 the Licensing Department at 519-426-5870 ext. 8043. *Please allow 2-3 weeks for processing time.* **“Licensing application fees are non-refundable”.**

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

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

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

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

**Business Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

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

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

**Goods/Services to be sold/offered:** \_\_\_\_\_

**Type of Business License Required ANNUALLY:**

- Pedlar (EL004)**
- Pedlar Not for Profit (No Charge)**
- Auctions/Flea Markets (EL006)**
- Amusement (per unit)**     **Annual (EL024)**     **Per Event (30 days) (EL011)**  
Number of Units: \_\_\_\_\_
- Hotel/Motel/Bed and Breakfast (EL028)**     **Hotel/Motel**     **B and B**  
Number of Rooms: \_\_\_\_\_
- Mobile Food Premises**     **Annual**     **Second Vehicle (EL009)**  
(ELMF \$134.00) (HLMF \$224.00) (CLMF \$90.00)  
 **Per Festival Event**  
(ELMF \$20.00) (HLMF \$18.00) (CLMF \$18.00)  
 **Mobile Food Premise Sales (1.a) Schedule 5**  
(ELMF \$101.00) (HLMF \$169.00) (CLMF \$69.00)
- OR-**
- Ice Cream/Non-Hazardous (1.b) Schedule 5**  
(ELMF \$73.00) (HLMF \$31.00)
- Food Premises (EL029)**
- Pawn Brokers/Sellers of Used Goods (EL018)**
- Salvage Yards**     **New (ESAL1)**     **Renewal (ESAL2)**
- Personal Aesthetic Services (EL027)**     **Tattoo/Piercing (EL022)**
- Taxi / Limousine**     **Owner (EL019)**     **Vehicle (EL021)**  
 **Driver (EL020)**
- Thursday the 12<sup>th</sup> & Friday the 13<sup>th</sup>**     **Cold Weather**     **Warm Weather**
- Merchandise (EL012)**     **Mobile Food (ELMF-\$153.00 (HLFM-\$44.00) (CLMF-\$23.00)**
- Not for Profit / Charitable Ticket Sales ONLY (EL017)**

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

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



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## Business Licence Approval Required

Licence Type:	By-Law and Zoning	Building (Tents larger than 600sq ft or 55 sq meters)	Health **	Fire **	Police (Vulnerable Sector Police Check)	Public Liability Insurance (required on County property)	Additional Information
<b>Pedlar (3A 40 BC Extinguisher) (includes BBQs)</b>	✓	✓			✓	✓	See Schedule 1 of BY-LAW No. 2020-17 for additional information
<b>Auctions/Flea Markets</b>	✓	✓		✓		✓	See Schedule 2 of BY-LAW No. 2020-17 for additional information
<b>Amusements (3A 40 BC Extinguisher)</b>	✓	✓		✓		✓	See Schedule 3 of BY-LAW No. 2020-17 for additional information
<b>Hotel/Motel Bed &amp; Breakfast</b>	✓			✓			See Schedule 4 of BY-LAW No. 2020-17 for additional information
<b>Mobile Food Premises (Class K Extinguisher) Includes Special Events</b>	✓	✓	✓	✓		✓	See Schedule 5 of BY-LAW No. 2020-17 for additional information
<b>Food Premises</b>	✓		✓	✓			See Schedule 6 of BY-LAW No. 2020-17 for additional information
<b>Pawnbrokers Seller Of Used Goods</b>	✓						See Schedule 7 of BY-LAW No. 2020-17 for additional information
<b>Salvage Yards</b>	✓						See Schedule 8 of BY-LAW No. 2020-17 for additional information
<b>Personal Aesthetic Services</b>	✓		✓				See Schedule 9 of BY-LAW No. 2020-17 for additional information
<b>Taxi / Limousine</b>	✓				✓	✓	See Schedule 10 of BY-LAW No. 2020-17
<b>Thursday the 12<sup>th</sup> &amp; Friday the 13<sup>th</sup></b>	✓	✓	✓	✓		✓	See Schedule 11 of BY-LAW No. 2020-17

**\*\* Health/Fire \*\* - Applies annually to Mobile Food Premise Applicants ONLY.**

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**2023 LICENCE FEES**

Licence Type	2023 Licence Fee	SHORT CODE
Pedlar Sales Annual	\$200.00	EL004
Pedlar Sales Non-Profit/Charitable Organizations	No Charge	No Short Code
Auctions/Flea Markets	\$126.00	EL006
Amusements	\$42.00 each (30 days) or times five for an annual licence \$208.00 per unit	EL011  EL024
Hotels/Motels/Bed & Breakfasts	\$17.15	EL028
Mobile Food Premises: Motorized/Non-Motorized site specific, or not site specific. Includes, but not limited to a catering truck, chip truck, ice cream truck, refreshment trailer or hot dog cart	\$448.00	ELMF- 134.00 HLFM - 224.00 CLMF- 90.00
Mobile Food Premises: Ice Cream and Non-Hazardous	\$104.00	ELMF – 73.00 HLMF – 31.00
Mobile Food Premises: Per Festival Event	\$56.00	ELMF – 20.00 HLMF – 18.00 CLMF – 18.00
Mobile Food Premises: Second or Subsequent Vehicle	\$33.50	EL009
Mobile Food Premise Non-Profit Charitable Organization	\$339.00	ELMF – 101.00 HLFM – 169.00 CLMF – 69.00
Pawn Brokers/Sellers of Used Goods	\$74.00 and \$2,000.00 Security Deposit (Pawnbrokers only)	EL018
Salvage Yards	New Applicant \$473.00 Renewal \$232.00	ESAL1 ESAL2
Tattoo & Body Piercing Parlours	\$107.00	EL022
Personal Aesthetic/Salons	\$17.15	EL027
Taxi / Limousine – Owner	\$132.00	EL019
Taxi / Limousine – Vehicle	\$98.00	EL021
Taxi / Limousine - Driver	\$55.00	EL020
Food Premises	\$17.15	EL029
Administrative Fee for Late Renewals	\$59.00	EL030
License Replacement	\$11.60	EL031
Thursday the 12 <sup>th</sup> & Friday the 13 <sup>th</sup> Food (ELMF, HLFM, CLMF)	\$220.00	ELMF- 153.00 HLMF – 44.00 CLMF – 23.00
Pedlar (merchandise) (EL012)	\$220.00	EL012
Thursday the 12 <sup>th</sup> & Friday the 13 <sup>th</sup> Non Profit/Charitable Ticket Sales Only	\$68.00	EL017

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 2020-17. 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 Information and Privacy Coordinator at ext. 1261.

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Department	Address	Telephone	Fax
Zoning & Building	185 Robinson Street, (2 <sup>nd</sup> floor) Simcoe ON N3Y 5L6	519-426-5870 Ext: 6016 Building	519-427-5901
Health Unit	12 Gilbertson Drive, Simcoe ON N3Y 4N5	519-426-6170 Ext: 8206 or 8182	519-426-9974
Fire	183 Main St., Delhi ON N4B 2M3	519-426-5870 Ext: 2423 or 2402	519-426-4140
Licensing / Bylaw	50 Colborne Street, Simcoe ON N3Y 4H3	519-426-5870 Ext: 8043	519-426-8573
Police	548 Queensway West, Simcoe, ON N3Y 4J9	519-426-3434	

**Inspections/Approvals for Mobile & Food Premises**

- Yes     No    Received \$2 Million Liability Insurance Confirmation
- Yes     No    Letter of permission for private property
- Yes     No    Three meter setback from road allowance (**mobile food premises to be located in one spot for more than one week**)

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

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			