

PERMIT APPLICATION

FOR COMMERCIAL USE OF MUNICIPAL PROPERTY

COMMERCIAL USE PERMIT

ALL commercial use on Municipal Property will require \$5 million insurance coverage, naming the Municipality as the INSURED

DATE:		Applicant's NAME:	
Primary Business ADDRESS:			
Primary Address in Lake of Bays?		☐ YES ☐ NO (applicable fees are doubled)	
Requested LOCATION OF USE:			
Requested TIME OF USE:		☐ DAILY: (Date – MM/DD/YYYY)	
		☐ WEEKEND: (Weekend Dates)	
		☐ WEEKLY: (Dates of requested weeks)	
		☐ SEASON: (Start & Completion Dates)	
Company / Vendor / Organization:			
Main Contact Person(s):			
Mailing Address:			
WORK / MOBILE phone number:			
HOME phone number:			
EMAIL:			

Check all REQUIRED items that apply to your Commercial Use PERMIT:

Boat Docking / Vehicle Parking	☐ Dimensions and proposed locations
Boat Tours	☐ Dimensions and proposed locations
Advertising Sign(s)	☐ Specifications and proposed locations
Food/Merchandise Vendors	☐ Proposed locations, water/hydro, and refuse disposal
OTHER	☐ Dimensions and proposed locations

VENDOR'S PERMIT (required items refer to Vendor's and Licencing By-law 99-60)

REQUIRED items that will apply after receiving Council Approval:

Hawker & Peddler Licence	☐ Vending location & description
Refreshment Vehicle Licence	☐ Liability insurance
	☐ Copy of Simcoe Muskoka District Health Unit inspection
	☐ Copy of Licenced Propane fitter inspection
	☐ Refuse handling for customers
	☐ Photo of vehicle / trailer / boat / cart
Specify other relevant information	

METHOD OF PAYMENT:

☐ CASH
 ☐ CHEQUE
 ☐ DEBIT
 ☐ E-TRANSFER
 (further instructions available from staff or www.lakeofbays.on.ca)

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APPLICANT ACKNOWLEDGEMENT

I, the applicant, and/or representative for the company/vendor/organization listed as the applicant, have read and agree to abide by the conditions detailed in the Township of Lake of Bays Commercial Use of Municipal Property Agreement.

Signature: _____

Date: _____

OFFICE USE ONLY

APPLICATION FEE

Refer to current Fees & Charges By-law for discrepancies

FEE TYPE	AMOUNT (non-refundable)		TIMELINE
	RESIDENT	NON-RESIDENT	
☐ APPLICATION FEE	\$350	\$450	Paid at the time of application
APPLICATION FEE received by:		DATE Received:	
Payment Type:	☐ CASH ☐ CHEQUE ☐ DEBIT ☐ E-TRANSEER		

USER FEE

Refer to current Fees & Charges By-law for discrepancies

FEE TYPE	AMOUNT		TIMELINE
	RESIDENT	NON-RESIDENT	
☐ DAILY	\$100	\$150	Paid upon receiving Council approval. Must be received prior to issuing PERMIT.
☐ WEEKEND	\$150	\$300	
☐ WEEKLY	\$275	\$600	
☐ MONTHLY	\$1,000	\$1,950	
☐ SEASON	\$3,500	\$7,000	
USER FEE received by:		DATE Received:	(written / date stamp here)
Payment Type:	☐ CASH ☐ CHEQUE ☐ DEBIT ☐ E-TRANSFER		

PERMIT REQUIREMENTS MET? ☐ YES ☐ NO

☐ Site Map
 ☐ Health INSP
 ☐ Propane INSP
 ☐ Insurance
 ☐ Desc. of Goods

PERMIT ISSUED TO APPLICANT? ☐ YES ☐ NO

ATTACHED TO APPLICATION: ☐ Site Plan - of pages _____
 ☐ Photos - # of photos _____
 ☐ Other - _____

Site Plan

&

Photos of Vessel / Vehicle / Vendor Cart

(attach additional page(s) as necessary)

Please note: If submitting the form electronically using the 'Submit Form' button below, you may attach additional pages to your application.