

Lodging House 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 obtaining the above licence:

- 1. **Licence Application Form**
Business and owner information to be entered online.

- 2. **Certificate of Insurance**
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 to upload insurance certificate to online application.

- 3. **Fire Department Approval** (905) 874-2740
An additional fee is required for this approval.
Approval issued within 30 days must be provided.

- 4. **Property Standards Approval** (905) 458-3424
An additional fee is required for this approval.
Approval issued within 30 days must be provided.

- 5. **Fee - \$407.00**
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.