



# SEASONAL OUTDOOR PATIO ENDORSEMENT APPLICATION

## THE APPLICATION PROCESS

This package contains the necessary application to apply for a **Seasonal Outdoor Patio endorsement to Eating Establishment or Banquet Hall business licence** in the City of Vaughan (the City). To apply, persons must submit a completed application and pay the applicable fee as listed at [vaughan.ca/BusinessLicensing](http://vaughan.ca/BusinessLicensing). For more information, visit [www.vaughan.ca/patios](http://www.vaughan.ca/patios) or contact us:

**By-law and Compliance, Licensing and Permit Services Department, City of Vaughan**

Vaughan City Hall, 2141 Major Mackenzie Dr., 1<sup>st</sup> floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: [bylaw.licensing@vaughan.ca](mailto:bylaw.licensing@vaughan.ca)

Website: [vaughan.ca/BusinessLicensing](http://vaughan.ca/BusinessLicensing)

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

### How to apply

Applicants and licensees have four options for submitting Seasonal Outdoor Patio Endorsement applications:

1. **Mail** to the “Attn: By-law and Compliance, Licensing and Permit Services”.
2. **Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, “Attn: By-law and Compliance, Licensing and Permit Services”.
3. **By e-mail** to [bylaw.licensing@vaughan.ca](mailto:bylaw.licensing@vaughan.ca), along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

### Who can submit the application and appoint an authorized agent

As per the table below, the following persons can submit an application. Note that an “authorized agent” may submit the application, provided that the person is given authorization through this application or [separate submission](#) of the Authorized Agent Form at [vaughan.ca/BusinessLicensing](http://vaughan.ca/BusinessLicensing).

Applicant	Persons who may: <ol style="list-style-type: none"> <li>1. submit the application; and</li> <li>2. who have the authority to appoint an authorized agent through submission of this form or the Authorized Agent Form</li> </ol>
Sole proprietorship	The sole proprietor
Partnership	A partner
Corporation	An officer or director

## THE APPLICATION

Section 1 – Business information	
Is your business an Eating Establishment or Banquet Hall? <input type="checkbox"/> Banquet Hall <input type="checkbox"/> Eating Establishment	City of Vaughan Business Licence Number
Section 2 – Applicant information	
Please complete this mandatory section with respect to the applicant	
Registered business name (as per Articles of Incorporation or Master Business Licence)	Type of applicant <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Operating business name (if different than registered business name)	
Name (first and last name of the sole proprietor in a sole proprietorship, a partner in a partnership or a duly authorized director or officer in a corporation)	
Relationship to applicant <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner in the partnership <input type="checkbox"/> Officer in a Corporation <input type="checkbox"/> Director in a Corporation <input type="checkbox"/> Authorized agent	
Position of person submitting the application	
Business address (street no, street name)	Unit
Municipality <b>Vaughan</b>	Province <b>Ontario</b>
Country <b>Canada</b>	Postal code/ zip code
Business telephone number	Alternative telephone number
Email address	

Mailing address (if different from above)	
Address (street no, street name)	Unit
Municipality	Province
Country	Postal code/ zip code
Section 3 – Authorized Agent	
This section should be completed if the applicant would like to appoint an agent to act on behalf on a business licence or permit applicant(s) or licensee(s).	
Name of authorized agent (first name, last name)	
Business telephone number	Email address
What will the Authorized Agent do on behalf of the applicant?	
Select all activities that apply.	
<input type="checkbox"/> Apply for a Seasonal Outdoor Patio endorsement, including payment <input type="checkbox"/> Make and respond to inquiries with respect to the Seasonal Outdoor Patio endorsement or application <input type="checkbox"/> Update information with respect to the Seasonal Outdoor Patio <input type="checkbox"/> Cancel the Seasonal Outdoor Patio endorsement or application Other, as described here:	
Section 3 – Information about patios	
Please provide information about both permanent and temporary patios.	
Is there is a <b>permanent patio</b> at this location?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
With respect to the Seasonal Outdoor Patio:	
Anticipated start and end dates for Seasonal Outdoor Patio (dd/mm/yy) – dd/mm/yy)	Anticipated seating capacity for Seasonal Outdoor Patio
Tents, awning and roofs	
<ul style="list-style-type: none"> <li>Note that tents, awnings, and roofs are subject to the requirements of the <a href="#">Building Code Act, 1992, S.O. 1992, c. 23</a> and <a href="#">O. Reg. 213/07: Fire Code</a>.</li> <li>Applicants must contact <a href="#">Building Standards</a> at <a href="mailto:buildingstandards@vaughan.ca">buildingstandards@vaughan.ca</a> or 905-832-8510, and <a href="#">Vaughan Fire and Rescue Services</a> at <a href="mailto:firerescue@vaughan.ca">firerescue@vaughan.ca</a> or 905-832-8506, to determine if a permit is required prior to erecting any tent, awning, or roof.</li> <li>The establishment owner/operator is responsible for ensuring that the Seasonal Outdoor Patio is in compliance with all relevant legislation.</li> </ul>	

**Section 4 – Required documents**

The following documentation must be submitted with your application.

<b>Item</b>	<b>Description</b>
Check the box below if you have included the item.	The description is based on the Licensing By-law, as amended, as listed at <a href="http://www.vaughan.ca/bylaw">www.vaughan.ca/bylaw</a> in the By-law Library.
<input type="checkbox"/> Proof of Property Ownership or Tenancy	Proof of Property Ownership or Tenancy
<input type="checkbox"/> Letter of Authorization from the Property Owner	Letter of Authorization from Property Owner to erect the Seasonal Outdoor Patio. The letter must include the dates the patio will be permitted.
<input type="checkbox"/> Proof of Insurance	Proof of General Liability Insurance of at least \$2,000,000 on the City's standard <a href="#">Certificate of Insurance</a> , linked to <a href="http://www.vaughan.ca/BusinessLicensing">www.vaughan.ca/BusinessLicensing</a> .
<input type="checkbox"/> Sketch of Proposed Seasonal Outdoor Patio	Sketch of the proposed Seasonal Outdoor Patio including dimensions, location in relation to the eating establishment/banquet hall, setbacks (measurements) from driving/parking surfaces, fire hydrant or fire department connections.

**Section 5 – Declarations**

By signing below, the applicant certifies that:

- 1) The information contained in this application, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant's knowledge.
- 2) The person submitting this application has the authority to bind the applicant.
- 3) The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.
- 4) The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.

**Signature of at least one of the applicants, or authorized agents of the applicant partners, officers or directors.** Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the endorsement. If there are more than two applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.

Name of applicant 1	Signature of applicant 1	Date (dd/mm/yy)
Name of applicant 2	Signature of applicant 2	Date (dd/mm/yy)

<b>For office use only</b>	
Reviewed by the following staff:	Date of review (dd/mm/yy)
Notes	