

SCHEDULE A 2024 BUSINESS LICENCE FEES

All business licence applications require Photo Identification, as well as Corporation Documents or Business Name Registration documents for a Sole Proprietorship or General Partnership to be submitted with application.

Business Licence Type	Additional Required Documents	Inspections	2024 fees
Adult Entertainment Parlour - Initial	Please Consult with Licensing Services	Zoning, Police, Health	\$324.25
Adult Entertainment Parlour - Renewal		Police, Health	\$161.50
Bed & Breakfast - Initial	List detailing the number of rooms, beds in each room, and number of persons per bedroom (excluding owner occupied bedrooms) Floor Plan of the Bed & Breakfast	Zoning, Fire, Health	\$522.00
Bed & Breakfast - Renewal		Fire, Health	\$241.25
Consumer Fireworks – Annual		Zoning, Fire	\$203.00
Food Premises – Initial		Zoning, Health	\$327.50
Food Premises - Renewal		Health	\$164.75
Group Homes - Initial		Zoning, Fire, Health	\$534.75
Group Homes - Renewal		Fire, Health	\$371.00
Hotel/Motel – Class 1 – Initial		Zoning, Fire, Health	\$534.75
Hotel/Motel – Class 1 - Renewal		Fire, Health	\$371.00
Hotel/ Motel – Class 2 – Initial		Zoning, Fire	\$472.00
Hotel/ Motel – Class 2 – Renewal		Fire	\$355.00

Business Licence Type	Additional Required Documents	Inspections	2024 fees
Mobile Food Premise – Annual	<p>Permission provided by property owner if being operated on Private Property</p> <p>Site Plan depicting the exact location of the Mobile Food Premises on the property</p> <p>Completed attestation form (If applicable)</p> <p>Police Service Criminal Record Check dated within 30 days of submitting the licence application and annually during renewal time</p> <p>General Liability Insurance in the amount of one million dollars, during the licence period, and provide a valid certificate of insurance upon application for a licence</p> <p>Maintain and provide proof of automobile insurance for Mobile Food Premises that are motor vehicles, valid for the licence period</p> <p>Maintain and provide proof of ownership of a Mobile Food Premises that is a Motor Vehicle, valid for the licence period</p>	Zoning, Health, Infrastructure/ Engineering	\$355.00

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Old Gold & Other Precious Metals Dealer Class A-1 Commercial Taxpayer - per event up to 3 days	Police clearance and Identification for applicants, current employees Location of Safety Deposit Box Location of Event	Zoning, Police	\$262.50
Old Gold & Other Precious Metals Dealer Class A-2 Non-Commercial Taxpayer - per event up to 3 days	Police clearance and Identification for applicants, current employees Location of Safety Deposit Box Location of Event	Zoning, Police	\$485.75
Old Gold & Other Precious Metals Dealer Class B-1 Commercial Taxpayer - 1 year one location - Initial	Police clearance and Identification for applicants, current employees	Zoning, Police	\$262.50
Old Gold & Other Precious Metals Dealer Class B-1 Commercial Taxpayer - 1 year one location - Renewal	Police clearance and Identification for applicants, current employees	Zoning, Police	\$111.50
Old Gold & Other Precious Metals Dealer Class B-2 Non-Commercial Taxpayer - 1 year one location - Annual	Police clearance and Identification for applicants, current employees Notification of location of each event to be held during licence period	Zoning, Police	\$1,457.25
Pawn Shop - Initial	Security in the form of a Letter of Credit or Cash Security Deposit in the amount of \$2000.00 (must be valid for duration of license) Police clearances for applicants, current employees and new employees	Zoning, Police	\$262.50
Pawn Shop - Renewal		Police	\$111.50
Payday Loan Establishment - Initial	Proof of a current and valid license as a lender or a loan broker under the Payday Loans Act, 2008	Zoning	\$374.25

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	<p>Accurate, scale representations of the posters that will be displayed in accordance with section 7 and 8 of this schedule</p> <p>Credit Counselling information that will be given in accordance with section 9 of this Schedule</p>		
Payday Loan Establishment - Renewal		None	\$223.25
Personal Service Setting - Initial	Certificate of Qualification (if applicable)	Zoning, Health	\$317.75
Personal Service Setting – Renewal	Certificate of Qualification (if applicable)	Health	\$155.25
Rental Dwelling Unit, Large – Initial	<p>List detailing the number of rooms, beds in each room, and number of persons per bedroom</p> <p>Floor Plan of the Rental Dwelling Unit</p>	Zoning, Fire, Health	\$534.75
Rental Dwelling Unit, Large – Renewal		Fire, Health	\$371.00
Residential Care Facility - Initial		Zoning, Fire, Health	\$638.75
Residential Care Facility - Renewal		Fire, Health	\$476.25
Retirement Home - Initial		Zoning, Fire, Health	\$638.75
Retirement Home - Renewal		Fire, Health	\$476.25
Salesperson - Day Sales - 3 days max	<p>Site plan of where sales will be set up (include setback from property lines, parking & vehicle access)</p> <p>Permission to operate on the property</p>	Zoning, Health (If food related), Police	\$262.50
Salesperson - Door to Door Fiber Sales - 3 days max	<p>Valid photo identification for each individual person</p> <p>Police Clearance for all licensees, current employees and new employees</p>	Police	\$111.50

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Salesperson - Door to Door Sales - 3 days max	Valid photo identification for each individual person Police Clearance for all licensees, current employees and new employees	Police	\$446.50
Salesperson - Fruit & Vegetable Stands(produce grown outside Chatham-Kent) - monthly	Declaration regarding local fruits and vegetables Permission to operate on property	Zoning	\$206.25
Salesperson - Trade Show - up to 3 days	Site plan of where sales will be set up (include setback from property lines, parking & vehicle access)	Zoning	\$262.50
Salvage Yard - Initial	Police Clearance for all licensees, current employees and new employees	Zoning, Police	\$262.50
Salvage Yard - Renewal	Police Clearance for all licensees, current employees and new employees	Police	\$111.50
Seasonal Housing – Class 1 - Initial	List detailing the number of rooms, beds in each room, and number of persons per bedroom Floor Plan of the bunkhouse	Zoning, Fire, Health	\$602.75
Seasonal Housing – Class 1 - Renewal	List detailing the number of rooms, beds in each room, and number of persons per bedroom	Zoning, Fire, Health	\$334.75
Seasonal Housing – Class 2 - Initial	List detailing the number of rooms, beds in each room, and number of persons per bedroom. Floor Plan of the bunkhouse	Zoning, Fire, Health	\$602.75
Seasonal Housing – Class 2 – Renewal	List detailing the number of rooms, beds in each room, and number of persons per bedroom Fire Attestation Form	Zoning, Fire, Health	\$255.00

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Second hand shop - Initial	Police Clearance for all licensees, current employees and new employees	Zoning, Police	\$262.50
Second hand shop - Renewal	Police Clearance for all licensees, current employees and new employees	Police	\$111.50
Summer Camp - (charitable/non profit) - Annual		Health, Fire, Zoning	\$94.50
Tobacco Sales and/or Vapour Product Sales - Initial	Properly registered with the Chatham-Kent Board of Health as a Tobacconist	Health, Zoning	\$311.50
Tobacco Sales and/or Vapour Product Sales - Renewal	Properly registered with the Chatham-Kent Board of Health as a Tobacconist	Health	\$161.50
Tourist/Trailer Camp Class 1 – Health and Fire Inspection- Initial		Health, Fire, Zoning	\$534.75
Tourist/Trailer Camp Class 1 – Health and Fire Inspection - Renewal		Health, Fire	\$266.75
Tourist/Trailer Camp Class 2 – Fire Inspection - Initial		Health, Zoning	\$472.00
Tourist/Trailer Camp Class 2 – Fire Inspection - Renewal		Health	\$223.25
Vending Zone Permit - Initial	Require on Municipal property only	Parks and Open Spaces	\$223.25
Vending Zone Permit - Renewal	Require on Municipal property only	Parks and Open Spaces	\$111.50
Business Licence Late Fee			30%