

Personal Services Facility ONLINE Renewal Instructions

**** A new online process for business licensing applications and renewals** has been implemented. The online application process and form is available on the City website www.brampton.ca (please refer to the Business Licensing section). Requests for licences and renewals will only be accepted through the online application process.**

"Personal Services" means any service where substances, instruments, tools or other equipment are applied to any part of the human body for purposes of aesthetic, cosmetic or therapeutic treatment, where there is a risk of exposure to blood, such as, but not limited to hairdressing and barbering, tattooing and body piercing, manicure/pedicure services, removing hair by electrolysis, removing hair by waxing, skin care, provide facial treatments, tanning and other aesthetic services.

Requirements for obtaining the above licence:

1. **Licence Application Form**

Business and owner information to be entered online.

2. **Certificate of Insurance**

The insurance form **must be completed and signed by your insurer** showing evidence of \$2,000,000 (minimum) Commercial General Liability.

3. **Valid Hairstylist Licence** – Issued by the Ontario College of Trades

4. **Health Department Approval (Region of Peel)**

A photo copy of your current Pass Card or your latest PSS health inspection report within the past year issued to your location must be provided.



5. **Fee**

Class A – Tattoo Parlour/Body Piercing - \$217.00
 Class B - Hair Salon/Barber Shop/Aesthetics Services \$217.00
 Class C – Tanning Salon \$217.00

- **Expiry Date** – May 31st of every year

Once your application is reviewed, a link to the payment option will be sent to the email provided on the application.

**** Late Renewals are subject to \$50 late fee****

Once your application has been reviewed and approved your payment will be processed and your licence will be mailed out.