



30 Lewis Street • Wasaga Beach • Ontario • L9Z 1A1 • Fax: (705) 429-1151
 Internet: www.wasagabeach.com • By-Law/Business Licensing Department (705) 429-2511

Application for a Licence to Conduct Business within the Town of Wasaga Beach

NAME OF BUSINESS: _____

Prior to a business licence being issued, approvals (as outlined below) may be required. You are encouraged to contact the Departments noted below to confirm their requirements prior to submitting your business licence application and fee.

<u>Required</u>	<u>Date</u>	<u>Comments/Signature</u>
Planning Department (705) 429-3847	<input type="checkbox"/>	_____
Fire Department (705) 429-5281	<input type="checkbox"/>	_____
Simcoe Muskoka District Health Unit (705) 445-0804	<input type="checkbox"/>	_____
Building Department (705) 429-3847	<input type="checkbox"/>	_____
Property Standards (705) 429-2511	<input type="checkbox"/>	_____
Business Licencing (705) 429-2511	<input type="checkbox"/>	_____

Type of Business (Check One):

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Amusement-Place of
<input type="checkbox"/> Appliance Repair
<input type="checkbox"/> Auctioneer
<input type="checkbox"/> Barber/Beauty Salon
<input type="checkbox"/> Basic Business
<input type="checkbox"/> Bill Distributor
<input type="checkbox"/> Billiards/Pool Hall
<input type="checkbox"/> Body Piercing/Tattoo
<input type="checkbox"/> Bowling Alley
<input type="checkbox"/> Car Wash
<input type="checkbox"/> Bowling Alley
<input type="checkbox"/> Car Wash
<input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Caterer
<input type="checkbox"/> Cigars et al
<input type="checkbox"/> Contractors
<input type="checkbox"/> Driving Instructor
<input type="checkbox"/> Drive School Oper
<input type="checkbox"/> Dry Cleaner
<input type="checkbox"/> Entertain Estab.
<input type="checkbox"/> Food Shop
<input type="checkbox"/> Gas Bar
<input type="checkbox"/> Hawker/Peddler
<input type="checkbox"/> Home Occupation
<input type="checkbox"/> Kennel
<input type="checkbox"/> Laundromat | <input type="checkbox"/> Limousine-Vehicle,
Company or Driver
<input type="checkbox"/> Livery Stable
<input type="checkbox"/> Menagerie/Zoo
<input type="checkbox"/> M/V Service Station
<input type="checkbox"/> M/V Leasing/Rental
<input type="checkbox"/> M/V Sales
<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Pawnbroker/Shop
<input type="checkbox"/> Pet Groomer
<input type="checkbox"/> Pet Shop
<input type="checkbox"/> Physical Fitness
<input type="checkbox"/> Public Address System
<input type="checkbox"/> Public Hall | <input type="checkbox"/> Refreshment Vehicle
<input type="checkbox"/> Reg. Massage Clinic
<input type="checkbox"/> Rest Home
<input type="checkbox"/> Restaurant/Tavern
<input type="checkbox"/> Restaurant/Take Out
<input type="checkbox"/> Retail Merchant
<input type="checkbox"/> Salvage/Wreckers
<input type="checkbox"/> Second Hand Sales
<input type="checkbox"/> Self Storage Facility
<input type="checkbox"/> Septic/Sanitation
<input type="checkbox"/> Service Vendor
<input type="checkbox"/> Sign Company
<input type="checkbox"/> Small engine repair
<input type="checkbox"/> Special Sale | <input type="checkbox"/> Taxicab-Vehicle

<input type="checkbox"/> Tour.Est. – B & B
<input type="checkbox"/> Tour.Est. – Lodging
<input type="checkbox"/> Tour.Est. – Hotel/
Motel/Ctgs/Cabins
<input type="checkbox"/> Tour/Trailer Camp
<input type="checkbox"/> Tow Truck Vehicle
or Company
<input type="checkbox"/> Trade Show
<input type="checkbox"/> Video Sales/Rentals
<input type="checkbox"/> Wine/Beer Making

<input type="checkbox"/> <i>Professional Service</i> |
|--|--|---|--|--|

If a Contractor, Service Vendor or Home Occupation, please provide specific business type below:

Business Name	
Business Street Address	
Business Telephone	Business Fax
Email Address	Web Site (URL)

Owner Information

Name	Driver's Licence No. <i>(attach copy of DL)</i>
Mailing Address	City/Town/Province Postal Code
Home Telephone	Email Address

Manager/Operator Information *(please circle your position)*

Name	Driver's Licence No. <i>(attach copy of DL)</i>
Mailing Address	City/Town/Province Postal Code
Home Telephone	Email Address

Roll No.: _____
Application Fee: \$ _____
Anticipated Date of Opening: _____

Duration of Business Operation: Seasonal Year Round

Explain in detail the nature of the business operation (ie. goods and services offered, etc.)

Have any building and/or plumbing renovations been undertaken in the subject premises in the past year?

Yes No

What type of business operation preceded your proposed business at this location?

TO BE COMPLETED BY TOURIST ESTABLISHMENTS OWNERS/OPERATORS ONLY:

If you operate a Tourist Establishment, are the units winterized? (circle one)

Yes No

If you operate a Tourist Establishment, do your guests occupy units for periods of? (check one)

1-7 days or 8-14 days or 15-22 days or 23-31 days or more than 31 days

Or please explain if your length of rental varies from season to season:

"I am prepared to operate this business in accordance with the terms and conditions of the Town of Wasaga Beach Business Licencing By-Law and acknowledge that ALL business operations within the Town of Wasaga Beach must have a current business licence prior to operating a business."

Date *Signature of Owner*

Date *Signature of Manager/Operator*

FEE SCHEDULE:

Basic Business Licence Fee	\$50.00	
Fee per Inspection/Approval Required	\$50.00	Fire Inspection (business licence & reports) ***with exceptions***
	\$100.00	***Fire Inspection (Day Care, Nursery Hotel, Rooming House, etc...) ***
	\$25.00	The following departments (Zoning), (Building), (Property Standards)
Licence Replacement Fee	\$25.00	
Change of Business Name Fee	\$25.00	
Professional Services (website display only)	\$25.00	
Re-Inspection Fee (per visit/per department – zoning, building, property standards)	\$25.00	\$25.00
Late Payment Fee	\$25.00	
Non-Compliance Penalty Charge	\$25.00	

For Office Use Only

Licence Fee:

Business Category:

Receipt No:

Type of Licence:

Approved: Yes No

Licence #:

Special Conditions:

Issued By: _____ Date Issued: _____



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)
- 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



PROPERTY STANDARDS OFFICE

The Town's Property Standards Office will inspect each commercial premises as requested. Listed below are several items commonly found in violation of the Property Standards By-law 99-35 that you, as owner/operator, can ensure are compliant prior to our visit to your business. This is not the complete by-law. You may view the Property Standards By-law by visiting www.wasagabeach.com, click on Town Hall, click on By-laws, select Property Standards By-law.

- light receptacle and plug covers affixed to wall
- shades must be on all light fixtures
- all electrical wires shall not be exposed in any way
- flooring to be in clean and in an undamaged condition
- all faucets shall be leak-free
- all windows and doors shall have undamaged screens and glass
- hand rail/railings to be in sturdy condition and present no safety hazard
- if multiple detached units on property, those units shall be numbered
- property number shall be displayed in accordance with the House Numbering By-law 2007-41. This by-law is available on line as set out above.
- unlicensed/unlicensed vehicles and/or trailers not permitted to be stored on property
- interior and exterior housekeeping shall be neat and tidy
- recommend that ground fault interruptor (GFI) should be installed when situated in close proximity to any sink or water source
- walls and ceilings shall be kept in an undamaged and painted condition
- soffit, fascia and eaves shall be kept in good repair
- ensure transition strip is in place in doorways, where applicable

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NOTE: Business Licensing By-law 2007-38 has established a re-inspection fee of \$25.00 per department/per visit. This re-inspection fee is due and payable prior to the re-inspection taking place. Visit the Town website to view Schedule B, Administrative Fees, of By-law 2007-38.



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Checklist Planning Guide for Opening a Food Premises

- Call your local Public Health Inspector for food premises requirements.
- Review food premises regulation at the health unit website
www.simcoemuskokahealth.org
- Contact your Building and By-law Departments for local requirements
- Draft a floor plan layout of the proposed food premises
- Provide name of business and business address when established
- Provide owner/operator name, mailing address and telephone number
- Submit floor plan and menu to your local Public Health Inspector for review
- Call your local Public Health Inspector for an opening inspection

GENERAL REQUIREMENTS FOR A FOOD PREMISES

- Separate handwashing basin with a liquid soap dispenser and paper towel dispenser
- Double utensil washing sink with a drain rack
- Three compartment sink with a drain rack for cleaning multi-use eating utensils
- Commercial mechanical dishwashing machine for cleaning multi-use eating utensils
- Vegetable preparation sink may be required
- Adequate cold storage refrigeration and freezer space
- Accurate thermometers for all refrigeration and freezer equipment
- Food probe thermometer for checking internal food temperatures
- Adequate hot holding equipment
- Adequate dry food storage space and bulk food containers, shelving 6 inches off floor.
- Adequate sanitizer and sanitizer test strip papers
- Adequate lighting in all food handling/preparation/storage areas
- Floors covered with a smooth, nonabsorbent, washable surface
- Walls covered with a smooth, nonabsorbent, washable surface
- Ceilings covered with a smooth, nonabsorbent, washable surface
- Walk-in cooler floor, walls and ceiling shall have smooth washable surface
- Separate area for floor waste water slop sink and cleaning chemicals
- Washroom shall be equipped with liquid soap dispensers and paper towel dispensers
- Adequately sized exhaust canopy vented to outside air
- Storage space for staff belongings
- Contact building department for washroom requirements

Note: the above guideline information does not exclude other requirements that may be required resulting from the review process. Remember to review all requirements with your local Health Inspector before establishing the food premises.



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