



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
1427 Ouellette Avenue
2nd Floor
Windsor, ON N8X 1K1
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. **Vendor's Permit** or Provincial Retail Sales Tax contact the Ministry of Finance, 215 Eugenie St. West, Windsor, (519) 250-0066 or 1-800-465-4021. There is no fee for this registration.
 7. **For G.S.T.** or Federal Tax contact Canada Customs & Revenue Agency, 185 Ouellette Ave., Windsor, Ontario, phone 1-800-959-5525, Fax: (519) 257-6558.
 8. **Windsor & Essex County Business/Community Directory-** a comprehensive listing of businesses representing different areas of Essex County and Windsor. : map.windsor-essex.info

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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.
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 31st, 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.

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If you have further questions, please call.

Kim Siddall, Deputy Clerk/Manager of Corporate Services



NO FEE REQUIRED

38 Erie Street North, Leamington, Ontario N8H 2Z3
Telephone: (519) 326-5761 Fax: (519) 326-2481

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: _____

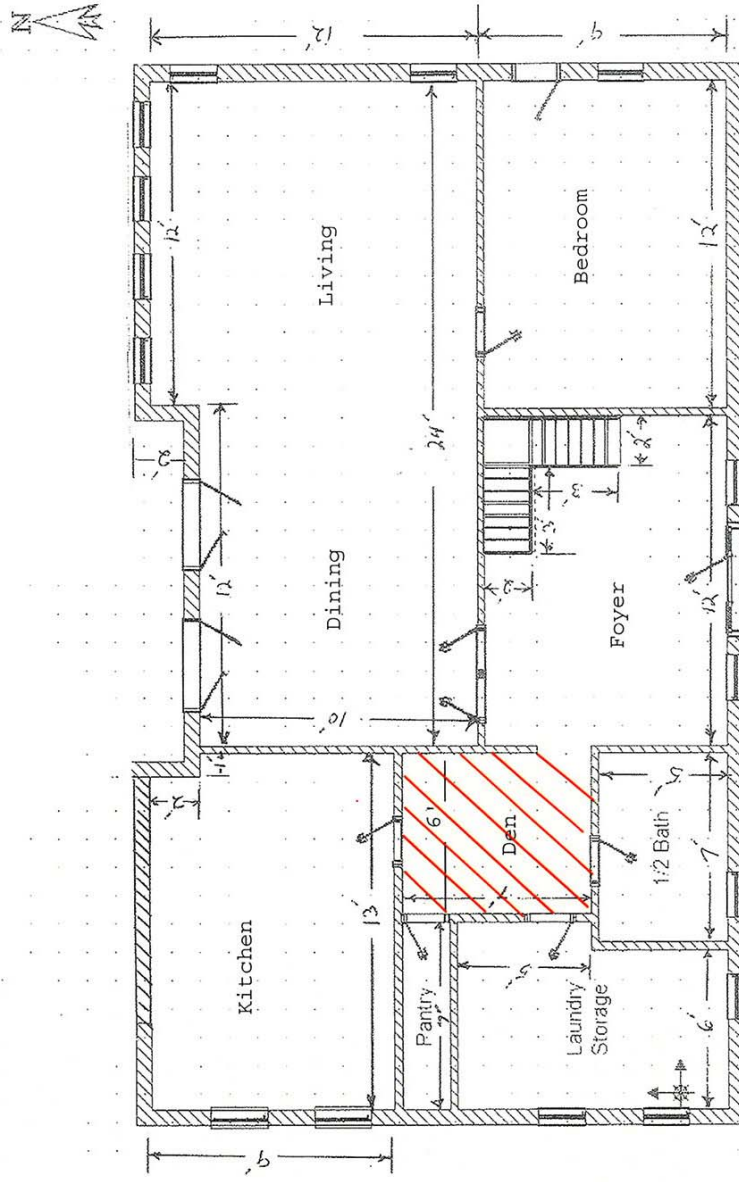
PLEASE ATTACH ALL DEPARTMENT COMMENTS TO THIS APPLICATION.

INITIALS: _____

COMMENTS: _____

SCHEDULE A

BUSINESS REGISTRATION SAMPLE FLOOR PLAN



Area proposed for
In-Home Occupation

Scale: NTS

IN-HOME OCCUPATION



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.



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



Leamington Accessibility Advisory Committee - Accessibility Checklist

Name of Location: _____

Address: _____

Date: _____

Time: _____

Parking Lots and Sidewalks

- Well Lit
- Even surfaces that allow easy access for strollers, wheelchairs, walkers and scooters
- Kept clear of obstacles such as portable signs, shopping carts, etc.
- Have barrier free parking spaces (2 cars wide) with posted sign and space should be painted blue with wheelchair shown on ground

In Winter

- Sidewalks and parking spots kept clear of ice and snow, with all snow banks removed for ease of movement

Entrance and Exits

Must have one of these:

- Self-opening doors
- Disabled push button (both doors)
- Door bell

Entrance Mats are:

- Non-skid and laying flat
- Clean and free of water, snow and ice build up

Entrances have/are:

- Well lit
- Even surfaces
- Ramp if stairs present
- Handrails for ramps and steps ideally on both sides
- Doors that can be opened easily (consider door handles, weight of door)
- Doors that open and close at a safe speed
- Signs on glass doors marked at eye level

Shelves, Racks and Displays

- Secure and do not move or tip when leaned on
- Placed to let you move around them easily
- Within reach, or assistance is available

Other Recommendations:

- Seating in entrances and exits
- Phone available and accessible
- Price tags facing up on lower shelves and down on upper shelves
- Provide scooter cart
- Include a family washroom

Tables

- Accessible to wheelchairs, walkers, and scooters

Floors and Aisles

- Well lit
- Free from slip and trip hazards (e.g. water, ice, broken tiles, and uneven surfaces)
- Wide enough for wheelchairs, walkers, and scooters
- Free of clutter (e.g. boxes, produce, merchandise, and displays)

Stairs (In and Out of Building)

- Well lit
- Railings firmly attached - one side both sides
- continuous railing
- Edges marked with a contrasting colour, texture, or lights
- Not slippery
- No carpet or loose tile

Carts and Baskets

- Available
- Accessible
- Easy to manage
- Maintained

Public Washrooms (if food is served)

- Well lit
- Clear sign showing accessibility washroom
- Wheelchair accessible
- Appropriate grab bars, counter height, etc.

Visually Impaired

- Large print on all signs
- Braille on Washrooms Elevators
- Entrances/Exits
- Assistance available when needed

General Comments:

Date: _____

Approved by: _____