Form no. 0860 (rev. 2019.06)
www.london.ca

Business Licence Application
The Corporation of the City of London
Development and Compliance - licensing@london.ca
519-930-3515

Required Documents:

- Articles of Incorporation, if the business is incorporated / Master Business Licence if not incorporated
- Copy of authorization letter if Authorized Agent and Lease Agreement obtained from property owner attached
- Floor plans or site plans, as required

<table>
<thead>
<tr>
<th>APPLICATION TYPE</th>
<th>Ontario Corporation Number OR Names(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation</td>
<td>☐</td>
</tr>
<tr>
<td>Partnership</td>
<td>☐</td>
</tr>
<tr>
<td>Sole Proprietor</td>
<td>☐</td>
</tr>
</tbody>
</table>

BUSINESS OWNER INFORMATION

<table>
<thead>
<tr>
<th>Name of business owner (Please print)</th>
<th>E-mail</th>
<th>Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of business owner</td>
<td>City</td>
<td>Postal Code</td>
</tr>
</tbody>
</table>

OPERATING BUSINESS INFORMATION

<table>
<thead>
<tr>
<th>Operating name of business (Please print)</th>
<th>Business telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of business being applied for, including unit #</td>
<td>Postal Code</td>
</tr>
</tbody>
</table>

AGENT INFORMATION (IF DIFFERENT THAN OWNER) (AUTHORIZATION LETTER REQUIRED)

<table>
<thead>
<tr>
<th>Name of Agent (Please print)</th>
<th>E-mail</th>
<th>Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of business owner</td>
<td>City</td>
<td>Postal Code</td>
</tr>
</tbody>
</table>

Are you contemplating any building/plumbing/alteration work associated with a Business Licence?

- NO
- YES

NOTE: a building permit may be required and/or development charges may be applicable

Have you applied for a Building/Plumbing Permit?

- NO
- YES

Do you require a liquor licence? If yes, provide separate application and drawings.

- NO
- YES

Application and Drawings provided

For City Hall Use Only

<table>
<thead>
<tr>
<th>Open Permits, violations and complaints</th>
<th>LQR#</th>
<th>Sent to Health</th>
<th>Joint Inspection Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Amanda #</td>
<td>Licence #</td>
<td>Amount Paid</td>
</tr>
</tbody>
</table>

Pre-Zoning Comments

Zoning Officer

XXXX XXXX DD
I, (Please print) ___________________________ the undersigned, certify that the statement herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I have read the declaration and notice contained below.

The undersigned agrees that the issuance of a licence will be subject to approvals from such municipal or provincial departments or agencies as the Licence Manager deems necessary. The issuance of a licence is not intended and shall not be construed as permission or consent by the Corporation for the holder of the licence to contravene or fail to observe or comply with any law of Canada or Ontario or any by-law of the Corporation.

Any business licence application that has not received approvals from all municipal or provincial departments or agencies (as the Licence Manager deems necessary) due to the applicant's inability to comply with the licence requirement within 90 days from the date of filing the application shall be deemed to be refused.

Dated this ___________________________ day of ___________________________ , ______________________________.  

☐ Business Owner  ☐ Authorized Agent  Signature ___________________________

PLEASE NOTE THAT INSPECTIONS AND SUBSEQUENT APPROVALS MUST BE RECEIVED WITHIN 90 DAYS OF SUBMITTING THIS APPLICATION OR YOUR APPLICATION MAY BE REFUSED AND YOU WILL NEED TO REAPPLY.

DATE ___________________________

TYPE OF BUSINESS: ___________________________

LICENCE NUMBER: ___________________________

☐ AN INSPECTION HAS BEEN BOOKED FOR YOU ON: _________________ 10-12AM OR 1-3PM

   THIS INSPECTION INCLUDES
   ☐ BUILDING
   ☐ FIRE
   ☐ HEALTH

☐ YOU WILL NEED TO BOOK THE FOLLOWING INSPECTIONS INDIVIDUALLY
   ☐ BUILDING
   ☐ FIRE
   ☐ HEALTH
   ☐ WASTEWATER
   ☐ MLEO

** YOUR APPLICATION FEE COVERS THESE INITIAL INSPECTIONS BUT YOU MAY BE CHARGED FOR A RE-INSPECTION FEE IF THE FIRE PREVENTION OFFICER NEEDS TO ATTEND A SUBSEQUENT TIME DUE TO DEFICIENCIES.

BUSINESS LICENCE APPLICATION FEES ARE NON-REFUNDABLE

CONTACT NUMBERS:

LICENSEING  519-930-3515  licensing@london.ca

BUILDING  519-661-4555
FIRE  519-661-4565
HEALTH  519-663-5317
WASTEWATER  519-661-2489 x.6306