



# RENOVATORS, FENCE INSTALLERS, PAVERS, LANDSCAPERS, AND POOL INSTALLERS APPLICATION

## THE APPLICATION PROCESS

This package contains the necessary application to apply for a **for Renovators, Fence Installers, Pavers, Landscapers, and Pool Installers** in the City of Vaughan (the City). To apply, persons must submit a completed application, pay the applicable fee as listed at [www.vaughan.ca/BusinessLicensing](http://www.vaughan.ca/BusinessLicensing) as per [Licensing By-law 315-2005](#), as amended. For more information, 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: [www.vaughan.ca/BusinessLicensing](http://www.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 new or renewal licence applications:

1. **Licensing Portal** where you can apply online for and renew many licences, posted at [vaughan.ca/BusinessLicensing](http://vaughan.ca/BusinessLicensing). Note, you will not be required to complete this form if you apply using the portal.
2. **Mail** to the By-law and Compliance, Licensing and Permit Services Department.
3. **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".
4. **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).

## THE APPLICATION

### Section 1 – Licence type

I am applying for the following licence(s):

- ☐ Renovator
- ☐ Fence Installer
- ☐ Paver
- ☐ Landscaper
- ☐ Pool Installer

### Section 2 – Applicant information

The applicant is the entity seeking to obtain the permit.

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
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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)

Address (street no, street name)

Unit

Municipality

Province

Country

Postal code/ zip code

Email address

Telephone number

### Mailing address (if different from above)

Address (street no, street name)

Unit

Municipality

Province

Country

Postal code/ zip code

<b>Section 3 – Authorized Agent</b> This section should be completed if the applicant would like to appoint an agent to act on behalf on the applicant.		
Name of authorized agent (first name, last name)		
Email address	Telephone number	
<b>What will the Authorized Agent do on behalf of the applicant?</b> Select all activities that apply.		
<input type="checkbox"/> Apply for a business licence or permit, including payment <input type="checkbox"/> Renew a business licence or permit, including payment <input type="checkbox"/> Make and respond to inquiries with respect to the licence, permit or application <input type="checkbox"/> Update information with respect to the licence, permit or application <input type="checkbox"/> Cancel the licence, permit or application <input type="checkbox"/> Other, as described here:		
<b>Section 4 – Membership in a City-Approved Professional Association</b> List a City-Approved Professional Associations (CAPA) of which you are a member and include a copy of the membership with your application submission package. Applicants with valid memberships may be eligible for a 20% discount.		
<b>Section 5 – Licences from other cities</b> An applicant who has a comparable licence from another municipality may be able to pay a lower application fee, equal to the renewal fee. Below, list any comparable licences you hold with other municipalities; they will be reviewed by staff who will confirm whether you will be considered licensed in Vaughan.		
Municipality	Licence name	Licence expiry date (dd/mm/yy)
Municipality	Licence name	Licence expiry date (dd/mm/yy)

<b>Section 5 – Required information and documents</b> The following information and documentation must be submitted with your application.	
<b>Item</b> Check the box below to indicate you have included the item.	<b>Description</b>
<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age and eligible to work in Canada; this is required for all directors and officers in a corporation, partners in a partnership and sole proprietors. This may be one or several pieces of identification.
<input type="checkbox"/> Business Registration Documents	Business Registration Documents (e.g., Master Business Licence, franchise agreement, partnership agreement, or articles of incorporation; if the business' legal and operating name are different, both the Master Business Licence and Articles of Incorporation are required)
<input type="checkbox"/> Proof of insurance	Proof of Commercial General Liability Insurance of at least \$2,000,000 on the City's standard <a href="http://vaughan.ca/BusinessLicensing">Certificate of Insurance</a> , linked to <a href="http://vaughan.ca/BusinessLicensing">vaughan.ca/BusinessLicensing</a> .
<input type="checkbox"/> Authorized Agent Identification (if applicable)	If an agent is submitting this application on behalf of applicant, they must provide a letter of authorization as described in Section 2.
<input type="checkbox"/> Membership in a City-Approved Professional Association ("CAPA")	Demonstration that they are a member in good standing of a CAPA representing their line of work. (Applicants may be eligible to receive a discount of 20% from the application fee.)
<input type="checkbox"/> Proof of Work Safety Insurance	Proof that every employee or other person under the applicant's charge is insured in accordance with the Work Safety and Insurance Act.
<b>Section 5 – Declarations</b>	
By signing below, the applicant (or the applicant through the authorized agent) certifies that: <ol style="list-style-type: none"> <li>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.</li> <li>2) The person submitting this application has the authority to bind the applicant.</li> <li>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</li> </ol>	

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 applicant(s), such as the sole proprietor, partners, officers or directors**

Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. 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)

**Signature of the authorized agent (if applicable)**

Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)
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**For office use only**

Reviewed by the following staff:	Date of review (dd/mm/yy)
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