



|  |     |    |    |
|--|-----|----|----|
| Are there any interior changes/renovations?  |     |    |    |
| <b>NOTE</b> (if relevant) a Dimensioned Floor Plan and A Dimensioned Site Plan must be completed to accept this as a full and complete Business License application. |     |    |    |
| Is there an inside floor plan attached:  | Yes | or | No |
| Is there an outside site plan attached:  | Yes | or | No |

|   |  |  |                                       |
|---|--|--|---------------------------------------|
| Name of Business Owner                        |  | Sole Proprietor <input type="checkbox"/> | Incorporated <input type="checkbox"/> |
| Address of Owner (Address, City, Postal Code) |  |  |                                       |
| E-mail Address                                |  | Phone #                                  |                                       |

|  |  |         |  |
|--|--|---------|--|
| Name of Co-owner (if applicable)                 |  |         |  |
| Address of Owner(s) (Address, City, Postal Code) |  |         |  |
| E-mail Address                                   |  | Phone # |  |

|  |  |         |  |
|--|--|---------|--|
| Registered Owner of Property – Name (If applicable)  |  |         |  |
| Address of Owner(s) (Address, City, Postal Code)   |  |         |  |
| E-mail Address   |  | Phone # |  |
| Authorization Letter from Owner for Proposed Use of Business? <input type="checkbox"/> Letter Attached |  |         |  |

- The above noted applicant hereby agrees to comply with all By-laws and regulations of the Corporation of the City of Cornwall and other applicable governmental requirements.
- Zoning approval is required for most new business license applications.
- No business can operate prior to application approval.
- The Business License process will not commence before the above noted information is received from the applicant and the fees are paid.
- If a business opens before the Business License process is finalized, it will be considered an offence under the City of Cornwall Licensing By-law # 111-1998.
- The Business License will expire annually on the anniversary of the license's first issued. A renewal notice, identifying any documents required to renew the license, will be mailed to the address on file.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

To make sure you're following the correct steps to obtain a Business License, please review the following documents:

- a) Business License Checklist
- b) Business License By-Law