

# Leamington Business Directory

## Updating and Creating a Business Listing Guide

### ***Creating a New Business Listing***

- Go to <http://map.windsor-essex.info>
- Before creating a new listing, please ensure that the business is not already listed by first searching the database
- Click "Add or Update Listing"
- Click "Create New Listing"
- Fill out the application form and click "Continue"
- Please allow 1-2 business days for processing

### ***Updating a Business Listing***

- Go to <http://map.windsor-essex.info>
- Click "Add or Update Listing"
- To update an existing business listing, you will need to know the directory ID and password. If directory ID is unknown, search the database for the business listing, click "More Details", then click the "online" link at the bottom of the page. If password is unknown, and you have an email address on file, simply type it in the space and click "Email my password". If there is no email address on file, email [directory@countyofessex.on.ca](mailto:directory@countyofessex.on.ca) with your Directory ID.
- After logging in, fill out any changes to the form and click "Continue"
- Please allow 1-2 business days for processing



NO FEE REQUIRED

## BUSINESS REGISTRY APPLICATION INFORMATION

The Municipality of Leamington has established and maintains a registry of certain businesses in Leamington. There is no fee to register your business. Please register by completing this Business Registration Form.

1. **Leamington Building Department:** Before any remodelling or additions begin on your building (commercial or home), contact the Building Department (519) 326-5761 to verify if any permits or inspections are required.
2. **Signs:** Contact the By-law Enforcement Officer at the Municipal Office (519) 326-5761 ext. 236 for a sign application.
3. **Home Occupation:** a sketch of your home is required with its dimensions, indicating the proposed room in your home for the business and its measurements. Home Occupation information is available upon request from the **Planning Department** at (519) 326-5761 ext. 292. An Inspection of your home will be conducted by the Municipal Law Enforcement Officer before your Business Registration is processed.
4. ***As part of the registration process, the Fire Department will be making a sight visit. A minimum of one, ABC/2A 10BC fire extinguisher, mounted in a easily located and accessible location is required. (A risk assessment will be completed at the time of inspection and additional extinguishers may be required.) In home occupations also require the fire department to insure that the correct number of Smoke Alarms are present in the dwelling and all smoke alarms will be tested and left in working order. (Further information is available from the office at 519-326-6291 Monday through Friday, 08:00 until 16:00 hours.)***
5. **Business Name Registration.** Registration of your business name is mandatory under the Business Names Act. The business name registration fee is \$60.00. You can also do a name search for \$8.00 (this is optional).

Ontario Business Connects, Service Ontario  
400 City Hall Square East, Suite 205  
Windsor, ON N9A 7K6  
[www.serviceontario.ca](http://www.serviceontario.ca)  
Phone: (519) 973-7954  
Fax: (519) 973-7959

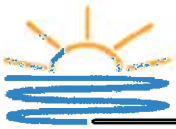
- Immediate Business Name Registration
  - Business Name Renewal electronic application (MBL in the mail within 2 weeks)
  - Retail Sales Tax Vendor Permit electronic application (RST)
  - Employer Health Tax electronic application (EHT)
  - Workplace Safety and Insurance Board electronic application (WSIB)
  - immediate Business Name search at the workstation.
  - Government on-line directory for provincial business programs/information; business resource publications.
6. **For H.S.T. (Harmonized Sales Tax)** contact Canada Customs & Revenue Agency, 185 Ouellette Ave., Windsor, Ontario, phone 1-800-959-5525, Fax: (519) 257-6558 for your BUSINESS NUMBER.
  7. **Windsor & Essex County Business/Community Directory-** a comprehensive listing of businesses representing different areas of Essex County and Windsor. : [map.windsor-essex.info](http://map.windsor-essex.info)

over...

9. **Windsor-Essex County Self Help Office:** Additional information in regard to starting a small business is available by calling the at (519)-253-6900 or **Small Business Centre at (519)-733-3137**. Leamington Municipal Building's front lobby has further information from the self help office.
10. **The Self Employment Service office** has general business start-up information at 215 Talbot St. East, Leamington, ON N8H 3X5, Phone (519) 326-0237. Office hours 9:00 a.m. to 4:00 p.m. or online at [www.selfemploymentservice.com](http://www.selfemploymentservice.com).
11. **Business Income Tax:** for information on business expenses and deductions pick up the "Business and Professional Income Guide." Income Tax: (519) 238-8302 or 1-800-959-8281.
12. **Payroll Deductions for Employees:** if you have employees you are responsible for calculation, deducting and remitting income tax, employment insurance, and Canada Pension Plan contributions. Payroll Deductions/Imports or Export Accounts: (519) 252-4705.
13. **MTO/County of Essex entrance clearance:** If you are a new business in the rural area and you are located on a County or Provincial Road you are required to submit County Entrance Permit with this Business Registry Application. For information call The County of Essex Engineer's Office at (519) 776-6441.
14. **Employee Health Tax:** To register your employees for Health Tax call (519) 250-0066 or 1-800-465-4021.
15. **The Workplace Safety Insurance Board:** To register your employees for insurance at (519) 966-0660.
16. **Special Regulations/Licenses:** Many businesses have special licences and/or provincial and federal regulations to follow. Contact the Windsor-Essex Small Business Enterprises Centre at (519) 253-6900 to inquire about your specific business.
17. **Finding Suppliers:** For information regarding suppliers or statistics the Self Employment Service Office has manufacturer's directories available or call Windsor-Essex Small Business Enterprise Centre at (519) 253-6900.
18. **Food Service Contacts:** if you have food at your business, please contact:  
Windsor-Essex Health Unit: (519)-326-5716 and the  
Canada Food Inspection Agency: 1-800-442-2342.
19. **Packaging and Labelling Information:** Single Access Food Labelling: 1-800-667-2657 and/or Consumer Products: 1 (416) 954-1405
20. **Leamington Economic Development:** The Municipality's Economic Development Officer, Anne Miskovsky, can provide information on Leamington's business environment and is available to assist in data collection, market analysis and site selection needs. To arrange an appointment, call (519) 326-5761.
21. **Leamington Chamber of Commerce:** Information regarding the Chamber, please call (519) 326-2721.
22. **Garbage Collection:** The Municipality does not collect garbage generated from commercial (business) property. In the uptown area, businesses can purchase garbage bags from Erie Environmental at \$1.50 per bag. Pick-up is Tuesdays and Fridays. Information in regard to using garbage bins in the uptown area can be obtained by calling Erie Environmental at (519) 322-1261. All other Commercial, Industrial, and Institutional properties/businesses must make their own arrangements with a private collector.
23. **Smoke-Free Ontario:** Effective May 31<sup>st</sup>, 2006, all public places and workplaces have become smoke-free pursuant to the Smoke Free Ontario Act (SFOA). For further information, and to obtain a Smoke-free package, please contact the Windsor-Essex County Health Unit's Tobacco Hotline at (519) 258-2146 ext. 3112, or [www.wechealthunit.org](http://www.wechealthunit.org).

If you have further questions, please call.

Kim Siddall, Deputy Clerk/Manager of Corporate Services



# THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON

Corporate Services Department

111 Erie Street North, Leamington, Ontario N8H 2Z3

Telephone: (519) 326-5761 Fax: (519) 326-2481

**NO FEE REQUIRED**

## APPLICATION TO REGISTER A BUSINESS IN THE MUNICIPALITY OF LEAMINGTON - By-law 609-05

Please check which pertains to your business:

NEW BUSINESS     UPDATED BUSINESS INFORMATION     IN HOME OCCUPATION

FULL BUSINESS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF CORPORATION (If Applicable): \_\_\_\_\_

NAME OF PERSON MANAGING THE BUSINESS: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ INTENDED OPENING DATE: \_\_\_\_\_

DESCRIPTION OF PRODUCTS/SERVICES (detailed): \_\_\_\_\_

BUSINESS INFORMATION: STREET ADDRESS: \_\_\_\_\_

(Please Print) CITY/TOWN: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

BUSINESS OWNER(S): NAME(S): \_\_\_\_\_

(Please Print) STREET ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ MOBILE NUMBER: \_\_\_\_\_

EMAIL ADDRESS (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

IF YOU RENT THE PROPERTY, NAME AND ADDRESS OF THE OWNER(S):

(Please Print) NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

IF YOU ARE AN IN HOME OCCUPATION DO YOU LIVE THERE?  NO  YES # OF ASSISTANTS: \_\_\_\_\_

PREVIOUS USE OF BUILDING/PREVIOUS BUSINESS \_\_\_\_\_

HAVE YOU STARTED OR PLANNING ANY RENOVATIONS?  NO  YES, DESCRIBE: \_\_\_\_\_

WILL A NEW BUSINESS SIGN BE POSTED?  NO  YES, DESCRIBE: \_\_\_\_\_

\_\_\_\_\_  
NAME OF BUSINESS OWNER/MANAGER (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE OF BUSINESS OWNER/MANAGER

*The information provided in this application will be available for public inspection.*

**OFFICE USE ONLY**

**PLANNING SERVICES DEPARTMENT**

BUSINESS ADDRESS : \_\_\_\_\_

ZONING DESIGNATION: \_\_\_\_\_

PERMITTED USE :     NO    YES

PLANNING SERVICES APPROVED BY: \_\_\_\_\_                      DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**CORPORATE SERVICES DEPARTMENT**

DATE APPLICATION RECEIVED: \_\_\_\_\_

DATE APPLICATION CIRCULATED: \_\_\_\_\_

BUILDING SERVICES COMMENTS                      DATE RETURNED: \_\_\_\_\_

PLANNING SERVICES COMMENTS                      DATE RETURNED: \_\_\_\_\_

POLICE SERVICES COMMENTS                      DATE RETURNED: \_\_\_\_\_

FIRE SERVICES COMMENTS                      DATE RETURNED: \_\_\_\_\_

HEALTH UNIT COMMENTS                      DATE RETURNED: \_\_\_\_\_

MTO/County of Essex Entrance Clearance Received    DATE FORWARDED TO: \_\_\_\_\_

**MUNICIPAL LAW ENFORCEMENT OFFICERS INSPECTION OF HOME OCCUPATION BUSINESS APPLICATIONS:**

INSPECTION COMPLETED                      \_\_\_\_\_ BY-LAW OFFICER: \_\_\_\_\_

INSPECTION APPROVED     NO    YES

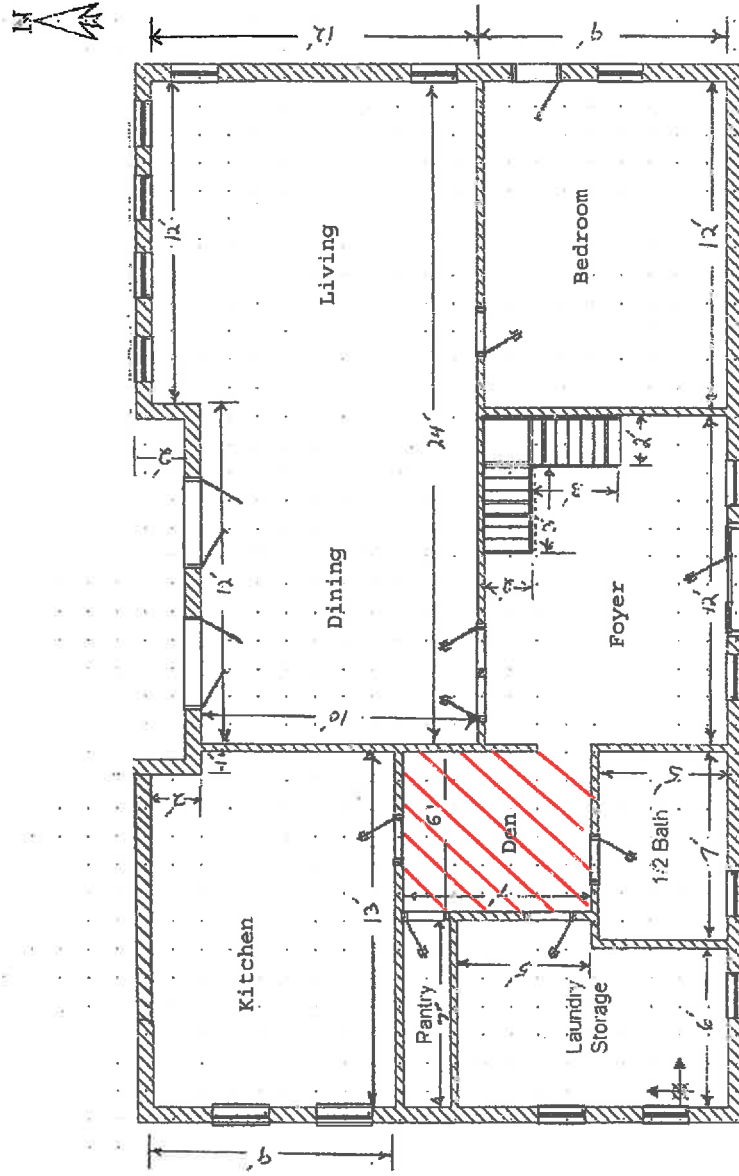
COMMENTS: \_\_\_\_\_

PLEASE ATTACH ALL DEPARTMENT COMMENTS TO THIS APPLICATION.

INITIALS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

SCHEDULE A  
 BUSINESS REGISTRATION SAMPLE FLOOR PLAN



Area proposed for  
 In-Home Occupation

Scale: NTS

IN-HOME OCCUPATION



# THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON

## HOLIDAY BUSINESS

UPDATED JANUARY 10, 2011

Pursuant to:

**Retail Business Holidays Act, R.S.O., 1990 and  
Leamington's Municipal By-law 592-05 as amended (\*)**

*Please refer to Section 3 of the Retail Business Holidays Act regarding exemptions for particular retail business establishments.*

<b>2011 Holiday</b>	<b>Date</b>	<b>Restrictions</b>
<b>New Year's Day</b>	Sat. January 1	Closed
<b>Family Day</b>	Mon. February 21	Closed
<b>Good Friday</b>	Fri. April 22	Closed
<b>Easter Sunday</b>	Sun. April 24	Closed
<b>Victoria Day</b>	Mon. May 23	Open 11 a.m. to 5 p.m.*
<b>Canada Day</b>	Fri. July 1	Open 11 a.m. to 5 p.m.*
<b>Labour Day</b>	Mon. September 5	Open 11 a.m. to 5 p.m.*
<b>Thanksgiving Day</b>	Mon. October 10	Closed
<b>Christmas Day</b>	Sun. December 25	Closed

*There are no restrictions on Easter Monday, Civic Holiday or Boxing Day.*

*All retail pharmacies in the Municipality whose pharmaceutical sales make up over 60 percent of their gross sales are permitted to be open 24 hours per day, 365 days a year.\**

*If the sale of nursery stock or flowers, in conjunction with accessory garden supplies are the only goods being offered for sale, then there are no restrictions on hours of operation according to the Retail Business Holidays Act, Section 3.(3)(b).*

*The Retail Business Holidays Act provides for fines of up to \$50,000 for contravention of this Act.*

Kim Siddall, Manager of Corporate Services  
38 Erie Street North, Leamington ON N8H 2Z3  
Spring 2011 New Address: 111 Erie Street North, Leamington, ON N8H 2Z9  
Phone: (519) 326-5761

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Internet Site: <http://www.leamington.ca> • E-mail: [clerks@leamington.ca](mailto:clerks@leamington.ca)

***"Building on the Past ... As We Prepare for the Future Deciphered."***



# THE CORPORATION OF THE MUNICIPALITY OF LEAMINGTON

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38 Erie Street North, Leamington, ON, Canada N8H 2Z3  
Telephone (519) 326-5761 • Fax (519) 326-2481

## NOTICE

Ontario's first accessibility standard, the Customer Service Standard, came into effect on January 1, 2008.

The standard states what businesses and other organizations in Ontario must do to make the provision of their goods and services more accessible to people with disabilities.

Does your business or organization provide goods or services to the public or other third parties? If so, you are now legally required to meet the requirements of the Accessibility Standards for Customer Service.

Municipalities and other designated public sector organizations must comply with the Customer Service Standard by January 1, 2010.

Businesses, organizations and other providers of goods and services must comply with the Customer Service Standards by January 1, 2012.

The Leamington Accessibility Advisory Committee is working to develop an inventory of accessible businesses in the Municipality. If you wish your business to be included in this inventory, please complete and return the following checklist to the Municipality of Leamington, 38 Erie Street North, Leamington, ON N8H 2Z3.

If you have any questions, please contact Doug Morrish, Director of Development Services at 519-326-5761.