

Application Submission Requirements

Please confirm all information is accurate and complete prior to submission. Applications are not considered complete until all documentation has been received.

- License Application Form
- Letter of Authorization (if applicable)
- Proof of Age in the form of a Photo Government Issued I.D.
- Proof of Ownership of Corporation or Partnership (if applicable)
- Copy of the Transfer/Deed (if applicable)
- Copy of the Liability Insurance Policy
- Site Plan
- Floor Plan
- Signed Owners Code of Conduct
- Signed Responsible Persons Consent Form
- Copy of Annual HVAC Inspection Report
- Copy of WETT Report – Dated within 5 years (if applicable)
- Copy of annual Chimney Inspection Report (if applicable)
- Statement from Owner Swearing the Information to be True
- Applicable License Fee