

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

Businesses operating in the City of Owen Sound are required to purchase a business licence. Application forms are available on the City's website or applications can be picked up in the Clerks Department at City Hall.

1. Prior to submitting a business licence application, applicants need to contact the Planning and Building Departments to ensure that the proposed business is a permitted use at that location in accordance with the City's Zoning By-law, and that is in compliance with the Ontario Building Code.

Justin Teakle	519-376-4440	# 1250	Planning or
Margaret Potter	519-376-4440	# 1232	Planning
Kevin Linthorne	519-376-4440	# 1234	Building

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

Owen Sound City Hall
Clerks Department
808 2nd Ave East
Owen Sound, On N4K 2H4

3. Once submitted, applications are circulated to the Planning, Fire, Building and Bylaw Departments, Police Services, and the Grey Bruce Health Unit.
4. The Grey Bruce Health Unit provides routine inspections at least once a year for hair dressing 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.
5. A floor plan must be submitted for all home based business licence applications.
6. 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.
7. Information with respect to a "Master's Business Licence" can be found on the ServiceOntario website.
8. When all approvals have been received, a business licence will be issued and mailed to the applicant.

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