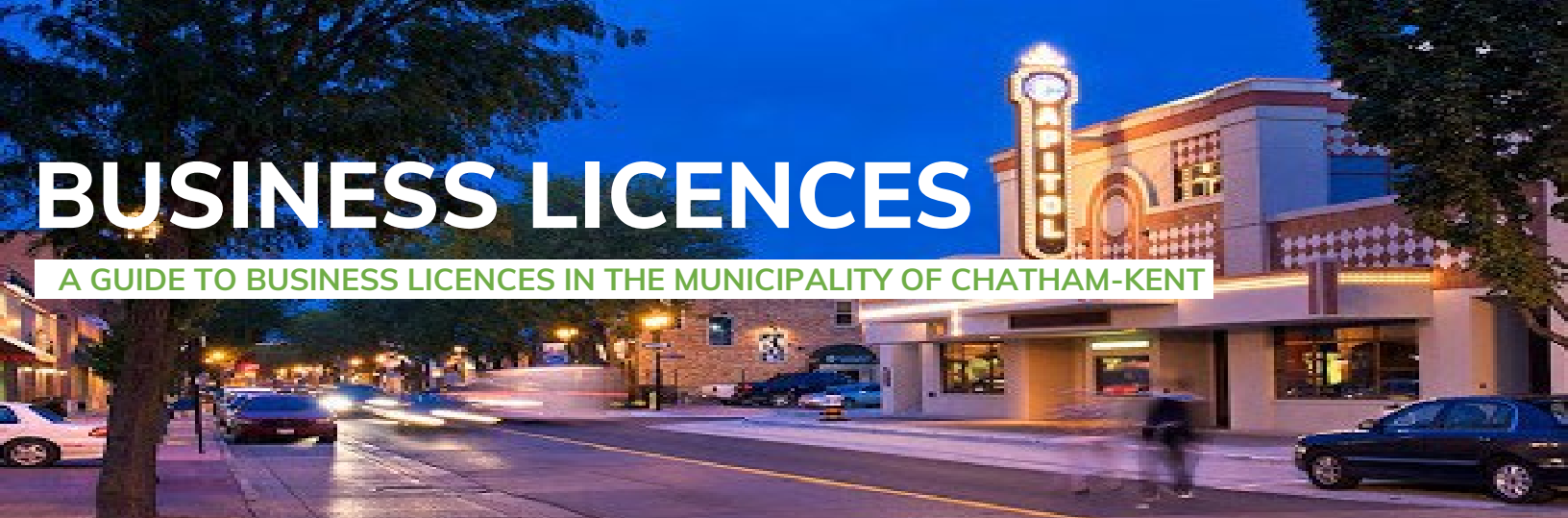




BUSINESS LICENCES

A GUIDE TO BUSINESS LICENCES IN THE MUNICIPALITY OF CHATHAM-KENT

WHAT TYPES OF BUSINESSES REQUIRE A LICENCE?

The following are classifications of businesses that require an annual municipal business licence issued by the Municipality of Chatham-Kent. For definitions, please see the Municipality's Business Licensing By-law 65-2026.

- Adult Entertainment Parlour
- Bed and Breakfast Establishment
- Bunk House (Seasonal Housing)
- Consumer Fireworks
- Food Premises
- Group Home/
- Hotel/ Motel
- Mobile Food Premises
- Old Gold or Other Precious Metals
- Pawn Shop
- Payday Loan Establishment
- Personal Service Setting
- Rental Dwelling Unit, Large
- Residential Care Facility
- Retirement Home
- Salesperson – Day Sales/ Door- to-Door Sales
- Salvage Yard
- Second-Hand Shop
- Specialty Vape Store
- Summer Camp
- Tobacco Sales
- Tourist/ Trailer Camp
- Vending Zone Permit

WHY DO CERTAIN BUSINESSES NEED TO BE LICENCED?

The primary purpose of a municipal business licence is to protect the health and safety of members of the public who use licensed services. Licensing also supports consistency for business owners and customers. The Municipality's Consolidated Business Licensing By-law and its amendments set out the rules and regulations for each licensed business. The applicable by-laws can be found online [here](#).

ZONING

Before you sign a lease or apply for a business licence, check the zoning. Call 519-360-1998 to speak with the Building Development Services department or email ckbes@chatham-kent.ca for information about which uses are permitted in specific zones.

BUSINESS LICENCES

A GUIDE TO BUSINESS LICENCES IN THE MUNICIPALITY OF CHATHAM-KENT

WHAT DO I NEED TO APPLY FOR A BUSINESS LICENCE?

Every application for a Municipal Business Licence requires the following information:

Articles of Incorporation or Business Name Registration

Provide a copy of your provincial Business Name Registration and/or Articles of Incorporation

Visit [Ontario Business Services](#) to register your business name with the Province of Ontario.

Application Form, Licence Fee, and Photo Identification

Municipal Business Licence application forms are available online. Photo identification must be submitted with the application. Application and renewal fees vary depending on the licence category. For more information about business licence classifications, fees, and required documentation, please visit the [website](#) or call the Municipality of Chatham-Kent Licensing Department at 519-360-1998.

Some business licence applications may require the following to accompany the application:

Police Records Check

Chatham-Kent Police Service provides criminal record checks for local residents. For more information, visit their [website](#). Licensees who live outside Chatham-Kent must obtain a police record check from the municipality where they permanently reside. A third-party police criminal record check may be accepted for door-to-door fibre sales at the discretion of the Issuer of Licences.

Floor Plans & Site Plans

Provide a detailed drawing of the interior of the building, unit, or space where your business will operate. Include washrooms, kitchen areas, entrance and exit doors, windows, seating, and any other details that will help staff understand how the space will be used.

- Seasonal Housing, Rental Dwelling Unit, Large, and Bed and Breakfast Establishments require a floor plan, as well as a list indicating the number of rooms, the number of beds in each room, and the number of people per bedroom.
- Mobile Food Premises require a written letter of permission from the property owner where the cart will operate, as well as a site plan showing the exact location of the cart on the property. A Vending Zone Permit is required when operating on municipal property.

Insurance and Deposits

Mobile Food Premises require automobile insurance of at least \$1 million per occurrence. Pawn Shops require security in the form of a letter of credit or a cash security deposit in the amount of \$2,000, which must remain valid for the duration of the licence.

Other Application Requirements

- Some Mobile Food Premises require the VIN and Ontario licence plate number issued by the Ministry of Transportation for each licensed vehicle.
- Individual by-laws listed in this guide may include specific application requirements. Copies of the by-laws, including their regulations and requirements, are available at <https://www.chatham-kent.ca/local-government/by-laws>.

WHAT OTHER THINGS DO I NEED TO KNOW BEFORE SUBMITTING A BUSINESS LICENCE APPLICATION?

Check the Building Requirements

Before you sign the lease or purchase a property, it is important that the building complies with the Ontario Building Code. If renovations are required, you may require a building permit. Depending on the previous use of the building, you may require a change of use permit. For more information, please contact Building Development Services. 519-360-1998 / ckbes@chatham-kent.ca

Operating on Municipal Property?

Businesses operating on municipal property must complete a Vending Zone Permit Application and receive municipal approval before operating. Once approved, the licence fee and insurance documentation, including liability insurance naming the Municipality of Chatham-Kent as additionally insured, must be provided before a Vending Zone Permit can be issued.

WHAT HAPPENS AFTER I SUBMIT MY LICENCE APPLICATION?

Once you submit your application, the required inspections will be arranged for you, including Building, Fire, Health, and Police inspections, where applicable. If you need to contact individual inspectors or departments, call:

- Municipality of Chatham-Kent Building Development Services department: 519-360-1998
- Chatham-Kent Fire and Emergency Services (Inspections): 519-436-3270
- Chatham-Kent Public Health Unit: 519-355-1071 x 2902
- Alcohol and Gaming Commission of Ontario (AGCO): 1-800-522-2876
- ServiceOntario: 1-800-267-8097

WHAT IS BEING INSPECTED?

Different departments inspect different aspects of the intended business. Municipal staff, or the applicable inspection organizations, may be able to provide a general list of what to expect before your inspections.

WHAT IF I DON'T PASS MY INSPECTIONS?

If deficiencies are found during the inspection, inspectors will provide you with a written list. It is your responsibility to correct the issues and schedule any required re-inspection(s). Please do not apply for, or book, inspections until you are ready.

Individual departments or divisions may charge for re-inspections. If you do not pass your inspections or have questions about an item on the deficiency list, contact the inspector directly. They will help you understand how to fix the problem. A Municipal Business Licence will not be issued until all inspections are approved by the required departments.

HOW LONG ARE LICENCES VALID FOR?

Municipal Business Licences are valid for one year, from date of issuance. There are exceptions to this; Mobile Food Premises renew every year in May. Seasonal Housing licences have an annual renewal of March. Business Licence fees for Mobile Food Premises and Seasonal Housing licences may be prorated depending on the application date. The Municipality of Chatham-Kent sends renewal reminders by mail as a courtesy approximately 45 days before licence expiry. **It is the licence holder's responsibility to ensure that the licence is valid and up to date whether you receive the reminder or not.**

CHATHAM-KENT ECONOMIC DEVELOPMENT: HELPING BUSINESSES INVEST AND GROW FOR GENERATIONS

Whether your business is a Fortune 500 company or started in a basement office, the Chatham-Kent Economic Development and Small Business Centre team can help you start, grow, support, and invest in your business. Economic Development is a municipal department that assists businesses of all sizes throughout Chatham-Kent and helps strengthen the local economy. Economic Development and the Small Business Centre help new and growing businesses find solutions that create investment and quality local jobs so people can live, work, play, and grow in Chatham-Kent.

Economic Development and the Small Business Centre

Address: 124 Thames Street, Chatham, ON N7L2Y8
Phone: 519-351-7700
Toll Free: 1-866-542-5994
Email: ckeds@chatham-kent.ca.

WHERE CAN I FIND MORE INFORMATION ABOUT WHAT I NEED TO PLAN, LAUNCH OR GROW MY BUSINESS?

The website <https://www.chatham-kent.ca/apply/licences/Pages/Business-Licence.aspx> is designed to help answer general questions about starting a business in the Municipality of Chatham-Kent. For more information about other local resources, please visit the Economic Development Department and Small Business Centre website <https://www.chatham-kent.ca/EconomicDevelopment/Pages/default.aspx>.

WHERE DO I APPLY FOR OR RENEW A LICENCE?

Licences are processed by staff located at: 315 King Street W, Chatham, ON, N7M 5K8
Completed applications may be dropped off at any [Municipal Office/Information Desk](#) or mailed to the Municipality of Chatham-Kent, attention: Licensing Department. Applications may also be emailed to cklicensing@chatham-kent.ca.

CONTACT INFORMATION:

Municipality of Chatham-Kent Licensing Department
315 King Street West, PO Box 640, Chatham, ON N7M 5K8
Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.
Phone: 519-360-1998
Email: cklicensing@chatham-kent.ca