



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 Officer at 1211 John Counter Blvd, Kingston, 613-546-4291, Ext. 3180

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. License fees are not pro-rated.

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)

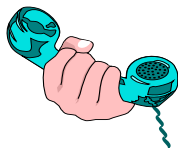
Ministry of Finance
Retail Sales tax Branch
1400 Blair Place, Suite 300
Gloucester, Ontario, K1J 9B8
1-800-461-4909

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. 3265
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



LICENSE	APPROVALS					ADDITIONAL INFO.	FEE
	Fire	Health	Police	Building	Other		
Adult Entertainment Parlour	✓	✓	✓	✓		Limit of 3 to be Issued	\$1093
Adult Entertainment Store	✓	✓	✓	✓		Limit of 4 to be Issued	328.00
Adult Entertainment Attendants			✓				110.00
Amusement Arcade	✓	✓	✓	✓			110.00
Auctioneer		✓	✓	✓			110.00
Automotive Repair	✓		✓	✓			56.00
Billiard Tables	✓		✓	✓		First Table Each Additional	56.00 28.00
Bill Poster			✓		✓	Engineering Services Division, Streets & Sidewalks Division & Utilities Kingston &BIA	110.00
Food Service Premises	✓	✓		✓			As Applicable
Gasoline Stations- Per Station	✓	✓		✓			56.00
Hawkers and Peddlers		✓	✓			Resident Non-Resident	56.00 110.00
**Fruits & Vegetables							
Lodging House	✓	✓	✓	✓	✓	Utilities Kingston or Electrical Safety Auth.	110.00
Meat and Fish Sales	✓	✓		✓			56.00
Pawnbrokers	✓		✓	✓			110.00
Pet Stores	✓	✓	✓	✓		Kingston Humane Society	110.00
Refreshment Vehicles (all classes)	✓	✓		✓	✓	Gas Fitter Inspection/TSSA Lettering on each vehicle	As Applicable
Salons (Personal Service Salons)	✓	✓		✓			56.00
Specific Days Sales	✓	✓	✓	✓			As Applicable
Specific Location Sales	✓	✓	✓	✓	✓	Culture and Rec.	As Applicable
Street Performers			✓		✓	Licensing - Annual Application or Agreement	28.00
Theatres	✓	✓		✓			218.00
Tobacco Sales	✓	✓	✓	✓			218.00



APPLICATION FOR BUSINESS LICENSE

****If the business has more than one location, then each location is required to be registered separately****

Renewal New Application Change of Address

Business Trade Name: _____

Business Legal Name: _____

Business Location Address: _____

Business Mailing Address: _____

Business Phone #: _____ Business Fax #: _____

Contact Name: _____ Cell Phone #: _____

Website: _____

Email Address: _____

Business Category (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Adult Entertainment Attendant | <input type="checkbox"/> Lodging House |
| <input type="checkbox"/> Adult Entertainment Establishment | <input type="checkbox"/> Meat and Fish Sales |
| <input type="checkbox"/> Adult Entertainment Store | <input type="checkbox"/> Pawnbroker |
| <input type="checkbox"/> Amusement Arcade | <input type="checkbox"/> Pet Store |
| <input type="checkbox"/> Auctioneer | <input type="checkbox"/> Refreshment Vehicle |
| <input type="checkbox"/> Automobile Servicing/Repair | <input type="checkbox"/> Salons |
| <input type="checkbox"/> Bill Poster | <input type="checkbox"/> Specific Location Sale |
| <input type="checkbox"/> Billiard Tables | <input type="checkbox"/> Specific Days |
| <input type="checkbox"/> Food Service Premise | <input type="checkbox"/> Street Performer |
| <input type="checkbox"/> Gasoline Stations | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Hawker/Peddler | <input type="checkbox"/> Tobacco Sales |

Business Owner/Principal: _____

Business Owner/Principal Address: _____

Phone #: _____ Cell #: _____ Fax #: _____

Email Address: _____

Building	Police	Fire	Health
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****If the business has more than one owner, each owner should sign (or be indicated) on the application.****

*Signature: _____ Date: _____

I, the above signed, understand the purposes to which information provided on this form will be used and hereby authorize public release of the information contained above. I understand that personal information provided by me may be considered confidential and will be provided to emergency services personal for the purpose of improving the delivery of emergency services to the community and any other authorized person or body in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

PAYMENT METHOD

<input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> DEBIT/INTERAC <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Other	Amount Paid: _____ Date Paid: _____
Credit Card # _____ Expiry Date _____ Cardholder Name (printed) _____ Card Holder Signature _____	



INSPECTIONS REQUIRED

KINGSTON FRONTENAC LENNOX ADDINGTON PUBLIC HEALTH, 221 PORTSMOUTH AVE. 613-549-1232

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. 3265

- 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, 613- 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, 613-549-4660

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) _____