

# Fixed Food Premises 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. **Health Department Approval**

A photo copy of your current Food Check Peel Green Pass Card *or* your latest health inspection report within the past year issued to your location must be provided.



4. **Fee** – \$105.00 \*\*\* reduced fee for renewals 2022 only

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

- **Expiry Date** – January 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.