

Automobile Service Station ONLINE Renewal Instructions

** A new online process for business licensing applications and renewals has been implemented. The online application process and form is available on the City website <https://www.brampton.ca/EN/Business/Licensing/Pages/Stationary-Licence-Requirements.aspx> Requests for licences and renewals will only be accepted through the online application process.**



Requirements for renewing the above licence(s):

- 1. **Licence Application Form**
Business and owner information to be entered online.
- 2. **Certificate of Insurance** - completed insurance form to be uploaded online
The insurance form **must be completed and signed by your insurer** showing evidence of \$2,000,000 (minimum) Commercial General Liability. It is the business owner's responsibility for uploading the insurance certificate on the online application form.
- 3. **Class B & Class F Licences Require a Licenced Mechanic**
(copy of Ontario College of Trades Licence)
Provide proof of one Licenced Mechanic on staff for **Class "B"**
Provide proof of one Licenced Body person on staff for **Class "F"**
- 4. **Fee** - Dependent on Class(es)* (*See Below)
 - **Expiry Date** – January 31st of each year

An Automobile Service station licence may be issued for one or more of the following classifications.

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|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <u>CLASS A:</u> | Minor Service/Repair Shop | \$243.00 |
| | Includes any of the following: | |
| | a) where gasoline, oil, or lubrication is dispensed or electric or hybrid vehicles are charged (excluding employer provided dispensing stations) | |
| | b) Minor automotive parts, supplies and accessories are kept for sale | |
| | c) Tire installation and Sales | |
| | d) Minor repairs to Motors vehicles (window tint, electronic installations and/or car detailers) | |
| <u>CLASS B:</u> | Major Repair and Servicing | \$243.00 |
| | Includes any Premises used for the repair and servicing of Motor Vehicles. | |
| <u>CLASS C:</u> | Out-of-Town Car Rentals | \$243.00 |
| | Includes Out-of-town car rentals | |
| <u>CLASS D:</u> | Car Wash | \$243.00 |
| | Includes any Premises used for carrying on the business of a Car Wash whether by mechanical means, non-mechanical means or coin operated | |
| <u>CLASS E:</u> | Renting, Leasing, Buying, Selling | \$243.00 |
| | Includes any Premises used for carrying on the business of renting, leasing, buying or selling of new or used Motor Vehicles. | |
| <u>CLASS F:</u> | Autobody Repair, Painting | \$243.00 |
| | Includes any Premises used for carrying on the business of repairing, rebuilding or painting of the exterior portions of Motor Vehicles. | |

Once your application is reviewed, a link to the payment option will be sent to the email provided on the application.

**** Late Renewals are subject to \$50 late fee****

Once your application has been reviewed and approved your payment will be processed and your licence will be mailed out.