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Application for a Business Licence - Motor Vehicle Facility

200 King St W - 2nd Floor, Kitchener, Ontario N2G 4G7

licensing@kitchener.ca P: 519-741-2200-2275 F: 519-741-2705

www.kitchener.ca/businesslicensing

Definition:

"Motor Vehicle Facility" means a building or place where a Person engages in the Business of selling, offering for sale, or providing servicing or maintenance of a Motor Vehicle and shall include without limitation any new or used Motor Vehicle Dealership, Motor Vehicle Service Station, Motor Vehicle Service Shop or Specialty Shop, Motor Vehicle Repair Shop, supplier of new and used Motor Vehicle parts, Motor Vehicle inspection Centre, Motor Vehicle rental and leasing establishment, and Motor Vehicle Specialty and Service Shops.

Business Information

Date of Application: _____ Opening Date for Business: _____

Business/Operating Name: _____

Business Address: _____

Business Email: _____ Phone #: _____

Ownership Information

(Circle one) Sole Partnership Incorporated (Corp #) _____

Name(s)/Partner(s) Name: _____

Address: _____

Mailing Address (if different than above): _____

Email: _____ Phone #: _____

Applicant Information (IF SAME AS ABOVE, CHECK THE BOX)

Name: _____

Address: _____

Mailing Address (if different than above): _____

Email: _____ Phone #: _____

CONTACT INFORMATION: (Contact will be used in Emergency situations and/or for inspections)

Check the Box, if same as Owner or Same as Applicant

Contact Name: _____

Phone Number: _____ Email: _____

Preferred method of license delivery: (circle) Mail Email Pick up

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Please list all services offered:

Every Motor Vehicle Facility Licensee shall: (initial each box)

	Display the Licence in a conspicuous place, including the occupancy load.
	Upon inspection disclose to an Officer of any flammable materials.
	Upon inspection disclose to an Officer of any flammable or combustible liquids.
	Report to the Waterloo Regional Police Services when a Motor Vehicle is left on the Licensed Premises for a period of twenty-four hours (24 hours), if the Motor Vehicle has been left without permission of the Licensee or when the Licensee may have reason to believe the Motor Vehicle is either stolen or abandoned.
	Every Licensee shall ensure that all Motor Vehicles associated with the Licensed Premises are parked within the boundaries of the property.

Required Approvals: (City staff will contact to arrange inspections)

	Planning Approval Contact Phone # 519-741-2426
	Plumbing Approval Contact Phone # 519-741-2312
	Fire Approval Contact Phone # 519-741-2495

Non-refundable Application Licence Fee: \$230 Payable on application submission

Licenses are non-transferable **Accepted Methods of Payment: Cash/Cheque/Debit**

I certify that:

- I am the business owner and/or have been authorized by the business owner listed on this application to apply for the Business Licence;
- I agree to comply with all requirements under this Bylaw, and/or any conditions place on the licence;
- I am 18 years of age;
- I will confirm to and abide by any relevant City of Kitchener By-laws, and any other provincial or federal law or Act;
- I understand amendments to an issued licence may result in additional requirements and/or licence.
- I understand that the fees are non-refundable and cannot be prorated; and
- the statements contained in this application are true and accurate.

Applicant's Name (Printed)

Applicant's Signature

Date