



BUSINESS LICENSE APPLICATION CHECKLIST

APPLICATION

- Applicant may attend Town Hall, Municipal Law Enforcement Office visit the Town's website at www.wasagbeach.com, or reach out to the Business Licensing Officer at danielle.dent@wasagabeach.com to obtain a business license application.
- Application shall return the completed business license application and fee to the Licensing Officer; along with all other required documents, including two pieces of government issued Photo ID
- Where required, the Licensing Officer will then circulate the business license application for written approval to the Planning & Development Department and Building Department

BUSINESS LICENSE INSPECTIONS

- Following receipt of comments from other departments, the Licensing Officer will advise the applicant by proceeding with scheduling of inspections by the Fire Department and Municipal Law Enforcement Department
- Where required, inspections by the Fire Department and the Municipal Law Enforcement Department and Simcoe Muskoka District Health Unit shall be arranged for by the applicant and approvals/comments from those departments provided to the Licensing Officer
- Property Standards inspections are put in place to protect the health and safety of occupants/tenants as well as the public. Property Standards addresses the physical building and the land surrounding the property
- Once all approvals are in place, the Licensing Officer may prepare the Business License for issuance

IMPORTANT NOTES

- Applicants must provide a list of documentation, which includes a copy of valid business insurance with a general liability coverage, not less than \$2 million
- Payment of a business license application fee, in advance, does not constitute an approval or guarantee a license will be issued
- Applicant shall speak, either in person, by phone (705-429-3847) or by email andrea.taylor@wasagabeach.com to the Planning & Development Department to ensure that, the zoning of the subject property will permit the proposed use
- If renovations are planned or the building (proposed business location) has been vacant for six (6) months or more, it is recommended that the applicant attend the Building Department for permit requirement information
- Our office is located at 30 Lewis Street and open Monday – Friday 8:30 a.m. to 4:30 p.m. We can be reached at 705-429-2511
- To view the Business Licensing By-law #2019-26, visit <http://www.wasagabeach.com/town-hall/by-laws-policies>



SCHEDULE OF FEES

| SCHEDULE# | TYPE OF BUSINESS | APPLICATION | RENEWAL |
|-----------|--------------------------------------|-------------------------------------|-----------|
| 1 | Amusement Establishment | \$224.00 | \$196.00 |
| 2 | Basic Business* | \$75.00 | \$75.00 |
| 3 | Car Wash | \$224.00 | \$196.00 |
| 4 | Catering Company* | \$75.00 | \$75.00 |
| 5 | Contracting Company* | \$100.00 | \$100.00 |
| 6 | Driving Instructor | \$105.00 | \$105.00 |
| 7 | Food & Beverage Premise | \$224.00 | \$196.00 |
| 8 | Food Vehicle Yearly | \$400.00 | \$310.00 |
| | Food Vehicle Daily (1-4 Days) | \$100.00 | \$100.00 |
| | Food Vehicle Special Event | \$500.00 | \$500.00 |
| 9 | Hawker & Peddler | \$300.00 | \$280.00 |
| 10 | Holistic Services: Owner or Operator | \$500.00 | \$500.00 |
| | Practitioner | \$200.00 | \$200.00 |
| 11 | Home Occupation* | \$75.00 | \$75.00 |
| 12 | Kennel | \$224.00 | \$196.00 |
| 13 | Limousine Services: Company | \$210.00 | \$210.00 |
| | Driver | \$105.00 | \$105.00 |
| | Vehicle | \$70.00 | \$70.00 |
| 14 | Personal Service Establishment | \$224.00 | \$196.00 |
| 15 | Pet Groomer | \$224.00 | \$196.00 |
| 16 | Physical Fitness Establishment | \$224.00 | \$196.00 |
| 17 | Retail Business 2 Year License | \$448.00 | \$420.00 |
| | Retail Business 1 Year License | \$224.00 | \$196.00 |
| 18 | Special Sale | \$10.00/licence per property | |
| | Group Special Sale | \$25.00/licence up to 25 properties | |
| 19 | Taxicab Services: Company | | |
| | 1-10 Drivers | \$1000.00 | \$1000.00 |
| | 11-25 Drivers | \$1400.00 | \$1400.00 |
| | Vehicle | \$50.00 | \$50.00 |
| 20 | Tourist Establishment | | |
| | 1-4 Units | \$224.00 | \$196.00 |
| | 5-10 Units | \$560.00 | \$532.00 |
| | 11-19 | \$800.00 | \$772.00 |
| | 20+ | \$1000.00 | \$1000.00 |
| 21 | Tow Services: Company | | |
| | 1-5 Drivers | \$1000.00 | \$1000.00 |
| | 6-11 Drivers | \$1500.00 | \$1500.00 |
| | Vehicle | \$70.00 | \$70.00 |

Additional Licensing Fees

| | |
|---|--------------------|
| Incomplete Application Fee | \$50.00 |
| Late Renewal Fee | 30% of Renewal Fee |
| Missed Inspection Fee (Fire & By-Law) | \$55.00 |
| Re-inspection Fee | \$27.50 |
| Follow-up Inspection For Non-Compliance | \$100.00 |
| Amendment to Business License Fee | \$25.00 |
| Replacement of Business License Fee | \$25.00 |