

# BUSINESS LICENCES

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

## WHAT TYPES OF BUSINESSES REQUIRE A LICENCE?

The following are categories of businesses that require an annual municipal business licence issued by the Municipality of Chatham-Kent. For definitions, please see the Municipality's Consolidated Business Licensing By-law 151-2022.

- Adult Entertainment Parlour
- Bed and Breakfast Establishment
- 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
- Summer Camp
- Tobacco Sales and/or Vapour Shops
- Tourist/ Trailer Camp
- Vending Zone Permit

## WHY DO CERTAIN BUSINESSES NEED TO BE LICENCED?

The main goal of a municipal business licence is to protect the health and safety of the public who use the service. It also helps ensure the consistency for business owners and customers. The Municipality's Consolidated Business Licensing By-law and amendments provide the rules and regulations for each licenced business. All Municipal by-laws can be found online at <https://www.chatham-kent.ca/localgovernment/bylaws/Pages/List-of-By-Laws.aspx>

## ZONING

Before you sign a lease or apply for a business licence – check the zoning! Call 519-360-1998 to speak to the Building Development Services department or email [ckbes@chatham-kent.ca](mailto:ckbes@chatham-kent.ca) to receive information about what uses are permitted in which zones.

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### WHAT DO I NEED TO APPLY FOR A BUSINESS LICENCE

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

#### Articles of Incorporation and/or Business Name Registration

Provide a copy of your provincial Business Name Registration and/or Articles of Incorporation. In order to apply visit <https://www.ontario.ca/page/ontario-business-registry>

#### Application Form, Licence Fee, and Photo Identification

Municipal Business Licence application forms are available [here](#). Photo Identification must be provided with application. The fees for application and renewal vary depending on the licence category. For more information on the different application types, fees, and documentation required please view Schedule A online 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 will provide a criminal record check for local residents. For more information visit [www.policeresolutions.ca/checks/services/chathamkent](http://www.policeresolutions.ca/checks/services/chathamkent). For licensees that reside outside of Chatham-Kent the police record check must be obtained from the Municipality where the resident permanently resides.

#### Floor Plans & Site Plans

A detailed drawing of the interior of the building, unit, or space your business will operate including washroom(s), kitchen, entrance and exit doors, windows, seating, etc. Everything that will help staff understand how the space is going to be used.

- Bunk House, Rental Dwelling Unit, Large, and Bed & Breakfast Establishments will require a floor plan as well as a list detailing the number of rooms, number of beds in each room, and number of persons per bedroom
- Mobile Food Premises require a written letter of permission provided by the owner of the property where the cart will be operated as well as a site plan depicting the exact location of the cart on the property. A Vending Zone Permit will be required if operating on municipal property

#### Insurance and Deposits

Mobile Food Premises require automobile insurance in an amount not less than 1 million per occurrence. Pawn Shops require security in the form of a letter of credit or cash security deposit in the amount of \$2000.00 (must be valid for duration of licence).

#### Other Application Requirements

- Some Mobile Food Premises require the VIN number and the Ontario license plate number as issued by the Ministry of Transportation for each licensed vehicle.
- Individual by-laws listed herein have specific application requirements. Copies of the by-laws, 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. For further information please contact Building Development Services.

519-360-1998 / [ckbes@chatham-kent.ca](mailto:ckbes@chatham-kent.ca)

### Operating on Municipal Property?

Businesses operating on municipal property will be required to complete a Vending Zone Permit Application and receive Municipal approval before doing so. Insurance documentation (liability insurance naming the Municipality of Chatham-Kent as additionally insured) must be provided in order for a Vending Zone Permit to be issued.

## WHAT HAPPENS AFTER I SUBMIT MY LICENCE APPLICATION?

Once you submit your application, the necessary inspections will be arranged for you including Building, Fire, Health, and Police – 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 ext 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 your business. Municipality of Chatham-Kent staff, or the individual organizations, may be able to provide you with 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 a written list of them. It is up to you to correct the issues and book the inspection(s) again. Do not apply for or book inspections if you are not ready for them.

Individual departments or divisions may charge for re-inspection. If you do not pass your inspections, or have questions about something on the list, talk to 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, and Vehicle for Hire licences renew every year in May. Bunk House licences have an annual renewal of March. Business Licence fees for Mobile Food Premises, Vehicle for Hire licences, and Bunk House licences may be prorated depending on application date, however they are issued based on inspection approvals – if applicable. The Municipality of Chatham-Kent will send renewal reminders by mail – as a courtesy – approximately 45 days prior to 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 you are a Fortune 500 or founded in a basement office, the team at Chatham-Kent Economic Development and Small Business Centre will help you start, grow, support and invest in your business. Economic Development is a municipal department focused on assisting the business community throughout Chatham-Kent – big and small – to strengthen our local economy. Economic Development and the Small Business Centre helps new and growing businesses find solutions that create investments 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](mailto: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> was designed to help when you have 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/home>.

## 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 to the attention of the Licensing Department or emailed to [cklicensing@chatham-kent.ca](mailto: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. - 4:30 p.m.  
Phone: 519-360-1998  
Email: [cklicensing@chatham-kent.ca](mailto:cklicensing@chatham-kent.ca)