

---

## General Licence Application

**To make an application for a General Business License, please provide Enforcement Services with the following:**

- ☐ A completed application form.
- ☐ Payment as set out in the Town's Fees and Charges By-law #7220-17.

### **Payments:**

- **Option 1:** Submit or mail your completed application to our office located at 3050 Garden Street, Unit 102, Whitby ON L1R 2G7. Payments are accepted by debit, cash or cheque made payable to the Town of Whitby.
- **Option 2:** Drop your payment and completed application into the Town's drop box located at 575 Rossland Road E, Whitby ON, L1N 2M8.

### **Departmental Inspections:**

- For Building Permits, please contact the Building Division at: 905.430.4305 or [Building@whitby.ca](mailto:Building@whitby.ca).
- For zoning confirmation, please contact the Planning Division at: 905.430.4306 or [Planning@whitby.ca](mailto:Planning@whitby.ca).
- To book an inspection with the Fire Department, please contact: 905.668.3312 or [Fire@whitby.ca](mailto:Fire@whitby.ca).
- To book an inspection with the Durham Region Health Department, please contact: 905.668.7711 or [ehl@durham.ca](mailto:ehl@durham.ca).

### **Additional Information:**

- Business licences must be renewed on an annual basis.
- It is the business owner's responsibility to renew the licence on time.
- When a licence is deemed "Past Due" there is an extra \$56.00 late fee.
- There is no guaranteed timeline for when a licence will be issued.

### **Please Note:**

- When a new application is received, different departmental signoffs are required to issue a licence.

**Part A: Type of Licence (Please check applicable)**

- ☐ Auctioneer (\$110.00)  
☐ Pawn Broker (\$165.00)  
☐ New Second Hand Shop/Salvage Yard (\$305.00)      ☐ Renewal (\$254.00)  
☐ Adult Entertainment (\$3254.00)

**Part B: Applicant Information**

First Name:

Last Name:

Street Number and Address:

City:

Province:

Postal Code:

Telephone:

Mobile:

Email Address:

**Part C: Business Information**

Business Name:

Registered Business Name (if applicable):

Address:

Unit/Suite:

Postal Code:

**Part D: Extra Information**

Name of previous business at this location:

Please check:

- ☐ This is a new application  
☐ This is a renewal application  
☐ This is a change of ownership

The undersigned hereby applies for a licence as described and agrees to comply with all municipal by-laws and regulations and all other application requirements. The applicant hereby acknowledges that the Town of Whitby, in processing the application, may make such inquiry and searches as it deems appropriate and the applicant hereby authorizes the release of all police and other records and information at this or at anytime by any person to Town Council, provided such information is received and discussed "in camera" and otherwise remains confidential, unless the applicant requests otherwise in writing. The applicant understands that if requested by the Chief of Police, records and information will remain confidential.

In consideration of the issuance of the licence which is the subject matter of this application, the undersigned (joint and severally, if more than one) covenants and agrees to indemnify and save harmless the Town, its officers, employees, servants, agents, contractors and assigns, with respect to any and all actions, causes of action, claims, demands, proceedings, cost damages and expenses howsoever arising either directly or indirectly for the issuance of such licence and the carrying on of the business, project or other activity for which the licence is issued.

In the matter of Business Licensing By-law No. 5545-04 and amendments thereto, for regulating the issuance, renewal and approval of licences in the Town of Whitby, in the Regional Municipality of Durham:

I \_\_\_\_\_, do solemnly declare that:

- I am the \_\_\_\_\_ (insert position i.e. president, partner, secretary) of the applicant firm in this application and, as such, have knowledge of the facts heretofore set forth;
- The statements contained in this application are, from my own knowledge, true;
- This application discloses all facts known to me that are relevant thereto; and,
- I made this solemn declaration consciously believing it to be true and knowing that it is of the same force and effect as is made under oath and by virtue of "The Canadian Evidence Act."

Applicant Name	
Applicant Signature	
Date	

Personal information on this form is collected under the authority of the Municipal Act, 2001, c. 25, and will be used to determine compliance with the provisions of the Town's Business Licensing By-Law. This information may be forwarded to various Town Departments and the Region of Durham for comment. Questions about this collection should be directed to the Town Clerk, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, 905.430.4315.