



## PROCEDURE

### Application for a Business Licence in the Town of Wasaga Beach

- applicant to attend Town Office to obtain business licence application form or obtain the form on the Town web site ([www.wasagabeach.com](http://www.wasagabeach.com))
- applicant shall speak, either in person or by telephone (705) 429-3847, to the Town Planning 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
- applicant shall return the completed business application form and fee to the Licensing Coordinator
- where required, the Licensing Coordinator will then circulate the business licence application for written approval to the Planning and Building Departments. Following receipt of comments from these departments, the Licensing Coordinator will advise the applicant to proceed with scheduling of inspections by the Fire and Property Standards Departments
- where required, inspections by the Fire and Property Standards Departments and Simcoe Muskoka District Health Unit shall be arranged for by the applicant and

approvals/comments from those departments provided to the Licensing Coordinator

- ❑ **PLEASE NOTE:** By-law 2007-38 establishes a reinspection fee of Twenty-five (\$25.00) Dollars to be charged per visit/per department. This fee(s) will be charged in addition to the cost of the actual business licence application fee paid in advance of the reinspection. The by-law’s administrative fees are set out below for your perusal.

<b>ADMINISTRATIVE</b>				
Replacement Licence Fee	Section I (2) & (3)	\$25.00		
Change of Business Name Fee	Section I (4)	\$25.00		
Professional Services (web site display only)		\$25.00		
Reinspection Fee (per visit/department)	Section K (2)	\$25.00		
Late Payment Fee	Section E (11)	\$25.00		
Administrative Penalty Charge (charged on a daily basis for each day that an Order to Comply is not complied with)	Section E (11)(12)	\$25.00		

- ❑ once all approvals are in place and the completed application and fee has been received, the Licensing Coordinator may prepare the business licence for issuance

**NOTE: "The Town Business Licensing By-law stipulates that ALL business operations within the Town of Wasaga Beach must have a current business licence prior to operating a business."**

To view the Town Business Licensing By-law, visit [www.wasagabeach.com](http://www.wasagabeach.com), click on "Town Hall", click on "By-laws" and then select "Business Licensing By-law".