

Refreshment Vehicle Checklist – Annual
Stationary

Required Documents	Description of Required Document	Submitted
An Application Fee	An application fee as prescribed in the Municipality of Clarington’s Fee By-law, By-law 2026-057 Schedule “B”.	
Proof of insurance	A Certificate of Insurance (COI) identifying the Municipality of Clarington as third-party liability insured for a minimum of \$2,000,000 (two million dollars). The following address shall be noted on the COI: Municipality of Clarington 40 Temperance Street Bowmanville, ON L1C 3A6	
Health Department	Proof of inspection and approval from the Region of Durham Health Department - 30 Days of Application	
TSSA and Suppression Inspection	1. The Technical Standards and Safety Authority Initial Vehicle Inspection Report; TSSA – within 30 days of application.	A)
	2. Where there are cooking appliances that produce grease laden vapour, verification that the vehicle is protected by an approved fixed fire protection system; Suppression inspection within 30 days of application.	B)
	3. Annual inspection to be completed by Clarington Emergency and Fire Services (EFS), Department for a fixed fire suppression system, if any; EFS Inspection fee as prescribed in the Municipality of Clarington’s Fee By-law, By-law 2026-057 Schedule “B”.	C)
Corporate Information	From the provincial government stating you are a business and currently registered with them.	
Property Owner Permission	Written permission from the owner of the property you are planning on having your refreshment vehicle on, if applicant is not the owner.	
Planning Approval	Has documentation that the Planning and Infrastructure department has approved location for a stationary refreshment vehicle.	
Site Drawing	A site drawing, drawn to scale, showing; the proposed primary location of the stationary vehicle, parking facilities for the business and the distance between the proposed location and all property lines.	
Picture of Truck/Trailer	Upload a current photo of your Refreshment Vehicle.	