

Salvage Shop and Salvage Yard 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**
Business and owner information to be entered online.
- 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. **Certificate of Insurance**
The attached 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 to upload insurance certificate on online application.
- 4. **Criminal Record Search**
Security clearance issued within the last 30 days by the Police Services in the jurisdiction which the Applicant resides.
- 5. **Fire Inspection Report – 905-874-2740**
A fire inspection report issued within the last 30 days must be provided.
An additional fee may be required for this approval
- 6. **Business Registration (MASTER BUSINESS LICENCE) and/or Articles of Incorporation**
(master business licence is required when a business is operating as a different name from the corporation, unless the business is a franchise)
- 7. **Fee** - \$282.00 ** Once your application is reviewed, a link to the payment option will be sent to the email provided on application.
 - **Expiry Date** – May 31st of every year

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

SCHEDULE 24 TO BY-LAW # 332-2013

RELATING TO SALVAGE SHOPS AND SALVAGE YARDS

1. In this Schedule:
 - “Salvage Yard” includes a building or place used as an automobile wrecking yard;
 - “Salvage Shop” includes a building or place used for the collection, purchase, keeping or selling of items such as bicycles, automobile tires, old metal, scrap material and appliances.
2. Every Application for a Salvage Yard or Salvage Shop Licence, or at the discretion of the Licence Issuer renewal of a Salvage Yard or Salvage Shop Licence under this By-law, shall be accompanied by a letter of approval from the Fire Chief.
3. An Application for a Licence, or at the discretion of the Licence Issuer for a Licence renewal, shall be accompanied by a security clearance issued to the Applicant within the last 30 days by the Police Services where the Applicant resides.
4. A Licence will not be issued if at any time within 3 years prior to the Application, the Person has been convicted of any offence relating to fraudulent practices, stolen goods, theft or burglary under the *Criminal Code*, RSO 1985, c. C-46, as amended.
5. Every Licensee under this Schedule shall:
 - (a) Carry on business within an enclosed building or within an area surrounded by a rigid fence which provides a complete visual barrier. The fence shall be a minimum height of 1.8 metres above grade and shall be constructed of either masonry, metal, wood or any combination thereof and if metal or wood, shall be painted a uniform colour;
 - (b) Provide stable surface treatment on all driveways and parking areas;
 - (c) Keep all buildings and fences in good repair;
 - (d) Maintain a register in a form approved by the Licence Issuer in which shall be entered:
 - (i) A description of all goods taken in exchange or otherwise obtained including make, serial number, model number marking and titles where applicable;
 - (ii) The purchase price of each item or a description of the item exchanged for it;
 - (iii) The date and time on which the goods were taken;
 - (iv) The name, address, telephone number and e-mail address of the person from whom the goods were obtained and if the goods were delivered or conveyed by a motor vehicle, the licence number of that motor vehicle; and
 - (v) The name of the employee who conducted the transaction;
 - (e) Ensure the register is retained for a period of 2 years;
 - (f) Inform sellers that their personal information is being collected and that this personal information will only be used, if necessary, for law enforcement purposes;
 - (g) Notify the Police and the Licence Issuer forthwith of the particulars of any goods or articles of any kind which the Licensee has reasonable grounds to believe may have been stolen or unlawfully obtained;
 - (h) Forthwith on the demand of the Police, Municipal Law Enforcement Officer or the Licence Issuer:
 - (i) Identify themselves;
 - (ii) Open the register to inspection at all times during regular business hours by the Licence Issuer, Municipal Law Enforcement Officer and Police who may remove specific entries from the register for use in any Court or other law enforcement proceedings.
6. No Licensee shall directly or indirectly purchase from or take in exchange any goods:
 - (a) From any person under the age of 18 years; or
 - (b) From any person who appears to be under the influence of alcohol or drugs.