



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

PLUMBING MASTER APPLICATION

OFFICE USE ONLY

LICENCE # _____

APPLICANT NAME AND ADDRESS

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

I WILL BE OPERATING AS A PLUMBING MASTER FOR:

<u>BUSINESS NAME & ADDRESS:</u>	<u>BUSINESS PHONE & EMAIL ADDRESS:</u>
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LICENCE CATEGORY	LICENCE FEES		
PLUMBING – MASTER		NEW - \$255.00	RENEWAL-\$255.00

PHOTO ID CARD - \$20.60 (INCLUDING HST)

THIS BUSINESS LICENCE REQUIRES A PHOTO ID CARD. THIS CARD IS VALID FOR 5 YEARS. PLEASE NOTE THAT THE MUNICIPAL PHOTO ID CARD ISSUED FOR BUSINESS LICENSING PURPOSES IS THE PROPERTY OF THE CITY OF WINDSOR. THERE WILL BE A \$35.00 CHARGE FOR THE REPLACEMENT OF ANY LOST OR STOLEN PHOTO ID CARDS.

HAVE YOU EVER HAD ANY PREVIOUS MUNICIPAL LICENCE(S)?

YES NO IF YES: What type? _____
What year? _____

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OR INDICTABLE OFFENCE IN CANADA OR ANY OTHER COUNTRY?

YES NO IF YES: Year? _____
Location? _____

PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION

Certificate Of Qualification(s)	Business Name Registration, if applicable	Colleges of Trades Membership
Certificate of Incorporation including Directors, if applicable	List of Employees & Licence Numbers, if applicable	
Police Records Check (*Original, not more than 30 days old & issued by municipality of residence)	Insurance Policy (\$2 Million Minimum)	
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 (City of Windsor locations only)	Assign H/P Number (new only)
Provide Stickers (new only)	

PLEASE RETURN THIS APPLICATION WITH YOUR PAYMENT TO THE OFFICE OF THE CITY CLERK/POLICY, GAMING & LICENSING DIVISION AT 350 CITY HALL SQUARE WEST, ROOM 110, WINDSOR, ON N9A 6S1. THE LICENCE RENEWAL DEADLINE IS MAY 31ST ANNUALLY. A 50% LATE PENALTY IS ADDED TO THE BUSINESS LICENCE FEE ON JUNE 1ST. THE APPLICANT COULD FACE FURTHER PENALTIES/FINES FOR OPERATING WITHOUT A VALID BUSINESS LICENCE.

NOTE: APPLICATIONS ACCEPTED UNTIL 3:30 PM MONDAY-FRIDAY, EXCEPT HOLIDAYS

I, _____, DECLARE THE INFORMATION GIVEN IN THIS APPLICATION AND ANY SUPPORTING DOCUMENTS IS TRUE, CORRECT AND COMPLETE IN EVERY RESPECT. I ALSO UNDERSTAND THAT FALSE STATEMENTS COULD RESULT IN REVOCATION OF THE LICENCE IF GRANTED.

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