

## Outdoor Storage Facility or Parking Lot Online Application Requirements

\*\* 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**  
The form must be completed and signed by the owner of the business.
- 2. **Zoning Approval** Application will be forwarded to our zoning division for review of location of the business. Please provide complete address of business.
- 3. **Site Plan** Showing the location and dimension of the lands and buildings in respect of which he or she seeks a licence: and the maximum number of Motor Vehicles proposed to be parked or stored at or upon the Licenced Premises at any one time.
- 4. **Certificate of Insurance**  
The attached must be completed and signed by your insurer. It is the business owner's responsibility to upload insurance certificate on online application.
- 5. **Articles of Incorporation and Business Name Registration**  
(Business name registration is required when a business is operating as a different name from the corporation, unless the business is a franchise)
- 6. **Enforcement inspection of premise**
- 7. **Fee – \$243.00** \*\*Once your application form is reviewed, a link to the payment option Will be sent to the email provided on application.

**Expiry Date** – January 31<sup>st</sup> of each year

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

# SCHEDULE 15 TO THE STATIONARY BUSINESS LICENSING BY-LAW RELATING TO

## OUTDOOR STORAGE FACILITY OR PARKING LOT

1. In this Schedule:

“Outdoor Storage Facility” means the storage of merchandise, goods, inventory, materials or equipment or other items, which are not intended for immediate sale, by locating them on a lot exterior to a building. This includes boat, snowmobile, jet skis, trailer storage, transport storage and shipping container storage and excludes vehicle pound facilities.

“Parking Lot” means any lot, building, structure or part thereof used for the temporary storage of more than 3 Motor Vehicles, excluding transport trailers and cabs, boats, recreational vehicles, etc., where consideration is paid for such storage but does not include parking facilities provided by landlords for tenants or by Condominium Corporations to unit owners or tenants.

2. Every Licensee under this Schedule shall:

- (a) Ensure that all driveways into and out of the parking lot, as well as the parking spaces in the parking lot are paved with asphalt, concrete or other similar substances;
- (b) Ensure that all parking spaces are clearly delineated by painted contrasting lines;
- (c) Ensure that all parking spaces are readily accessible at all times for the parking or removal of Motor Vehicles without the necessity of moving any other Motor Vehicle;
- (d) Display in a conspicuous place at or upon the Licensed Premises, a sign that states:
  - (i) In letters and figures of uniform size not less than 8 centimeters in height, the rates or charges for parking Motor Vehicles; and
  - (ii) In readily legible letters, the hours during which the Licensed Premises is open for business, together with the Licensee’s name, address and telephone number.
- (e) Where any Motor Vehicle remains continuously and without lawful excuse at or upon the Licensed Premises for more than 24 hours, forthwith report to the nearest police station, the model and Provincial permit number of the Motor Vehicle;
- (f) Ensure that Motor Vehicles that are parked illegally are only removed from the Licensed Premises:
  - (i) where signage has been posted clearly notifying persons that illegally parked vehicles will be ticketed and towed at the owner’s expense; and
  - (ii) when a designated Municipal Law Enforcement Officer, not necessarily employed by the City, has issued a ticket or penalty notice for the violation;
- (g) Ensure that the signage in subsection 11.(f):
  - (i) provides the name and telephone number of the pound facility the Motor Vehicle will be taken to; and
  - (ii) is placed in a conspicuous location clearly visible to the patrons in all lighting levels;
- (h) Report to the police any Motor Vehicle which he or she may have reason to suspect is either stolen or abandoned;
- (i) At the time of receiving each Motor Vehicle for the purpose of parking on the Licensed Premises, give or cause to be given to the person from whom the Motor Vehicle is received, a numbered receipt bearing on the same side as the number:
  - i) A clear statement of the extent of the responsibility accepted by the Licensee in respect to loss of, or damage to the Motor Vehicle and contents thereof while parked, stored or otherwise in the care and custody of the Licensee or any of the Licensee’s employees; and

- ii) The Licensee's name, the location of the Licensed Premises and the business hours that are specified on the sign or signs as required by subsection 11.(d).
3. Every Licensee shall comply with all relevant legislation pertaining to the storage and disposal of hazardous materials on the Licensed Premises.
4. Every Applicant for an Outdoor Storage Facility or Parking Lot Licence shall include in his or her Application, a site plan showing:
  - (a) The location and dimension of the lands and buildings in respect of which he or she seeks a Licence; and
  - (b) The maximum number of Motor Vehicles proposed to be parked or stored at or upon the Licensed Premises at any one time.
5.
  - (a) Ensure that all parking spaces are readily accessible at all times for the parking or removal of Motor Vehicles without the necessity of moving any other Motor Vehicle;
  - (b) Display in a conspicuous place at or upon the Licensed Premises, a sign that states:
    - (i) In letters and figures of uniform size not less than 8 centimeters in height, the rates or charges for parking Motor Vehicles; and
    - (ii) In readily legible letters, the hours during which the Licensed Premises is open for business, together with the Licensee's name, address and telephone number.
  - (c) Where any Motor Vehicle remains continuously and without lawful excuse at or upon the Licensed Premises for more than 24 hours, forthwith report to the nearest police station, the model and Provincial permit number of the Motor Vehicle;
  - (d) Ensure that Motor Vehicles that are parked illegally are only removed from the Licensed Premises:
    - (i) where signage has been posted clearly notifying persons that illegally parked vehicles will be ticketed and towed at the owner's expense; and
    - (ii) when a designated Municipal Law Enforcement Officer, not necessarily employed by the City, has issued a ticket or penalty notice for the violation;
  - (e) Ensure that the signage in subsection 11.(f):
    - (i) provides the name and telephone number of the pound facility the Motor Vehicle will be taken to; and
    - (ii) is placed in a conspicuous location clearly visible to the patrons in all lighting levels;
  - (f) Report to the police any Motor Vehicle which he or she may have reason to suspect is either stolen or abandoned;
  - (g) At the time of receiving each Motor Vehicle for the purpose of parking on the Licensed Premises, give or cause to be given to the person from whom the Motor Vehicle is received, a numbered receipt bearing on the same side as the number:
    - i) A clear statement of the extent of the responsibility accepted by the Licensee in respect to loss of, or damage to the Motor Vehicle and contents thereof while parked, stored or otherwise in the care and custody of the Licensee or any of the Licensee's employees; and
    - ii) The Licensee's name, the location of the Licensed Premises and the business hours that are specified on the sign or signs as required by subsection 11.(d).