



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

PET SHOP APPLICATION			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		
PET SHOP		<input type="checkbox"/> NEW - \$321.00	<input type="checkbox"/> RENEWAL - \$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? (FOR WHICH A PARDON HAS NOT BEEN GRANTED) YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES: Year? _____ Location? _____		
PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION:				
	Veterinarian Agreement		Business Ownership Declaration Form	
	Certificate of Incorporation including Directors, if applicable		Business Name Registration / 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:				
	Zoning Clearance		By-law Enforcement-Inspection	
	Humane Society-Inspection			
THE LICENCE RENEWAL DEADLINE IS ON NOVEMBER 30TH ANNUALLY. A 50% LATE PENALTY IS ADDED TO THE BUSINESS LICENCE FEE ON DECEMBER 1ST. 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