



Obtaining A Business Licence To Operate in the City of Owen Sound

Congratulations on your business venture. Below is information on how to get your business licence from the City of Owen Sound.

1. Business Licence Required

Businesses operating in the City of Owen Sound are required to obtain a business licence. Application forms are available on the City's website or in the Clerks Department at City Hall. Please note that businesses that open without first obtaining a business licence risk non-compliance with City By-laws.

2. Processing time

The process of reviewing and approving a business licence varies depending on the type of licence required. Please anticipate a processing time of 4-6 weeks.

3. Fees and Payment

Fees for each licence type are listed on the application form. Payment may be made by cash, cheque, or debit.

4. Completed Applications

Completed applications and fees may be hand-delivered or mailed to:

Owen Sound City Hall
Clerks Department
808 2nd Avenue East
Owen Sound, ON N4K 2H4

5. Zoning Pre-approval

General and Home Occupation business licence applications **must include** a zoning pre-approval email from the Planning Division. To obtain a zoning pre-approval please email osplanning@owensound.ca and include the following information:

- municipal address
- current use
- a detailed description of the proposed use

6. Floor Plan

A floor plan must be submitted for all Home Occupation business licence applications.

7. Inspections and Approvals

- o Submitted applications are circulated to the Planning, Fire, Building and By-law Departments, Police Services, and the Grey Bruce Health Unit.

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- The Grey Bruce Health Unit provides routine inspections at least once a year for hairdressing and barber shops, tattoo and body piercing studios, electrolysis, acupuncture, and various aesthetic services. For further information on services/requirements, contact the Grey Bruce Health Unit.
- The City's Building Division does not automatically conduct on-site inspections. Inspections will occur where there is a change to the building occupancy or if there are renovations that require a permit.
- When all approvals have been received, a business licence will be issued and mailed to the applicant.

8. Master Business Licence

A Master Business Licence is a provincial registration and does not replace a City licence. Information on Master Business Licences can be found on the [Service Ontario](#) website.

For any questions respecting business licences, please contact the Clerk's Office at **519-376-4440 ext. 1268**.

Please complete this application and return it with payment to City Hall, 808 2nd Ave. E., Owen Sound, ON N4K 2H4. Questions about this application can be directed to Lee-Anne Kazarian, Licensing Coordinator, at lkazarian@owensound.ca or 519-376-4440 ext. 1268.

Business & Contact Information

Name of Proposed Business: _____

Location of Business: _____ Proposed Date of Opening: _____

Applicant: _____ Contact Name: _____

Contact Telephone: _____ Contact Email: _____

Mailing Address (to mail the licence): _____

For business license (check one): Business Name OR Applicant and Business Name

Type of Application & Fee (non-refundable)

Business Type	Licence Type (if applicable)	Licence Changes (if applicable) *
<input type="checkbox"/> General Business	<input type="checkbox"/> New Licence \$250.00	<input type="checkbox"/> Change of Ownership \$50.00
<input type="checkbox"/> Home Based Business	<input type="checkbox"/> Relocation in City \$200.00	<input type="checkbox"/> Change of Business Name \$50.00
<input type="checkbox"/> Mobile Food Business	<input type="checkbox"/> Additional Location \$200.00	<input type="checkbox"/> Replacement Licence \$30.00
<input type="checkbox"/> Hawker Peddler (HP)	<input type="checkbox"/> HP (1 week) or special event \$300.00	
	<input type="checkbox"/> HP (1 year) \$600.00	
	<input type="checkbox"/> Non-Profit Organization \$150.00	

Note: Payment must accompany this application. Payment may be made by cash, debit, or cheque payable to the "City of Owen Sound" and is non-refundable.

Business Details

- Please describe the business: _____
- Was the location of your business previously used for commercial occupancy?
 Yes No
- What was this property previously used for? _____
- What is the size (gross floor area) of the proposed business? _____
- If this application is for a general business or home occupation, have you included the Planning Division's approval email with your application?
 Yes No
- Will there be any changes to the plumbing in the building?
 Yes No

7. Will there be any structural changes to the area where the business is operating?

Yes No

If yes, a building/plumbing permit will be required.

8. Will you be installing or displaying new signage at your business?

Yes No

If yes, please visit owensound.ca/signpermits or contact the Development Coordinator by email (building@owensound.ca) or phone (519-376-4440 ext. 1231).

9. Please explain any parking that will be available for staff and customers:

10. If you are relocating your business, what is the previous address of your business?

11. If the business is changing ownership, what is the name of the previous owner?

12. If the name of the business is changing, what is the previous name of the business?

River District Business (Downtown Owen Sound)

1. Is your business located in the River District Business Improvement Area?

Yes No

If yes, please provide an email address if you wish to be added to the River District email distribution list: _____

If yes, please provide a website address if you wish to be added as a link on the [River District website](#): _____

Home Based Businesses

1. Do you own this property?

Yes No

Note: If you are operating your business from a property that you rent or lease, you will need written consent from the owner of the building below or in a separate letter addressed to the City.

I, _____ am the owner of the property that is the subject of this application and I authorize the business described in this application to operate on my property.

Owner's Signature: _____ Date: _____

2. Please list employees working at the home-based business that do not live at the premises:

3. Is there another home-based business operated from the same premises?

Yes No

If yes, what is the name of the other business? _____

4. What is the floor area of the dwelling to be devoted exclusively to the business?

5. Please attach a floor plan of the house showing the dimensions for the house and the area dedicated to the business.

6. If the business involves the production of goods/merchandise at the premises, please describe: _____
7. Will there be goods or services sold on the premises?
 Yes No
8. Will there be storage of goods or products on the premises?
 Yes No
9. How many commercial vehicles will be used for the business? _____
10. Please describe the type and size of the vehicle(s): _____

Additional Information

- You can register your business name and obtain further information with respect to tax remittance, WSIB, etc. at Service Ontario, <https://www.ontario.ca/page/serviceontario>.
- The Business Enterprise Centre, located at 1130 8th St. E., Owen Sound ON N4K 1M7, 519-371-3232, provides numerous resources for small businesses. You can add your name to the Business Directory by visiting www.madeingrey.ca/business-listings.

Declaration

I declare that the information on this application is true. I agree to conform to the regulations set out in the Business Licensing By-law, all other applicable by-laws and any applicable Federal or Provincial Act or Regulation.

Signature of Applicant

Date

Please note that all personal information submitted for inclusion in this application is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and will be used to complete the licensing process. The information provided will be distributed to City Departments and other applicable authorities for comment to determine if a licence will be granted. Certain information will form part of the Council Agenda which is a public record. Questions about this collection should be directed to the City Clerk, Briana M. Bloomfield, at 808 2nd Avenue East, Owen Sound, ON, N4K 2H4, bbloomfield@owensound.ca, or 519-376-4440 ext. 1247.

Office Use Only

Received By: _____ Amount Paid: _____ Receipt #: _____ Date Received: _____

Notes: _____

5.17 HOME BUSINESSES

5.17.1 General Provisions for Home Businesses

One or more home businesses are permitted within a dwelling unit as accessory uses, subject to the following provisions:

- a) No home business shall result in a change to the residential character of the building in which it is located.
- b) Only one (1) non-resident employee, partner, or associate of a home business is permitted per dwelling unit, regardless of the number of home businesses in the dwelling unit.
- c) The home business shall not create or become a nuisance in regard to odours, vibrations, traffic generated or parking or by producing at the property line or noise that disturbs the inhabitants in contravention of the City's Noise Control By-law.
- d) The home business shall not create or become a fire, health or building hazard.
- e) There shall be no outdoor display, sales or outdoor storage area in conjunction with a home business.
- f) There shall be no external display or advertising or the home business except in accordance with the City of Owen Sound Sign Bylaw.
- g) There shall be no more than one (1) vehicle permitted on the premises, which is either commercially licensed or otherwise used in conjunction with the home business. Sec. 5.18.8 of this By-law respecting Commercial Motor Vehicles, Tractor Trailers and Buses in Residential zones shall continue to apply.
- h) The home business shall not involve the shipping or receiving of goods or materials by commercial vehicles other than automobiles or delivery vans used by courier services.
- i) The gross floor area (GFA) occupied by one or more home businesses including any accessory buildings and structures, shall not occupy exclusively more than 25% of the dwelling unit to a maximum of 40.0 m², whichever is the greater.
- j) There shall be no more than 4 cubic metres of storage of materials of a non-toxic or non-hazardous nature and such storage shall be wholly within the portion of the building containing the home business.
- k) Regardless of the number of home businesses, a maximum of 3 clients may be present on the property at any given time.
- l) An additional parking stall is provided for the home business in addition to those required by the By-law for other permitted uses on the property. Notwithstanding, if there is no parking requirement for the main use as determined Section 5.18 of this By-law then no additional parking is required.

5.17.2 Restricted Home Business Uses

The following restrictions apply to the types of businesses and activities permitted as a home business, and shall apply in addition to the general provisions outlined in Sec. 5.17.1.

- a) No manufacturing activity involving the processing of raw or semi-processed materials shall be carried out in conjunction with a home business except for the small-scale fabrication of handmade goods or crafts, such as those associated with a home studio, home catering service, or home sewing establishment. The small-scale assembly of fully processed goods is permitted.
- b) Retail sales are not permitted as part of a home business. Indirect sales are permitted but shall be limited to items that are prepared within the area associated with the home business or which are accessory to the home business.
- c) A repair service shall be limited to the repair of personal effects and small household appliances such as electronic equipment. The repair of vehicles, major appliances, and equipment that have oil and grease-filled transmissions such as lawn care equipment or other power equipment is not permitted.
- d) A Vehicle-for-Hire Service is permitted as a home business but shall not include a transportation depot or taxi dispatch office as defined in this By-law.
- e) The grooming of dogs, cats, or other household pets is permitted as a home business provided that all pens and holding areas for pets are within completely enclosed buildings and there is no overnight accommodation of such pets.

BUSINESS

ENTERPRISE CENTRE

1130 8th St E
Owen Sound, Ontario
519-371-3232

MUNICIPAL BUSINESS LICENCE

A Business License is the official municipal permission to operate a business. Each municipal government has the authority to issue its own business licenses within its jurisdiction. Since there is no uniformity throughout the province regarding municipal licenses for business, you should consult with the municipal office where you will be operating your business.

Your business (including home based businesses) will need to comply with municipal zoning and by-law regulations. If you are running a home based business, ask your municipality to advise you on their home occupation rules.

In the City of Owen Sound, a license is required for most businesses including home based businesses. The cost for a General Business License is \$150.00. Application forms are available from the Clerk's office or on the City of Owen Sound website. Various departments will have the opportunity to review business licence applications. Some applications are also sent to the Grey Bruce Health Unit for their review.

For more information contact:

City of Owen Sound
City Hall, Service Owen Sound
Phone: 519-376-4440 ext. 1268

If your business will be located elsewhere in Grey County, **contact your Municipality** to ask about licensing requirements, and by-laws that may affect your business.

PROVINCIAL REGULATIONS

1. Business Name Registration (Masters Business Licence)
2. Other Licenses (Liquor, Garage, Day Care)

If you plan to operate your business under any name other than your own legal name (ie. John Smith) registration of your business name (Master Business Licence) is mandatory under the Business Names Act.

Unincorporated businesses, sole proprietorships and partnerships must register their business name before they start using it, with Ministry of Government Services Companies and Personal Property Security Branch.

Registering a business name in Ontario **does not** provide you with any inherent protection of the name; it simply makes the name legal for your use in Ontario. The Business Names Act also does not prohibit registration of identical names but if you

decide to use the same name or if you use a name that is confusingly similar to that of an existing business it could result in a lawsuit. The person registering the name also assumes full responsibility for any risk of confusion with an existing corporation, business name or trademark.

Registration costs \$60.00 (payable by Mastercard or Visa) and you receive the Master Business Licence by email or by mail as requested, within two weeks. You can also conduct a name search online, the cost is \$8.00 per name searched.

Registration is required to open a business bank account.

FEDERAL REGULATIONS

The Business Number (BN) is a numbering system that simplifies and streamlines the way businesses deal with the Federal Government. It is based on the idea of one business, one number. There is no cost for this registration.

You will need to apply for a Business Number from Canada Revenue Agency if any of following situations apply to your business:

- **If your business will be collecting \$30,000 or more** in gross revenues (products and services) each year, you are required to register, collect and remit HST.
- **If your sales are less than \$30,000** registration is not mandatory. If you register you can claim HST which you paid on items purchased for the business, against HST collected on sales to your customers. Visit <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/rgstrng/menu-eng.html> for more details.
- **If your business has employees**, you will need to register for a payroll deductions account. The BEC can offer additional information related to payroll deductions or you can contact Canada Revenue Agency at the number listed below. You can find more information related to hiring employees in [Step # 6 - Employee Regulations](#)
- **If your business will be importing commercial shipments from a foreign country, or exporting commercial goods to other countries**, you should register for an import/export account. The BEC can offer additional information on importing or exporting or you can contact the Canada Border Services Agency at the number listed below. You can find more information regarding importing and exporting in [Step # 2 - Points of Consideration](#)
- **If your business is a new corporation**. In most cases, new corporations will automatically receive a BN from the Canada Revenue Agency within 45 day of incorporating at the federal or provincial level. If you need your BN before you receive confirmation from Canada Revenue Agency, contact the Business Inquiries line listed below.
- **If you are a sole proprietor or a partner in a partnership**, you will continue to use your social insurance number to file your individual income tax return even though you have a BN for your GST, payroll deductions and/or import export accounts. The BEC can provide additional information regarding Business Income or you can contact Canada Revenue Agency at the number listed on the reverse.

September 1, 2021



Dear Municipality/Chamber/BIA:

The Ontario Regulation O.Reg. 136/18: Personal Service Settings is made pursuant to the Health Protection and Promotion Act, and requires notification of intention to commence operation of a personal service setting (PSS):

“Every person who intends to operate a personal service setting shall provide notice, in writing, of the intention to the medical officer of health of the health unit in which the personal service setting will be located at least 14 days before commencing the operation.” (Section 3)

The requirement for notification includes opening of a new PSS, changing location, providing new services at the setting, and reconstruction or renovation of a PSS, within 14 days before commencing.

Please find attached a Notice to Operate meant for the public. We would appreciate if you could share this letter and notice with the relevant departments within your municipality, those operators opening new businesses, and the public as appropriate.

The Grey Bruce Health Unit is also providing a new electronic way for operators to provide notification of intention online, located here: <https://www.publichealthgreybruce.on.ca/Your-Health/Infectious-Diseases/Beauty-and-Body-Art> please feel free to add this link to your website.

If you require additional information, please do not hesitate to contact the Infectious Diseases team at 519-376-9420 ext. 6 or InfectiousDiseases@publichealthgreybruce.on.ca.

Sincerely,

Gillian Jordan BASC, MPH
Public Health Manager
Grey Bruce Health Unit
101 17th Street East
Owen Sound, ON N4K 0A5
p: 519-376-9420 ext. 1379
e: g.jordan@publichealthgreybruce.on.ca
w: www.publichealthgreybruce.on.ca

A healthier future for all.

101 17th Street East, Owen Sound, Ontario N4K 0A5 www.publichealthgreybruce.on.ca Revised November 2017



Notice to Operate

Personal Service Setting Owners and Operators

*Contact Public Health Before You Open a Business,
Change Location, Add an Additional Service or
Renovate/Reconstruct*

Under the law you are required to notify the Health Unit of your intention to operate a personal service setting (PSS) at least 14 days before commencing the operation, providing new services, and reconstruction or renovation. You must include your name, contact information, location, and a list of services that will be provided at the PSS in the notice [Ontario Regulation 136/18: Personal Service Settings, section. 3].

PSS operators can notify the Health Unit electronically online here <https://www.publichealthgreybruce.on.ca/Your-Health/Infectious-Diseases/Beauty-and-Body-Art> or by phone at 519-376-9420 ext. 6 to speak with a Public Health Inspector.

Personal Service Settings are premises at which personal services are offered where there is a risk of exposure to blood or body fluids and includes, but are not limited to:

- Hairdressing and/or barbering
- Tattooing and body piercing/modification
- Nail services
- Electrolysis, waxing and hair removal
- Micropigmentation
- Microblading
- Facials and microdermabrasion
- Eyelash extensions/tinting
- Other aesthetic services

Additional information and resources, including Infection Prevention and Control recommendations, can be located on our website here <https://www.publichealthgreybruce.on.ca/Your-Health/Infectious-Diseases/Beauty-and-Body-Art>