

# WORK ORDER

## COMPREHENSIVE BUSINESS LICENSING BY-LAW 2023-105

**Business Name:**

**Business Address:**

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Business Owner:

It has come to our attention that you are operating a business at without a valid business licence.

The City of Waterloo's Comprehensive Business Licensing By-law #2023-105 requires that you hold a licence to operate.

In order to obtain a licence to carry on your business, a complete application and licence fee must be submitted to Municipal Enforcement Services on or before

Failure to submit an application within this time frame may result in further enforcement action.

More information related to the business licensing application process can be found at [www.waterloo.ca](http://www.waterloo.ca) and to submit an online application visit [mypermits.waterloo.ca](http://mypermits.waterloo.ca).

If you require additional assistance, please contact the undersigned officer.

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Municipal Law Enforcement Officer  
Officer Email:  
Officer Phone: