

User Guide for the Public How to Use the Licensing Portal

City of Vaughan

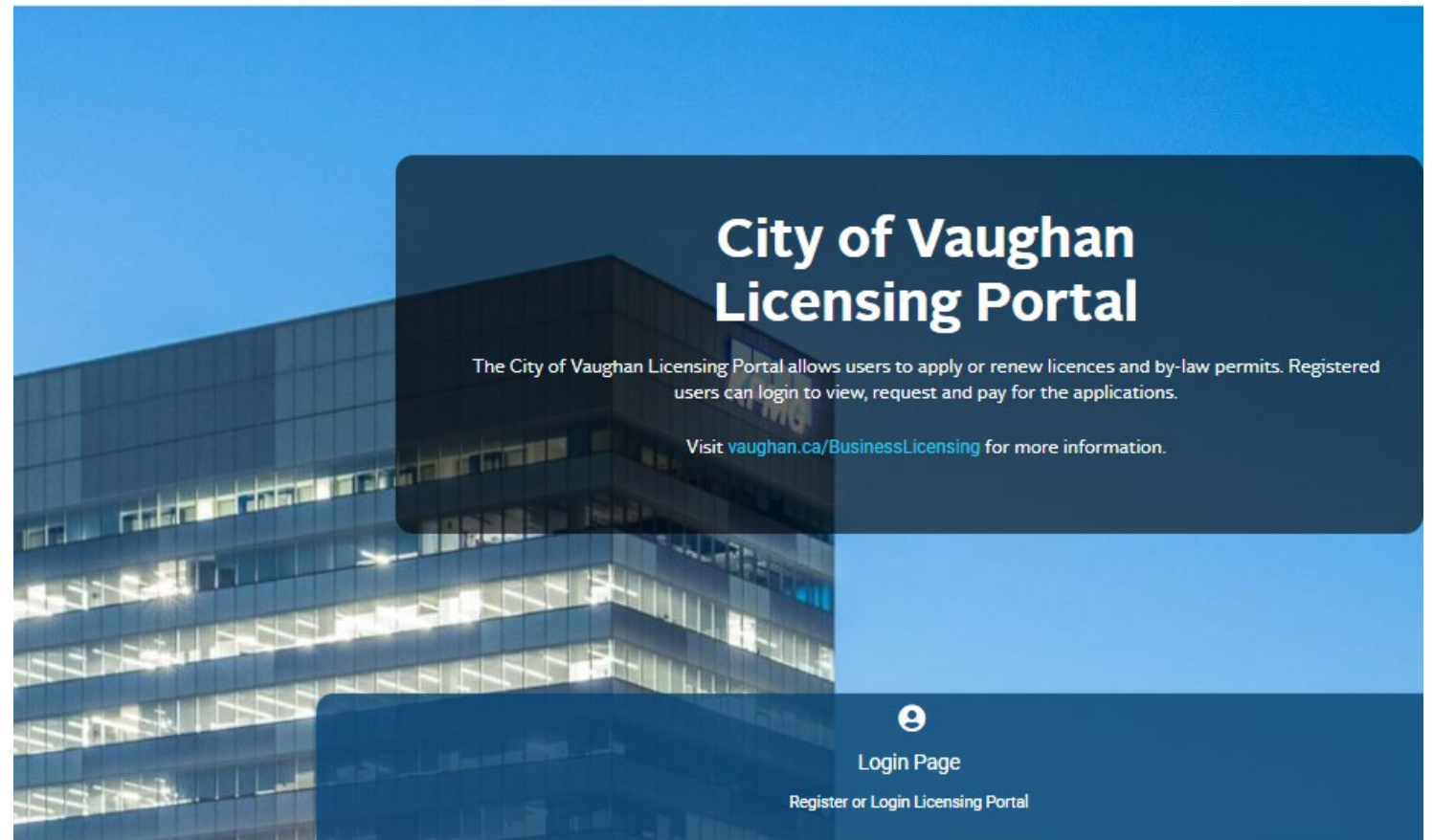
By-law and Compliance, Licensing and Permit Services

Phone: 905-832-2281

Email: bylaw.licensing@vaughan.ca

Web: vaughan.ca/BusinessLicensing

February 28, 2022



Public Events and Notices

No Public Event Notifications from Licensing Portal.

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How to log in

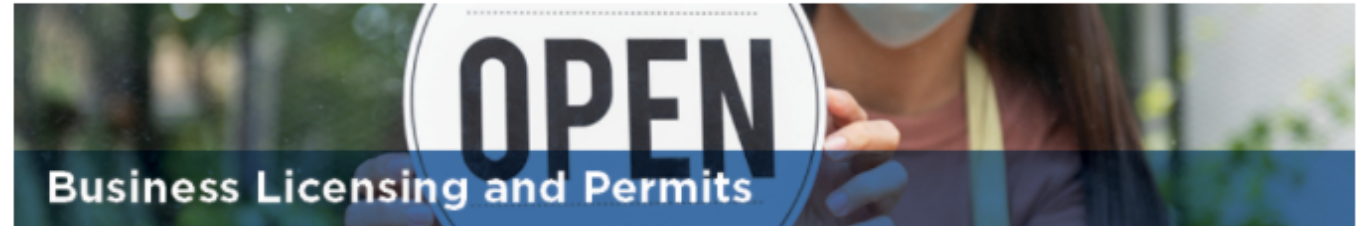
A thick, hand-drawn style orange line that underlines the title "How to log in".

What is the Licensing Portal?

- The Licensing Portal is a new service which allows members of the public to apply online for and renew many business licences and permits.
- This service is being launch in February 2022.
- To access this service, go to vaughan.ca/ServiceVaughan or vaughan.ca/BusinessLicensing.
- To get started, go to the website and click on the **City of Vaughan Licensing Portal** button to set up an account.

Home > Services > Residential Services > Licensing and Permits

BUSINESS LICENSING AND PERMITS



Do you need a business licence or permit?

Planning to operate a business in the City of Vaughan? You may require a business licence. The City of Vaughan currently licenses/permits various types of businesses, special events, lotteries and other activities. Property permits and applications can be found under the [property by-laws](#) section.

COVID-19 UPDATE

Vaughan City Hall remains closed for the time-being, however new businesses are still required to be licensed prior to operating. Applicants have several options for submitting new or renewal licence applications, depending on the licence or permit type.

Options to apply

For stationary businesses, you can now apply for and renew your licence online on the Licensing Portal; you will also be able to apply for and renew other types of individual and mobile business licences and permits later this year. Visit the specific business pages below for more information.

GET OR RENEW A
BUSINESS LICENCE
OR PERMIT

For all business licences and permits, you can also apply by mail, drop-box or email; see each business page for more information. If you have any concerns related to business registration, please visit the [Vaughan Business Enterprise Centre](#). For a list of all City of Vaughan licences and permits, and other services, visit the [Service Vaughan](#) web page.

LICENCES OR PERMITS AVAILABLE ONLINE

Adult entertainment parlour
Amusement: arcade, movie, bowling
Auctioneer

OTHER LICENCES OR PERMITS

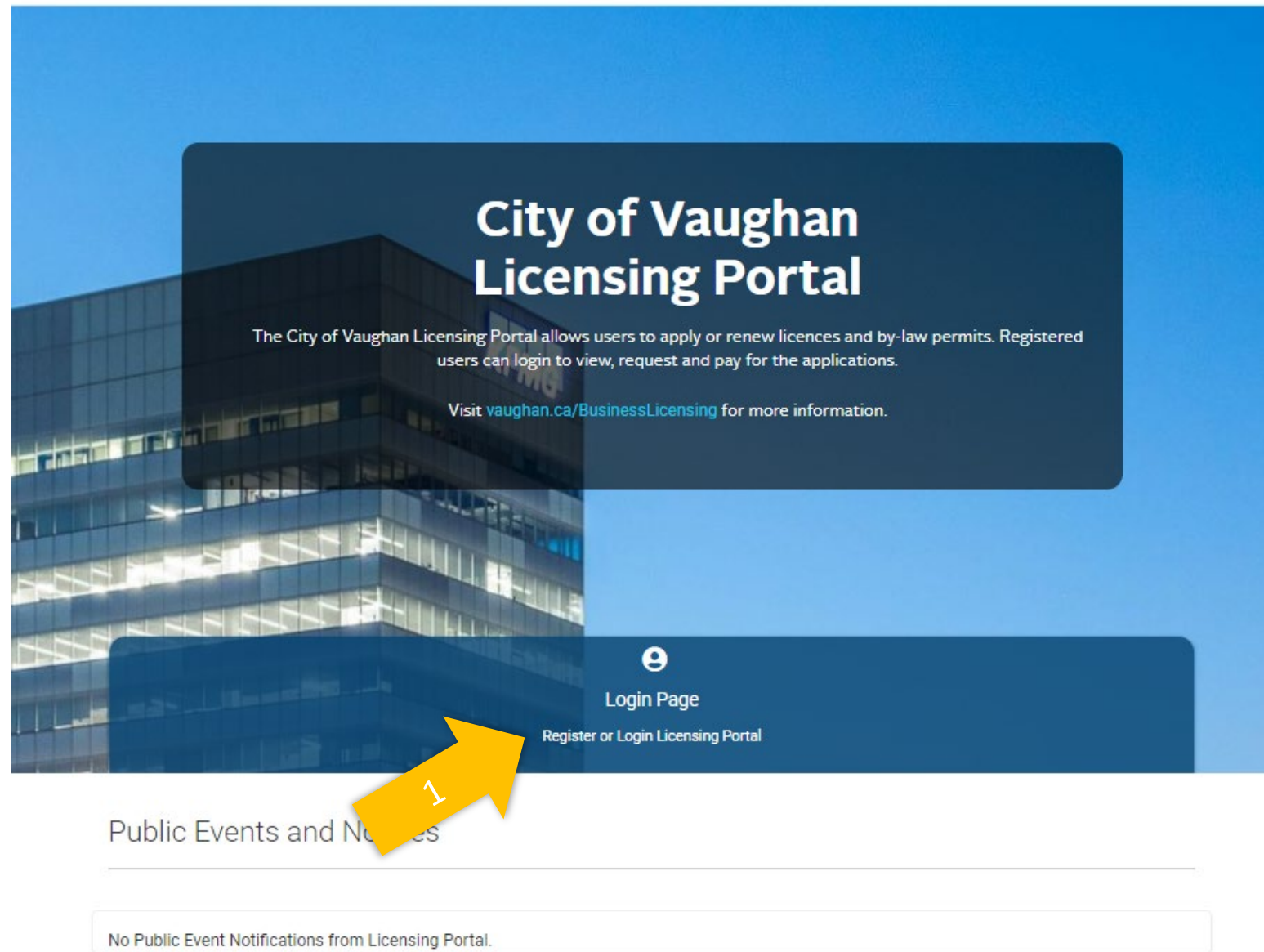
Adult entertainment entertainer
Auctioneer

► Contact Information

By-law and Compliance, Licensing and Permit Services

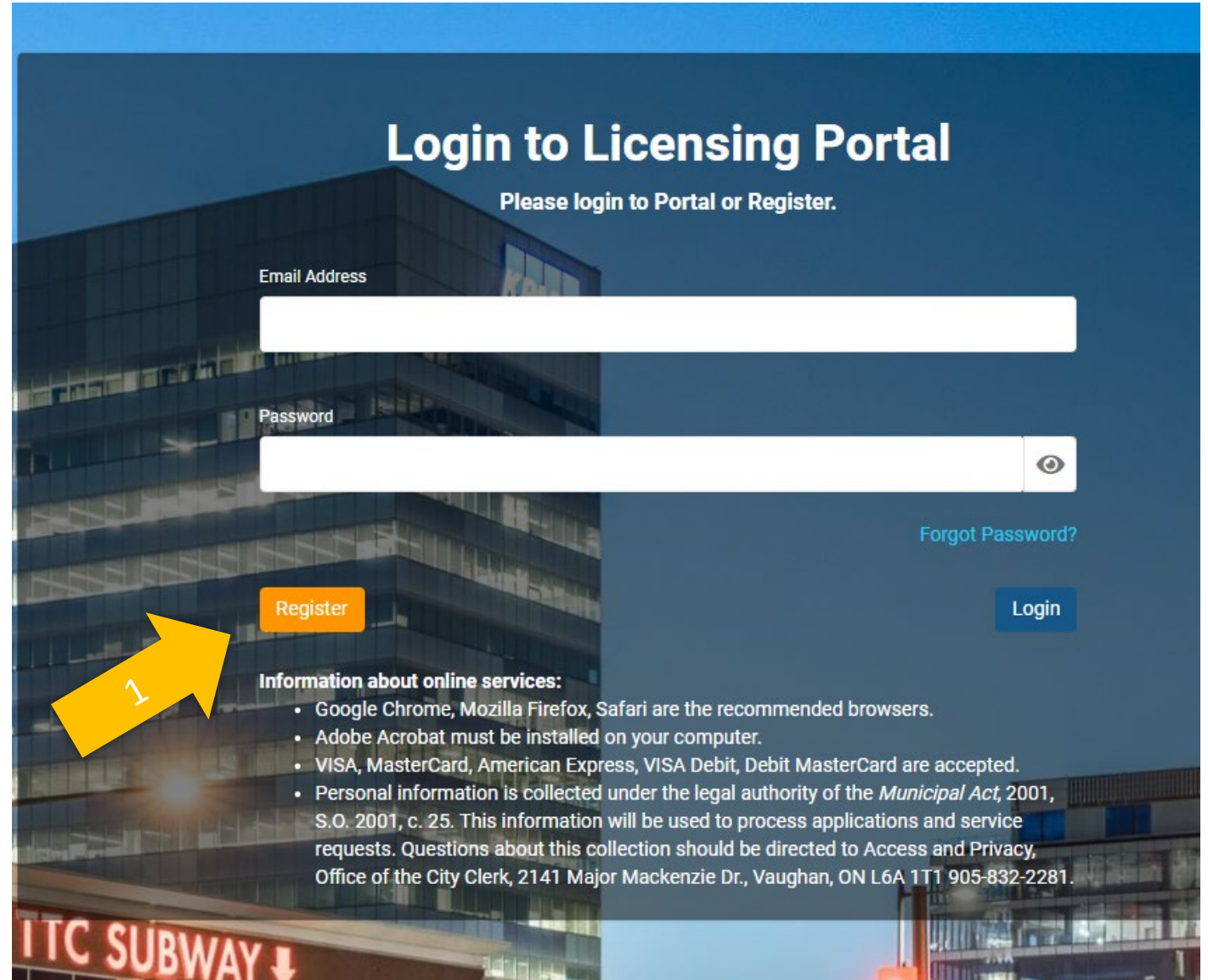
Getting started

- To create an account, click "Register or Login Licensing Portal."
- Note that important updates will be listed at the bottom of this login page under Public Events and Notices.



Continue your registration

- You will need an email in order to create an account.
- The portal works best on the web browsers listed on the screen.
- To get started, click “Register” again.



Login to Licensing Portal
Please login to Portal or Register.

Email Address

Password

[Forgot Password?](#)

[Register](#) [Login](#)

Information about online services:

- Google Chrome, Mozilla Firefox, Safari are the recommended browsers.
- Adobe Acrobat must be installed on your computer.
- VISA, MasterCard, American Express, VISA Debit, Debit MasterCard are accepted.
- Personal information is collected under the legal authority of the *Municipal Act, 2001*, S.O. 2001, c. 25. This information will be used to process applications and service requests. Questions about this collection should be directed to Access and Privacy, Office of the City Clerk, 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1 905-832-2281.

1

Provide your information

- Start by indicating whether you already have applied for a City of Vaughan business licence.
- Complete the requested information and click "Submit."

Register

The Licensing Portal uses the same credentials as the Online Permitting Portal and Service Request Portal to Login. If you are already registered in the Online Permitting Portal or Service Request Portal, please click "Registered User" at the top of this page to return to the Login page.

Please select:

☒ I have applied for a licence or permit previously in the City of Vaughan. ☐ I am using the City of Vaughan Portal for the first time.

First Name

* This input field is required.

Last Name

* This input field is required.

Email Address

* Email Address is required

Confirm Email Address

* Confirm Email Address is required

The previous Permit Number or Licence Number is: ?

* This input field is required.

Back

Submit

After submitting your information

- You will see the following confirmation message in the portal.
- Check your email for the confirmation message, which will contain a link to confirm you account.
- Afterward, you will be able to log in and start an application.

Confirmation

Please check your email

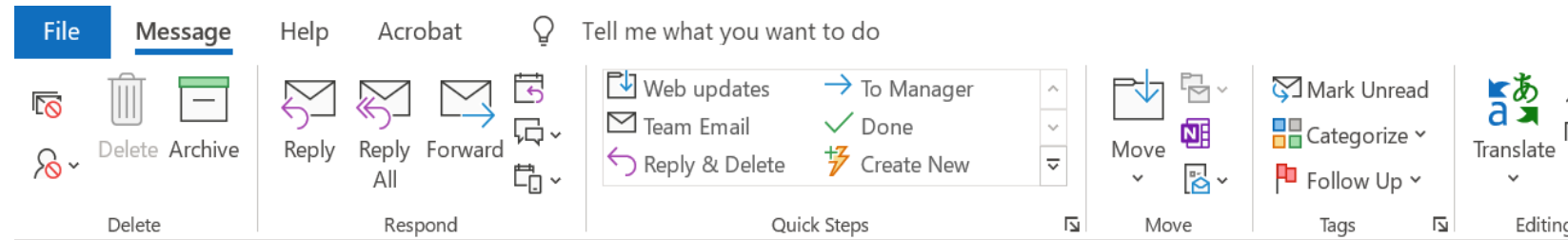
Your PIN request has been received. You should receive an email shortly containing the next step. Please check your junk or spam folder if not initially found in your inbox.

Continue



Your confirmation email will look something like this

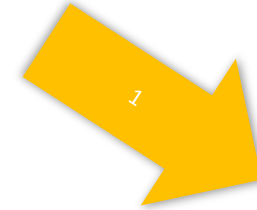
- Click on the link in your email which will confirm your email and take you back to the Licensing Portal.



City of Vaughan Licensing Portal Registration



amanda@vgn.cty
To Tiberius Kirk



Dear Tiberius,

You recently registered for City of Vaughan Licensing Portal. [Click here](#) to complete your registration.

Kind Regards,

City of Vaughan

2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1
vaughan.ca



The information contained in this message, including any attachments, is directed in confidence solely to the individuals and/or entities named. It is not to be distributed, copied or disclosed. The message and attachments may contain information that is privileged, confidential and exempt from the Access to Information Act and the Privacy and Protection of Privacy Act. If you have received this message in error, please notify the sender immediately advising of the error. Copying, use, disclosure or distribution of this message and attachments is strictly prohibited. Privilege is not waived.

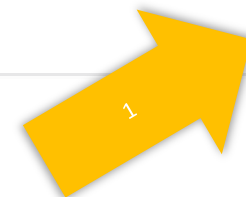
Complete your account registration

- You will see the following screen.
- To complete your registration, click, “Verify PIN.”
- You will then be able to log in.

PIN Verification

Enter the email address associated with your Portal account

Email Address	PIN
carol.ramchuram@vaughan.ca	3634811587



Log in

- Enter your email address and password.
- Click “Login.”

Login to Licensing Portal
Please login to Portal or Register.

Email Address
carol.ramchuram@vaughan.ca

Password
.....

[Forgot Password?](#)

[Register](#) [Login](#)

Information about online services:

- Google Chrome, Mozilla Firefox, Safari are the recommended browsers.
- Adobe Acrobat must be installed on your computer.
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How to apply for a business licence or permit

A thick, hand-drawn style orange line that underlines the title text.

Begin your licence or permit application

- This page lists any licences or permits you've applied for in the portal.
- Click "Add New Licence" to begin your application.

[Home](#) [My Profile](#) [Log out](#)

My Licences

Please use this section to view and manage your licences. Click the Add New Licence button to apply for a new licence. Click the Renew button to renew a licence and click the Continue button on the renewed licence to completed it.

Note: Licences are not transferable. There are no refunds once a licence is issued. For more information on the re [Licence and Permit Refund Policy](#) page.

Type to filter the table columns...

[Add New Licence](#)

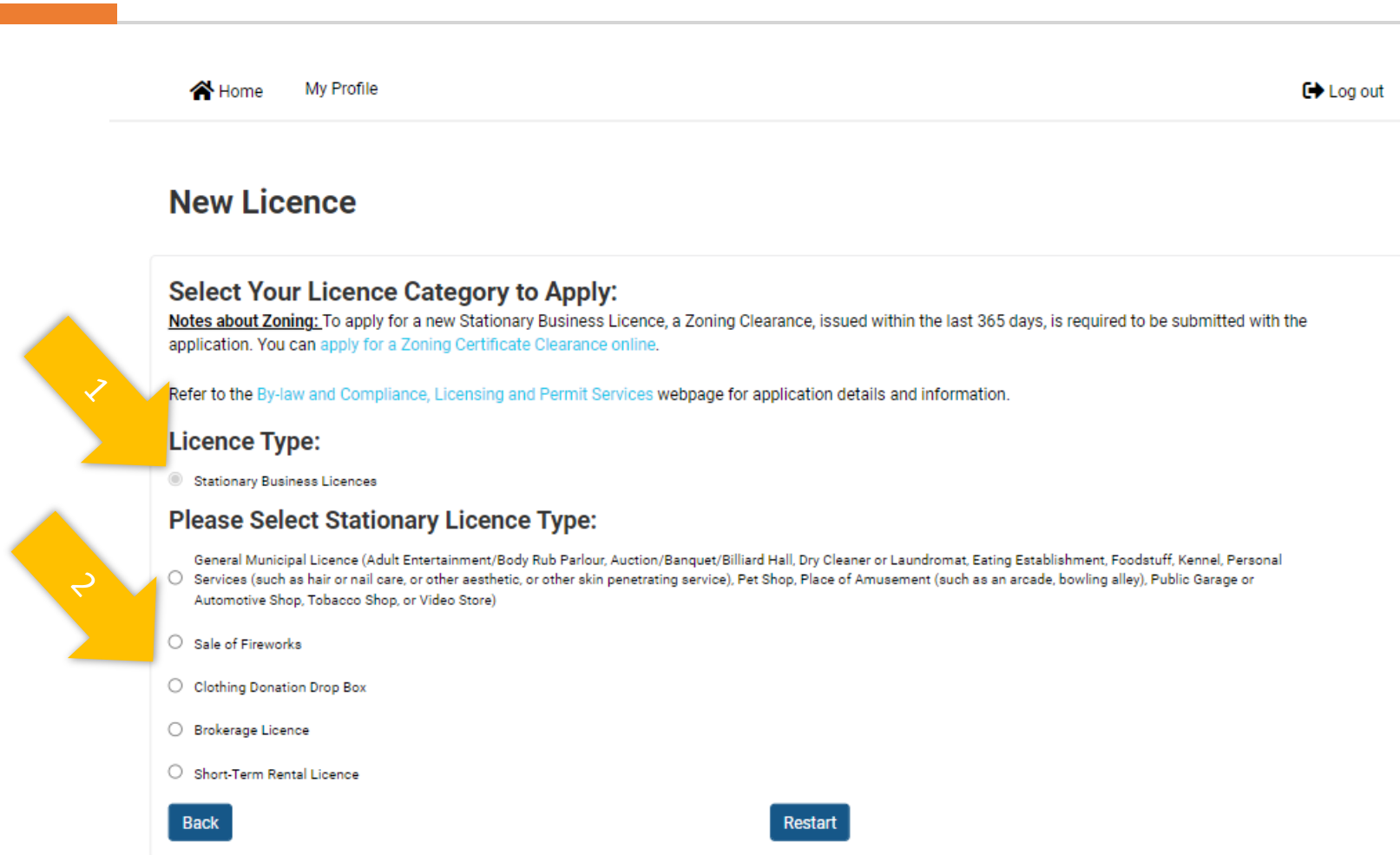
Record ID ▾	Licence #	Licence Type	Status	Expiry Date	Location/Licensee	Actions
532482	22 116638 GL	General Location Licence	Incomplete Submission		1 Ferdinand Avenue	Continue Cancel
532480	22 116636 BROK	Brokerage Licence / Short-Term Rental Brokerage	Incomplete Submission		8 Highland Creek Court	Continue Cancel
532479	22 116635 CBOX	Clothing Donation Drop Box Licence	Pending		2 Jazz Drive	Detail
532478	22 116634 FWKS	Sale of Fireworks Licence	Pending		8 Daleview Court	Detail
532477	22 116633 FWKS	Sale of Fireworks Licence	Incomplete Submission		8 Michael Fisher Avenue	Continue Cancel

9 [1](#) [2](#)

User Guide for the Public - How to Use the Licensing Portal
Licence Details

13

Select the licence type and sub-type you would like to apply for



Home My Profile Log out

New Licence

Select Your Licence Category to Apply:
Notes about Zoning: To apply for a new Stationary Business Licence, a Zoning Clearance, issued within the last 365 days, is required to be submitted with the application. You can [apply for a Zoning Certificate Clearance online](#).

Refer to the [By-law and Compliance, Licensing and Permit Services](#) webpage for application details and information.

Licence Type:

☒ Stationary Business Licences

Please Select Stationary Licence Type:

- ☐ General Municipal Licence (Adult Entertainment/Body Rub Parlour, Auction/Banquet/Billiard Hall, Dry Cleaner or Laundromat, Eating Establishment, Foodstuff, Kennel, Personal Services (such as hair or nail care, or other aesthetic, or other skin penetrating service), Pet Shop, Place of Amusement (such as an arcade, bowling alley), Public Garage or Automotive Shop, Tobacco Shop, or Video Store)
- ☐ Sale of Fireworks
- ☐ Clothing Donation Drop Box
- ☐ Brokerage Licence
- ☐ Short-Term Rental Licence

Back Restart

Search for the business address

- Input the address
- Click "Search."
- Select the correct address by clicking "Select."
- Select "Continue."

The screenshot shows a multi-step process for entering business location details. At the top, a progress bar has seven steps: 1. Select Type, 2. Property Details, 3. People Details, 4. Additional Information, 5. Supporting Documents, 6. Fees and Payment, and 7. Complete. Step 2 is currently active.

Business Location/Property Detail

Steps:
1. Type the business address/location (Street Number and Street Name only) in Search Address field and click Search button.
2. Click Select button in the Address Search Results.
3. Click Continue button.

Note: Enter "Hwy" for Highway (for example: Hwy 7, Hwy 400). For Brokerage Licence, enter "Outside of Vaughan" for business location located outside of Vaughan.

Search Address

20 mac

Select Addresses

20 Macarthur Drive , Thornhill ON,	Select
20 Macbride Crescent , Maple ON,	Select

Unit Number (for Multi Unit Building)

Back Continue

Three yellow arrows with numbers 1, 2, and 3 point to the 'Search Address' field, the 'Select' button for the first address, and the 'Continue' button respectively.

Confirm the mailing address

- If the mailing address is the same address as the one you entered on the previous screen, leave the “Same as Licensee?” field selected as “Yes.”
- If the mailing address is different, change the selected field to “No”, then fill in the mailing address and click “Continue.”

Home My Profile Log out

1 Select Type 2 Property Details 3 People Details 4 Additional Information 5 Supporting Documents 6 Fees and Payment 7 Complete

People Details

Please enter People information if they are different from the Applicant.

Mailing Address

Same as Licensee? (If No, fill in the following information)
☒ Yes ☐ No

First Name	Last Name	Organization	
Street No.	Street Name	Street Type	Apt/Unit No.
		v	
City	Province	Postal Code	Phone Number(Bus./Home)
	v		
Cell No.	Email		

Save for Later Continue

Fill in information about the business

- Depending on the licence type, different information may be left blank.
- This screen shows the upper half of the screen.
- Scroll down to complete this page.

Home My Profile Log out

1 Select Type 2 Property Details 3 People Details 4 Additional Information 5 Supporting Documents 6 Fees and Payment 7 Complete

Additional Information

Please provide additional details for your application.

Licence Details

Licensed Activities (use ctrl and choose all that apply) Eating Establishment	Operating Name / Alias
Registered Business Name Super Yummy Dishes	Type of Applicant Corporation
Which status applies to your business? New Business	Anticipated Start Date of Operation 2022-01-27
Contact Name 	Relationship to Applicant Partner
Duration of Licence 1 Year	Personal Service Types (If you have included Personal Services in your Licensed Activities choose all that apply from this list)
Cleaner Types (If you have included Dry Cleaning / Laundromat in your Licensed Activities choose all that apply from this list)	Public Garage Types (If you have included Public Garage in your Licensed Activities choose all that apply from this list)

Complete this screen

- To continue, you must complete the screen and agree to the declaration information.
- If you need to find information, you can click the “Save for Later” button instead of the “Continue” button and return to complete your application at a later time.



Expiration Dates

Insurance Expiration Date



Premise Details

Number of Machines (If you have included Place of Amusement - Arcade in your Licensed Activities please enter number of arcade machines)

Number of Tables (If you have included Billiard Hall in your Licenced Activities please enter number of tables)

Kennel

Is it a Breeding Kennel, Boarding Kennel or both

What type of breeding (Breeding or Breeding-Boarding Kennel)?

Disclaimer

I hereby declare that all information provided in this application is true and accurate. The person submitting this application has the authority to bind the applicant. I further agree that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.

☐ Yes ☐ No

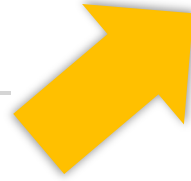
* This input field is required.

Upload and describe required documents

Every licence or permit has specific documentation requirements, listed as "Supporting Documents." To upload:

1. Select the document type.
2. Write a description.
3. Click "Browse" to select the document.
4. Click the "Upload Document" to upload it.

Repeat this for all required documents.



Progress bar: 1 Select Type, 2 Property Details, 3 People Details, 4 Additional Information, 5 Supporting Documents, 6 Fees and Payment, 7 Complete

Supporting Documents

Mandatory supporting documents:

- Government-issued photo identification
- Business documents (e.g. Articles of Incorporation or Master Business Licence)
- Proof of Zoning Clearance (if the location has been previously approved and licenced, you can submit the zoning clearance from previous year)
- City's standard certificate of insurance posted at vaughan.ca/bylaw
- Agent letter of authorization (if applicable)

You do not have any document(s) at this moment

Upload New Document

Steps:

1. Select the "Document Type"
2. In the "Description" box, describe the document (e.g. Driver's Licence, Articles of Incorporation, etc.)
3. Click the "Browse" button to upload document or Drag and Drop the document
4. Click the "Upload Document" button
5. Once you have uploaded all the required documents, click the "Continue" button

Document Type: Identification Information (1)

Description: Permanent Resident Card (2)

Detail:

Upload file (Note that only pdf, jpg, png, bmp, txt, Word, Excel and Visio files are accepted.)

Drag or Browse to upload (3)

T. Kirk - Permanent Resident Card.pdf - 0%

Upload Document (4)

Back Save for Later Continue

Verify you've uploaded the correct documents

- Check the list in “Supporting Documents” against the list of uploaded documents listed below.
- You can click the “Download” buttons beside each document in order to open and review them.

[Home](#) [My Profile](#) [Log out](#)

1

Select Type

2

Property Details

3

People Details

4

Additional Information

5

Supporting Documents

6

Fees and Payment

7

Complete

Supporting Documents

Mandatory supporting documents:

- Government-issued photo identification
- Business documents (e.g Articles of Incorporation or Master Business Licence)
- Proof of Zoning Clearance (if the location has been previously approved and licenced, you can submit the zoning clearance from previous year)
- City's standard certificate of insurance posted at [vaughan.ca/bylaw](#)
- Agent letter of authorization (if applicable)

Document ID	Description	Type	File Type	File Name	Date Uploaded	Actions
393750	Insurance form	Proof of Insurance	application/pdf	Insurance.pdf	2022-01-26	Download Delete
393749	Articles of Incorporation	Business Registration Documentation	application/pdf	Articles of Incorporation.pdf	2022-01-26	Download Delete
393748	Zoning	Zoning Clearance	application/pdf	Zoning Clearance.pdf	2022-01-26	Download Delete
393747	Permanent Resident Card	Identification Information	application/pdf	T. Kirk - Permanent Resident Card.pdf	2022-01-26	Download Delete

4

Upload New Document

Steps:

1. Select the "Document Type"
2. In the "Description" box, describe the document (e.g. Driver's Licence, Articles of Incorporation, etc.)
3. Click the "Browse" button to upload document or Drag and Drop the document
4. Click the "Upload Document" button

Submit your documentation

- Once all of your documents are uploaded, scroll down and click "Continue."
- If you need to find information you can click the "Save for Later" button instead of the "Continue" button and return to complete your application at a later time.

393749	Articles of Incorporation	Business Registration Documentation	application/pdf	Articles of Incorporation.pdf	2022-01-26	Download Delete
393748	Zoning	Zoning Clearance	application/pdf	Zoning Clearance.pdf	2022-01-26	Download Delete
393747	Permanent Resident Card	Identification Information	application/pdf	T. Kirk - Permanent Resident Card.pdf	2022-01-26	Download Delete

4

Upload New Document

Steps:

1. Select the "Document Type"
2. In the "Description" box, describe the document (e.g. Driver's Licence, Articles of Incorporation, etc.)
3. Click the "Browse" button to upload document or Drag and Drop the document
4. Click the "Upload Document" button
5. Once you have uploaded all the required documents, click the "Continue" button

Document Type

* This input field is required.

Description

* This input field is required.

Detail

Upload file (Note that only pdf, jpg, png, bmp, txt, Word, Excel and Visio files are accepted.)

Drag or [Browse](#) to select file(s) to upload

* This input field is required.

[Upload Document](#)

[Back](#)

[Save for Later](#)

[Continue](#)

Select and pay the licensing fee(s)

[Home](#) [My Profile](#) [Log out](#)

1

2

3

4

5

6

7

Select Type

Property Details

People Details

Additional Information

Supporting Documents

Fees and Payment

Complete

Fees and Payment

The Licensing Portal accepts online payments of up to and including \$10,000.00. For payments greater than this amount or if you prefer to not pay online, you can deliver a cheque to the City of Vaughan with your application or licence number by:

1. Mail to:
By-Law and Compliance, Licensing & Permit Services
Vaughan City Hall, Level 100
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1
2. Via the drop-boxes located at the entrances of Vaughan City Hall.

Ensure to write and include the licence number on your cheque.

Bill # ^	Fee Details	Total	Payment Status
☒ 379070	Eating Establishment Licence Fee \$437.00	\$437.00	Unpaid
1			

Fees selected for payment:

- \$437.00: Bill Number: 379070
Eating Establishment Licence Fee \$437.00

Total Amount: \$437.00

1

2

Pay Selected Fees

Save and Submit Later

You will receive a portal confirmation message and email (with receipt) once you've submitted the payment, like the ones shown

Payment Completed

Approved

Thank you for your payment!

You may print this confirmation page for your record and the receipt has been sent to the email on file.

If you have applied for a licence or permit, City staff will now review your application and follow up with you to advise if your licence has been issued. If you have any questions, please contact the Client Services team at bylaw.licensing@vaughan.ca or 905-832-2281. You can also visit vaughan.ca/BusinessLicensing for more information.

Fee(s) List:

- **\$437.00 : Bill Number: 379070**
Eating Establishment Licence Fee \$437.00

Total Payment Amount: **CA\$437.00**

Print

Continue

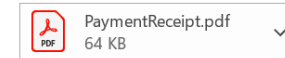
City of Vaughan Online Licensing Portal Payment Receipt



amanda@vgn.cty
To Carol Ramchuram

Reply Reply All Forward ...

Wed 1/26/2022 12:09 PM



Good day,

The services payment submitted on 01/26/2022 from City of Vaughan Licensing Portal has been **received** by the City.

The payment receipt is attached to this email.

Best Regards,

Client Services
905-832-2281 | bylaw.licensing@vaughan.ca

City of Vaughan | By-law & Compliance, Licensing & Permit Services
2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1
vaughan.ca



View the fees paid

- Click “Continue” to view all fees paid.

Payment Completed

Approved
Thank you for your payment!
You may print this confirmation page for your record and the receipt has been sent to the email on file.

If you have applied for a licence or permit, City staff will now review your application and follow up with you to advise if your licence has been issued. If you have any questions, please contact the Client Services team at bylaw.licensing@vaughan.ca or 905-832-2281. You can also visit vaughan.ca/BusinessLicensing for more information.

Fee(s) List:

- **\$437.00 : Bill Number: 379070**
Eating Establishment Licence Fee \$437.00

Total Payment Amount: **CA\$437.00**

[Print](#)[Continue](#)



Review your payments

- Review your payments.
- Click Continue.

[Home](#) [My Profile](#) [Log out](#)

1

2

3

4

5

6

7

Select Type

Property Details

People Details

Additional Information

Supporting Documents

Fees and Payment

Complete

Fees and Payment

Thank you. All fees are paid in full.

Bill # ^	Fee Details	Total	Payment Status
379070	Eating Establishment Licence Fee \$437.00	\$437.00	Paid

1

Continue

Review your application status and log out

- This page confirms you've applied and that the status of your application is "pending."
- It will be reviewed by City staff who will follow up with you, and confirm whether the licence or permit has been granted.
- Feel free to contact staff if you have any questions, at bylaw.licensing@vaughan.ca or (905) 832 -2281.

[Home](#) [My Profile](#) [Log out](#)

1

2

3

4

5

6

7

Select TypeProperty DetailsPeople DetailsAdditional InformationSupporting DocumentsFees and PaymentComplete

Thank You

Your application has been submitted. Please see a summary of your application below.

Application Details

Licence #	22 116643 GL	Status	Pending
Licence Type	General Location Licence	Licence Activities	Eating Establishment
Apply/Renew Date	2022-01-26	Issue Date	
Location/Licensee	20 Macarthur Drive	Expiry Date	

You can click the 'Go to Home' button to view all of your applications.

[Go to Home](#)

How to check the status of your application

How to check the status of the application

- Once your licence or permit application has been reviewed, you will receive an email from the City confirming whether your application has been approved.
- Prior to that, you can log into the portal and check the status of your application.
- To log in, go to www.vaughan.ca/BusinessLicensing and
- Click "Get/renew a Business Licence or Permit".
- Enter your email address and password.
- Click "Login."

Planning to operate a business in the City of Vaughan? You may require a business licence. The City of Vaughan currently licenses/permits various types of businesses, special events, lotteries and other activities. Property permits and applications can be found under the property by laws section.

NEW BLURB: about the new online licensing service without calling it the "Licensing Portal."

[Get/renew a Business Licence or Permit](#)

Licences available online

Blurb about clicking on each link to get more information or apply online or by PDF

NOTE: KEEP CATEGORIES AND LIST THOSE SERVICES AVAILABLE ONLINE. EACH SUBPAGE WILL HAVE A BUTTON TO APPLY ONLINE (SAME AS ABOVE) AS WELL AS THE PDF TO DOWNLOAD.

Establishments

- Banquet hall
- Billiard hall
- Body rub
- Eating establishment
- Hair and esthetics (personal services)
- Kennel or boarding
- Laundromat
- Mobile signs
- Second-hand goods or pawn shop
- Vehicle cleaning and repair
- Video store

- Refreshment vehicles
- Selling food or drink - foodstuff

Massage and Beauty Services

- Body rub
- Hair and esthetics (personal services)

Vehicle

- Driving schools
- Taxicabs, Limousines and Private Transportation Companies
- Tow trucks
- Vehicle cleaning and repair

Login to Licensing Portal

Please login to Portal or Register.

Email Address
carol.ramchuram@vaughan.ca

Password
.....

[Forgot Password?](#)

[Register](#) [Login](#)

Information about online services:

- Google Chrome, Mozilla Firefox, Safari are the recommended browsers.
- Adobe Acrobat must be installed on your computer.
- VISA, MasterCard, American Express, VISA Debit, Debit MasterCard are accepted.
- Personal information is collected under the legal authority of the *Municipal Act*, 2001, S.O. 2001, c. 25. This information will be used to process applications and service requests. Questions about this collection should be directed to Access and Privacy, Office of the City Clerk, 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1 905-832-2281.

Checking the status

- This will bring you to the Home page.
- In the Status column, we see:
 - “Incomplete Submission”, meaning more is needed from the applicant;
 - “Online Payment Pending”, meaning a payment is needed; and
 - “Pending”, meaning it is being reviewed by City staff.
- Under Actions, we see the “Continue” or “Cancel” if the application has not yet been submitted.

My Licences

Please use this section to view and manage your licences. Click the Add New Licence button to apply for a new licence. Click the Renew button to renew a licence and click the Continue button on the renewed licence to completed it.

Note: Licences are not transferable. There are no refunds once a licence is issued. For more information on the refund policy, see our [Licence and Permit Refund Policy](#) page.

Type to filter the table columns... [Add New Licence](#)

Record ID ▾	Licence #	Licence Type	Status	Expiry Date	Location/Licensee	Actions
532531	22 116659 STRO	Short-Term Rental Owner Licence	Incomplete Submission		7 Josephine Rd	Continue Cancel
532530	22 116658 BROK	Brokerage Licence / Short-Term Rental Brokerage	Incomplete Submission		4 John Frank Rd Townhouse 28 45	Continue Cancel
532524	22 116656 GL	General Location Licence	Online Payment Pending		6 Karta Court	Detail
532511	22 116648 GL	General Location Licence	Pending		8 Deerchase Circle	Detail
532509	22 116647 GL	General Location Licence	Pending		7 Kinloch Crescent	Detail

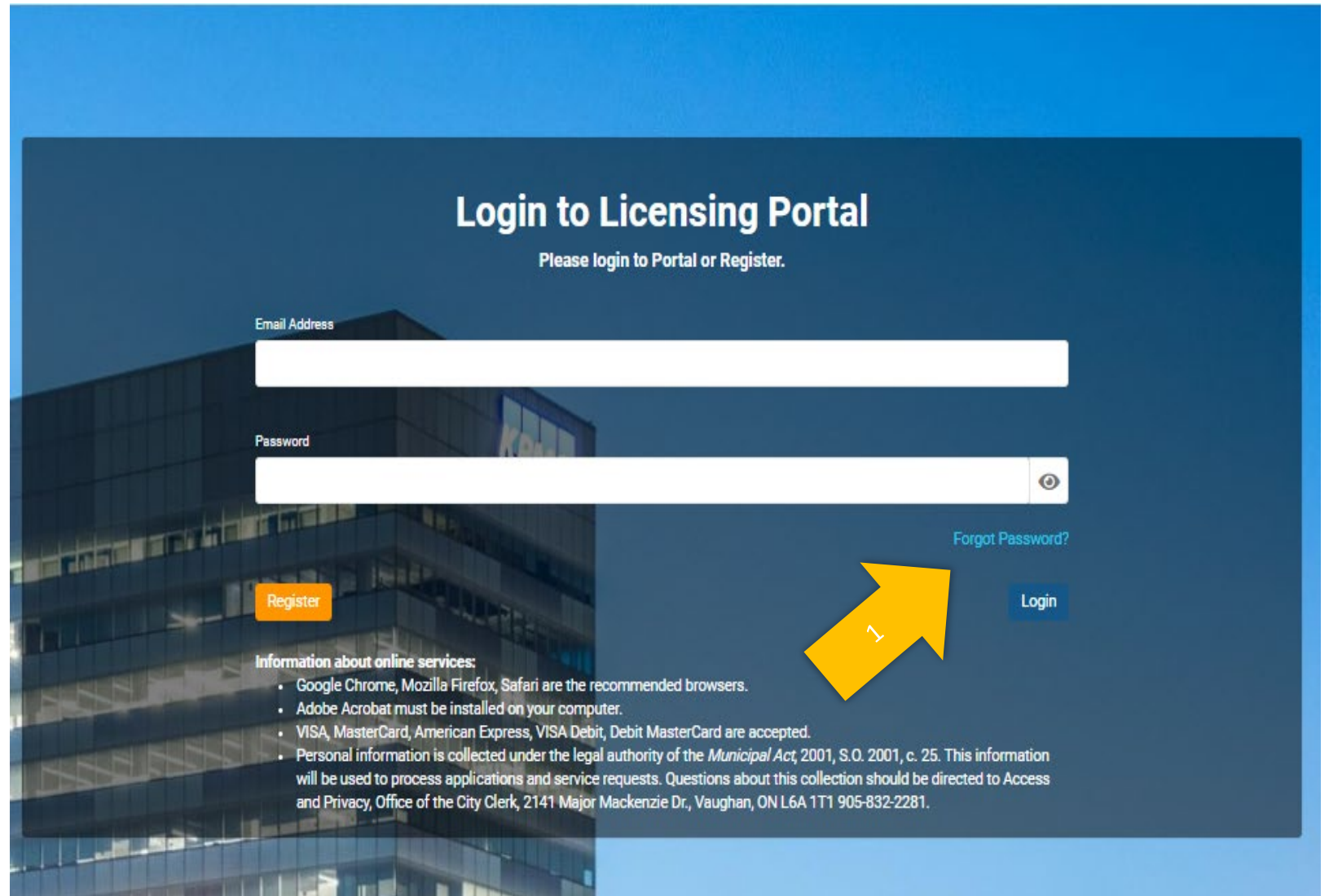
15 [1](#) [2](#) [3](#)

How to reset your password

A thick, hand-drawn style orange line that underlines the title text.

If you forget your password

- Return to Login Page
- Click “Forgot Password?”



The screenshot shows the 'Login to Licensing Portal' page. At the top, the title 'Login to Licensing Portal' is displayed in white, followed by the instruction 'Please login to Portal or Register.' Below this are two white input fields: 'Email Address' and 'Password'. The 'Password' field has a toggle icon on its right. To the left of the 'Password' field is an orange 'Register' button. To the right of the 'Password' field is a blue 'Login' button. A yellow arrow with the number '1' points to the 'Forgot Password?' link, which is located above the 'Login' button. At the bottom of the form, there is a section titled 'Information about online services:' followed by a bulleted list of recommendations and legal notices.

Login to Licensing Portal
Please login to Portal or Register.

Email Address

Password

[Forgot Password?](#)

[Register](#) [Login](#)

Information about online services:

- Google Chrome, Mozilla Firefox, Safari are the recommended browsers.
- Adobe Acrobat must be installed on your computer.
- VISA, MasterCard, American Express, VISA Debit, Debit MasterCard are accepted.
- Personal information is collected under the legal authority of the *Municipal Act*, 2001, S.O. 2001, c. 25. This information will be used to process applications and service requests. Questions about this collection should be directed to Access and Privacy, Office of the City Clerk, 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1 905-832-2281.

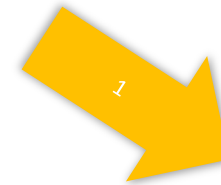
Your password reset email will look something like this

- Click on the “here” link.
- You will be directed back to the portal where you can reset your password.

Your City of Vaughan Licensing Portal Password Reset



amanda@vgn.cty
To  Carol Ramchuram



Dear Carol Ramchuram,

To reset your City of Vaughan Licensing Portal password, click [here](#).

If you did not request a password reset, please contact Client Services at bylaw@vaughan.ca

Best Regards,

Client Services
905-832-2281 | bylaw.licensing@vaughan.ca

City of Vaughan | By-law & Compliance, Licensing & Permit Services
2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1
vaughan.ca



How to obtain assistance

A thick, hand-drawn style orange line that underlines the title "How to obtain assistance".

Resources to assist you

Resource	Overview	Links and contact information
The web section	The web contains more information about licensing requirements, fees, by-law links, templates and alternative ways to apply.	vaughan.ca/BusinessLicensing
The By-law Library	This library contains links to popular by-laws, such as those which licences and permits are based, including: • The Fireworks and Pyrotechnics By-law • The Licensing By-law • The Newspaper Box Permit By-law (with amendments 1 and 2) • The Short-Term Rentals Licensing By-law • The Special Events By-law	vaughan.ca/cityhall/by_laws/Pages/default.aspx
City staff	City staff can provide you with more information about licences and permits, as well as provide information about enforcement and appeals.	Phone: 905-832-2281 Email: bylaw.licensing@vaughan.ca

We hope
this has
been
helpful!

Please contact us with any questions or suggestions to improve this guide.

City of Vaughan

By-law and Compliance, Licensing and Permit Services

Phone: 905-832-2281

Email: bylaw.licensing@vaughan.ca