

Automobile Service Station 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 (please refer to the Business Licensing section). Requests for licences and renewals will only be accepted through the online application process.**

Requirements for renewing the above licence(s):

- ☐ 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.
- ☐ 3. **Class B & Class F Licences Require a Licenced Mechanic**
(copy of Ontario College of Trades Licence)
Provide proof of one Licenced Mechanic on staff for **Class "B"**
Provide proof of one Licenced Body person on staff for **Class "F"**
- ☐ 4. **Fee** - Dependent on Class(es)* (*See Below)
 - **Expiry Date** – January 31st of each year

An Automobile Service station licence may be issued for one or more of the following classifications.

<u>CLASS A:</u>	Gasoline, Oil, Lube	\$238.00
	Includes any of the following: <ul style="list-style-type: none">a) where gasoline, oil, or lubrication is dispensed;b) Minor automotive parts, supplies and accessories for salec) Minor repairs to Motors vehicles	
<u>CLASS B:</u>	Repair and Servicing	\$238.00
	Includes any Premises used for the repair and servicing of Motor Vehicles.	
<u>CLASS C:</u>	Parking Lot	\$238.00
	Includes any Premises used for carrying on the business of operating a Parking Lot.	
<u>CLASS D:</u>	Car Wash	\$238.00
	Includes any Premises used for carrying on the business of a Car Wash whether by mechanical means, non-mechanical means or coin operated	
<u>CLASS E:</u>	Renting, Leasing, Buying, Selling	\$238.00
	Includes any Premises used for carrying on the business of renting, leasing, buying or selling of new or used Motor Vehicles.	
<u>CLASS F:</u>	Autobody Repair, Painting	\$238.00
	Includes any Premises used for carrying on the business of repairing, rebuilding or painting of the exterior portions of Motor Vehicles.	

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

**** 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.