

Tobacco Sales 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 renewing the above licence:

- 1. **Licence Application Form**
Business and Owner information to be entered online.
- 2. **Certificate of Insurance** - completed insurance form to be uploaded online
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 for uploading the insurance certificate on the online application form.
- 3. **Fee** – \$321.00

*Once your application is reviewed, a link to the payment option will be sent to the email provided on the application.
- **Expiry Date** – January 31st 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