



# City of Kingston

## Licensing Section

Community Development Services Group

Address: 216 Ontario Street, Kingston, Ontario, K7L 2Z3  
613-546-4291, Extension 3150, Fax 613-542-1332

### APPLICATION FOR LICENSE

#### INFORMATION FOR PERSONS COMMENCING BUSINESS IN THE CITY OF KINGSTON

The following information may be of use when planning to open your business in the City of Kingston.

**ZONING:** The property where your business is to be located must be in compliance with current zoning by-laws as it applies to your particular type of business. This applies to all businesses, including home occupations. Please discuss zoning with the Building Enforcement Office at 1211 John Counter Blvd, Kingston, 613-546-4291, Ext. 3280.

**GENERAL:** You must obtain the required approvals and purchase the license before commencing business. A license in the City of Kingston is valid from January 1st to December 31st of any particular year and must be renewed on or before January 31st of the next year.

#### BEFORE YOU START

##### VENDOR'S PERMITS - PROVINCIAL SALES TAX:

(Vendor's Permit can also be applied for if, and when, you register your business name. See Below)

Ministry of Finance  
Retail Sales tax Branch  
1400 Blair Place, Suite 300  
Gloucester, Ontario, K1J 9B8  
1-800-461-4909

##### GOODS AND SERVICES TAX:

Registration Department  
Revenue Canada Excise  
31 Hyperion Court  
Postal Bag 2600  
Kingston, Ontario, K7L 5P3  
1-800-959-5525

##### REGISTRATION OF BUSINESS NAME:

Information is available at:  
Ontario Business Centre  
51 Heakes Lane  
Kingston, Ontario  
K7M 9B1  
613-536-7372



#### ADDITIONAL ADDRESSES AND TELEPHONE NUMBERS:

1	Building Enforcement	1211 John Counter Blvd	613-546-4291, Ext. 3280
2	Kingston Fire & Rescue Fire Inspections	500 O'Connor Drive	613-548-4001
3	Health Unit	221 Portsmouth Avenue	613-549-1232
4	Police Department	705 Division Street	613-549-4660



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LICENSE	APPROVALS					ADDITIONAL INFO.	FEE
	Fire	Health	Police	Building	Other		
Adult Entertainment Parlour	✓	✓	✓	✓		Limit of 3 to be Issued	\$1061.00
Adult Entertainment Store	✓	✓	✓	✓		Limit of 4 to be Issued	318.00
Adult Entertainment Attendants			✓				106.00
Amusement Arcade	✓	✓	✓	✓			106.00
Auctioneer		✓	✓	✓			106.00
Automotive Repair	✓		✓	✓			54.00
Billiard Tables	✓		✓	✓		First Table Each Additional	54.00 27.00
Bill Poster			✓		✓	Engineering Services Division, Streets & Sidewalks Division & Utilities Kingston &BIA	106.00
Food Service Premises	✓	✓		✓			As Applicable
Gas Stations	✓	✓		✓			54.00
Hawkers and Peddlers **Fruits & Vegetables		✓	✓			Resident Non-Resident	54.00 106.00
Lodging House	✓	✓	✓	✓	✓	Utilities Kingston or Electrical Safety Auth.	106.00
Meat and Fish Sales	✓	✓		✓			54.00
Pawnbrokers	✓		✓	✓			106.00
Pet Stores	✓	✓	✓	✓		Kingston Humane Society	106.00
Refreshment Vehicles (all classes)	✓	✓		✓	✓	Gas Fitter Inspection/TSSA Lettering on each vehicle	As Applicable
Salons (Personal Service Salons)	✓	✓		✓			54.00
Specific Days Sales	✓	✓	✓	✓			As Applicable
Specific Location Sales	✓	✓	✓	✓	✓	Culture and Rec.	As Applicable
Street Performers			✓		✓	Licensing - Annual Application or Agreement	27.00
Theatres (Per Theatre)	✓	✓		✓			212.00
Tobacco Sales	✓	✓	✓	✓			212.00





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### INSPECTIONS REQUIRED

**KINGSTON FRONTENAC LENNOX ADDINGTON PUBLIC HEALTH, 221 PORTSMOUTH AVE.**

PLEASE INDICATE RISK FACTOR \_\_\_\_\_ AND NUMBER OF SEATS \_\_\_\_\_

This is to certify that the Health Unit has **no objections** to the issuance of a business license for the subject premises.

\_\_\_\_\_  
Date Public Health Inspector for Medical Officer of Health

**Or**

THE HEALTH DEPARTMENT **REJECTS** THIS APPLICATION FOR THE FOLLOWING REASON:  
\_\_\_\_\_

**BUILDING ENFORCEMENT, 1211 John Counter Blvd, 613-546-4291, Ext. 3280**

- Standard Business License, No Renovations:* No objections to issuance.
- Standard Business License, Renovations:* No objections to issuance on condition that the applicant acquires building and occupancy permits before opening.
- Home Occupation:* No objection to issuance on condition that the applicant conforms to Home Occupation provisions provided and on the condition that the use is authorized by the property owner.
- Vendors Under Private Lease:* No objections on the basis that the use complies with the zoning for the private property, and the owner has authorized this use.

\_\_\_\_\_  
Date Chief Building Official

**Or**

BUILDING ENFORCEMENT **REJECTS** THIS APPLICATION FOR THE FOLLOWING REASON:  
\_\_\_\_\_

**KINGSTON FIRE & RESCUE, 500 O'CONNOR DRIVE, 548-4001**

This is to certify that the Kingston Fire and Rescue has **no objections** to the issuance of a business license for the subject premises.

\_\_\_\_\_  
Date Kingston Fire & Rescue

**Or**

THE KINGSTON FIRE & RESCUE **REJECTS** THIS APPLICATION FOR THE FOLLOWING REASON:  
\_\_\_\_\_

**KINGSTON POLICE DEPARTMENT, 705 DIVISION STREET**

**Date of Applicant's Birth** \_\_\_\_\_.

This is to certify that the Kingston Police Department has **no objection** to the applicant being granted the license here applied for.

\_\_\_\_\_  
Date of Inspection Kingston Police Department

**Or**

THE POLICE DEPARTMENT **REJECTS** THIS APPLICATION FOR THE FOLLOWING REASON:  
\_\_\_\_\_

**ADDITIONAL INFORMATION TO BE SUPPLIED BEFORE LICENSE IS GRANTED**

- Copy of Lease
- TSSA Approvals
- Ontario Hydro Certificate
- Certificate of Qualification for Trade

Other (PLEASE SPECIFY) \_\_\_\_\_