

## Business Licence Application

600, rue Higginson Street, Hawkesbury, ON K6A 1H1

New Business

Address change

Event

<b>Date of Application :</b>			
<b>Name of Business :</b>			
<b>Location of Business :</b>	No. Street Unit #		
	Town Province Postal Code		
<b>Mailing Address :</b>	No. Street Unit #		
	Town Province Postal Code		
<b>Name of applicant/operator :</b>		<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
<b>Phone # :</b>	Business ( )	Home ( )	
<b>E-mail address:</b>			
<b>Occupation Period :</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	<b>Scheduled Opening Date or Event :</b>	
<b>Area used for business :</b>		<b>Area of building :</b>	
<b>Planned renovation and/or transformation of premises?**:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b><u>DESCRIPTION OF ACTIVITIES</u></b> (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**

<b>* Zoning</b>	[ ]	Permitted Use	[ ]	Non permitted Use
<b>* Fire</b>	[ ]	Permitted Use	[ ]	Non permitted Use
<b>* Building</b>	[ ]	Permitted Use	[ ]	Non permitted Use
<b>* Recreation and Tourism</b>	[ ]	Permitted Use	[ ]	Non permitted Use

**PROCESS OF APPLICATION**

**An application for a Business Licence will be analyzed as follows :**  
(Allow a minimum of 10 business days)

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	A complete application is forwarded to : i) the Zoning Department, if needed ii) the Building Department, if needed iii) the Fire Department, if needed iv) the Recreation and Tourism An incomplete application: The by-law officer will contact the applicant-operator
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
		\$
	<b>TOTAL :</b>	\$

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