

Business Licence Application

☐ New Business

☐ Address change

Date of Application :			
Name of Business :			
Location of Business :	No. Street Unit #		
	Town Province Postal Code		
Mailing Address :	No. Street Unit #		
	Town Province Postal Code		
Name of applicant/operator :		[] Owner [] Tenant	
Phone # :	Business ()	Home ()	
E-mail address:			
Occupation Period :	[] Permanent [] Temporary	Scheduled Opening Date :	
Area used for business :		Area of building :	
Planned renovation and/or transformation of premises?**: [] Yes [] No			
<u>DESCRIPTION OF ACTIVITIES</u> (ADD AN EXTRA SHEET IF REQUIRED)			

I certify that the information provided on this application is true and correct to the best of my knowledge.

I want the name and information of my business to appear in the « Local Directory » of the Town's Website : [] Yes [] No

Name of applicant-operator :

DOB :

Signature :

REQUIRED DOCUMENTS	
✓ Vendor Permit :	[]
✓ Master Business Licence :	[]
✓ Relevant Certificates - Diplomas :	[]
✓ Others :	[]

REQUIRED INSPECTIONS - APPROVALS			
* Zoning	[]	Permitted Use	[] Non permitted Use
* Fire	[]	Permitted Use	[] Non permitted Use
* Building	[]	Permitted Use	[] Non permitted Use
* Others	[]	Permitted Use	[] Non permitted Use

PROCESS OF APPLICATION	
<p align="center">An application for a Business Licence will be analyzed as follows : (Allow a minimum of 10 business days)</p>	
Step	Action
1	The applicant shall fill out an application and bring it to the Clerk's office with all necessary documents
2	The application is submitted to the attention of a by-law officer
3	<p><u>A complete application is forwarded to :</u> i) the Zoning Department, if needed ii) the Building Department, if needed iii) the Fire Department, if needed</p> <p><u>An incomplete application:</u> The by-law officer will contact the applicant-operator</p>
4	Possibilities of delay extension if an inspection and/or renovation of the site are required
5	When all required approbations are received, the by-law officer will ask the Finance Department to issue the Business Licence

Depending on the nature of the application, the by-law officer may ask for additional documents.

The applicant operating his (her) business before the issuance of a licence does it at his (her) own risk.

No verbal authorization will be given.

**** Please note that you may require a renovation and/or sign permit. Please contact the building department at extension 2020.**

FOR OFFICE USE ONLY		
CLASSIFICATION	CATEGORY	FEE
		\$
	TOTAL :	\$

Information collected on this form is collected pursuant to Section 151(1) of the Municipal Act, 2001 as amended, and is necessary to process a business licence application. For more information, call the Clerk's office at 613-632-0106, ext. 2226