

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 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:

- 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. **Fee** – \$228.00 *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