



**OFFICE OF THE CITY CLERK**  
**Policy, Gaming & Licensing**  
350 City Hall Square West - Suite 110  
Windsor, ON N9A 6S1  
Ph: 519-255-6200, Option 1 Fax: 519-255-6868  
www.citywindsor.ca

**FOOD STORE APPLICATION (2 PAGES)**

OFFICE USE ONLY

LICENCE # \_\_\_\_\_

**APPLICANT NAME AND ADDRESS**

APPLICANT NAME:		DATE OF BIRTH:	(MM/DD/YYYY)
STREET ADDRESS:		HOME PHONE:	
		CELL PHONE:	
CITY, PROVINCE:		POSTAL CODE:	

**BUSINESS NAME AND ADDRESS**

NAME UNDER WHICH BUSINESS OPERATES:		PLEASE INDICATE WITH A CHECK MARK: (✓) Corporation      Sole Proprietorship      Partnership <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
STREET ADDRESS:		BUS. PHONE:	
		EMAIL ADDRESS:	
CITY, PROVINCE:		POSTAL CODE:	

**MAILING ADDRESS FOR BUSINESS, IF DIFFERENT THAN ABOVE:**

STREET ADDRESS:		CITY, PROVINCE:	
		POSTAL CODE:	

LICENCE CATEGORY	LICENCE FEES			
CLASS OF LICENCE	NEW		RENEWAL	
FOOD STORE	<input type="checkbox"/>	\$381.00	<input type="checkbox"/>	\$239.00
TOBACCONIST – ANCILLARY	<input type="checkbox"/>	\$239.00	<input type="checkbox"/>	\$239.00
HAVE YOU EVER HAD ANY PREVIOUS MUNICIPAL LICENCE(S)? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES: What type? _____  What year? _____	HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OR INDICTABLE OFFENCE IN CANADA OR ANY OTHER COUNTRY? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES: Year? _____  Location? _____			

**PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION:**

Windsor/Essex Board of Health Approval (519-258-2146)	Business Ownership Declaration Form
Certificate of Incorporation including Directors, if applicable	Business Name Registration or Franchise Agreement, if applicable
Proof of Work Status	(2) pieces of government-issued identification including one photo I.D. as well as one I.D. demonstrating proof of status in Canada (e.g. birth certificate, Canadian passport, Canadian citizenship card, permanent resident card, work permit, etc.
Valid Photo Identification	

**DEPARTMENT DISTRIBUTION ONLY:**

Building-Zoning Clearance	Public Works – Pollution Control
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**THE LICENCE RENEWAL DEADLINE IS ON FEBURARY 28<sup>th</sup> ANNUALLY. A 50% LATE PENALTY IS ADDED TO THE BUSINESS LICENCE FEE ON MARCH 1<sup>st</sup>. THE APPLICANT COULD FACE FURTHER PENALTIES/FINES FOR OPERATING WITHOUT A VALID BUSINESS LICENCE**

**NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION**

I acknowledge that the information requested on this form and any appendices attached are collected under the authority of the Municipal Act, City of Windsor Act, and City of Windsor Licensing By-law 395-2004. This information is required in order to process, issue, monitor, regulate and investigate the various licenses issued by the Office of the City Clerk, Policy, Gaming & Licensing Division. The name and business address of the licensee is public information. Any other personal information collected will only be used for investigative purposes. Questions regarding this collection can be made to the Supervisor of Licensing, 350 City Hall Square W. Suite 110, Windsor, ON N9A 6S1, 519-255-6200.

DATE (MM/DD/YYYY)

SIGNATURE OF APPLICANT & TITLE



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## **FOOD STORE APPLICATION-PAGE 2**

OFFICE USE ONLY

LICENCE # \_\_\_\_\_

I hereby make application under By-law 395-2004 for a Food Store Licence.

BUSINESS NAME:

BUSINESS ADDRESS:

PLEASE INDICATE BY CHECKMARK THE TYPE OF SERVICE(S) CONDUCTED AT THE ABOVE NOTED BUSINESS

		YES	NO
1.	DO YOU SELL PREPACKAGED AND/OR UNPACKAGED FOOD?		
2.	IS THE SALE OF FOOD ITEMS YOUR PRIMARY BUSINESS? (EXAMPLE: CONVENIENCE STORE, GROCERY STORE)		
3.	ARE TOBACCO PRODUCTS SOLD ON THE PREMISES?		
4.	DO YOU PREPARE MEALS OR MEAL PORTIONS (EXAMPLE: SANDWICHES, PIZZA BY THE SLICE, INCLUDING SCOOPING ICE CREAM OR OTHER FROZEN CONFECTIONARIES, WHICH ARE SOLD OVER A COUNTER?		
5.	DO YOU COOK/WARM/HEAT FOOD ON THE PREMISES?		
6.	IS FOOD COOKED WITH GREASE AND/OR OIL?		

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\_\_\_\_\_  
DATE (MM/DD/YYYY)

\_\_\_\_\_  
SIGNATURE OF APPLICANT & TITLE