

## **Pawnbroker 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 [www.brampton.ca](http://www.brampton.ca) (please refer to the Business Licensing section). Requests for licences and renewals will only be accepted through the online application process.\*\*

<https://www.brampton.ca/EN/Business/Licensing/Pages/Stationary-Licence-Requirements.aspx>



### **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. Insurance certificate must be uploaded on online application form.

3. **Criminal Record Search**

Security clearance issued within the last 30 days by the Police Services in the jurisdiction which the Applicant resides.

4. **Fee** - \$245.00

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

- **Expiry Date** – May 31<sup>st</sup> of every year

**\*\* 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.