

CORPORATION OF THE TOWN OF PETAWAWA

BY-LAW 650/10

**BEING A BY-LAW TO ESTABLISH AND MAINTAIN A
REGISTRY OF BUSINESSES IN THE MUNICIPALITY**

WHEREAS paragraph 11 of subsection 11(3) of the *Municipal Act, S.O. 2001, Chapter 25* provides that a municipality may pass by-laws respecting business licensing;

AND WHEREAS the Council for the Corporation of the Town of Petawawa deems it necessary to establish a registry of businesses and to require businesses to register and maintain their registration in the registry;

NOW THEREFORE, be it enacted by the Council for the Corporation of the Town of Petawawa as follows:

1) In this by-law:

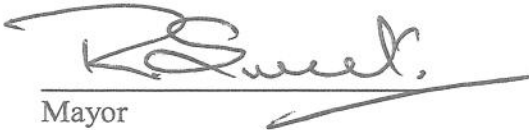
- a) "Building Code" means the regulations made pursuant to the *Building Code Act, 1992*, as may be amended from time to time.
- b) "Business" means any business wholly or partly carried on within a municipality even if the business is being carried on from a location outside the municipality and includes:
a trade, business or occupation; the sale or hire of goods or services on an intermittent or one-time basis, the showing for the purpose of sale or hire of samples, patterns or specimens of any goods, but does not include:
 - i. A manufacturing or an industrial business, except to the extent that it sells its products or raw material by retail.
 - ii. The sale of goods by wholesale.
 - iii. The generation, exploitation, extraction, harvesting, processing, renewal or transportation of natural resources.
- c) "Business Registration Form" shall mean the form to be completed by a business for the purposes of registration or renewal of the registration of the business within the Town of Petawawa.
- d) "CAO/Clerk" means the person appointed by the Council of the Corporation of the Town of Petawawa pursuant to the *Municipal Act, 2001*.
- e) "Chief Building Official" means the person appointed by the Council of the Corporation of the Town of Petawawa pursuant to the *Building Code Act, 1992*.

- f) "Council" shall mean the Council of the Corporation of the Town of Petawawa.
 - g) "Fire Chief" means the person appointed by the Council of the Corporation of the Town of Petawawa pursuant to the *Fire Protection and Prevention Act, S.O. 1997*.
 - h) "Fire Code" means the *Ontario Fire Code*, as may be amended from time to time.
 - i) "Municipality" shall mean the Municipality of the Town of Petawawa.
 - j) "Person" shall include a person, corporation or partnership.
 - k) "Public Health Inspector" means the person or persons appointed by the Renfrew County and District Health Unit whose duty it shall be to make such inspections as may be required under the provisions of the *Health Protection and Promotion Act, 1990*.
 - l) "Registry" shall mean the Registry of Businesses established and maintained by the Economic Development Coordinator of the Corporation of the Town of Petawawa.
2. No person shall commence or carry on any business unless they have completed and submitted a Business Registration Form as shown as "Schedule A" to this by-law, to the CAO/Clerk.
 3. No person shall relocate an existing business unless they have completed and submitted a Business Registration Form to the CAO/Clerk.
 4. Every person shall, within 21 days from the date of a written request from the Town of Petawawa, provide updated information to the CAO/Clerk for the Registry.
 5. All premises occupied by a business registered in the Registry of Businesses pursuant to the provisions of this by-law shall be required to satisfy the Building Code, the Official Plan, the Zoning By-law and all other by-laws of the Corporation of the Town of Petawawa as may be in effect from time to time.
 6. Inspection of the premises may be made by the Chief Building Official or his representative who may, following inspection, certify to the CAO/Clerk compliance or non-compliance with the Building Code.
 7. Inspection of the premises may be made by the Public Health Inspector or his representative who may, following inspection, certify to the CAO/Clerk compliance or non-compliance with the *Health Protection and Promotion Act, 1990*.
 8. Inspection of the premises may be made by the Fire Chief or his representative who may, following inspection, certify to the CAO/Clerk compliance or non-compliance with the Fire Code.

9. Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine pursuant to the provisions of the *Provincial Offences Act*.
10. This by-law may be referred to as the "Business Registration By-law".

Read a first and second time this 7th day of September, 2010.

Read a third time and passed this 7th day of September, 2010.



Handwritten signature of the Mayor, appearing to read "R. Sweet", written in black ink over a horizontal line.

Mayor



Handwritten signature of the Clerk, appearing to read "M. W. Stillman", written in black ink over a horizontal line.

Clerk



CORPORATION OF THE TOWN OF PETAWAWA

NO FEE REQUIRED 1111 Victoria St, Petawawa, ON K8H 2E6 Telephone: (613) 687-5536 Fax: (613) 687-5973

BUSINESS REGISTRATION APPLICATION INFORMATION

The Town of Petawawa has established and maintains a registry of businesses in Petawawa. There is no fee to register your business. Please register by completing the attached Business Registration Application. All required documentation must be attached to the application.

1. **Petawawa Planning Department:** All business within the Town of Petawawa must conform to the Zoning By-law and the Official Plan. Inquiries can be made to the Planning department at (613) 687-5536 or by emailing kcronier@petawawa.ca.
2. **Petawawa Building Department:** Before any construction, renovations or additions begin on your building, be it commercial or residential, contact the Building department (613) 687-5536 to verify if any permits or inspections are required.
3. **Fire Department:** As part of the registration process the Fire Department will be making a site visit. For information please call (613) 687-4759.
4. **Petawawa Economic Development:** The municipality's Economic Development Coordinator can provide information on Petawawa's business environment and is available to assist in data collection, market analysis and site selection needs. Call (613) 687-5536 or email cphillips@petawawa.ca.
5. **Signs:** Contact the Building department (613) 687-5536 for a sign application.
6. **Home occupation:** A sketch of your home is required with its dimensions, indicating the proposed room to be used for the business and its measurements. Home Occupation zoning by-law information is available by calling (613) 687-5536, email cphillips@petawawa.ca, or online at www.petawawa.ca.
7. **Business Name Registration:** In Ontario, it is a legal requirement to register your business name if any of the following applies:
 - Sole proprietorships (one owner) carrying on business under a name other than the individual's full name;
 - Partnerships carrying on business under a firm name other than the full names of the partners;
 - Corporations carrying on business under a name other than their corporate name;
 - An existing general partnership or limited partnership registering a business name different from the registered firm name;

- Limited liability partnerships;
- Extra-provincial limited liability partnerships;
- And extra-provincial limited liability companies

The business name registration fee is \$60.00 and you can do an optional name search for \$8.00. Registration can be done online through www.serviceontario.ca, through the Canada Revenue Agency at www.businessregistration.gc.ca, in person at the Service Ontario Centre – 400 Pembroke St. East (613) 732-3661.

8. **Canada Revenue Agency and HST:** Information for businesses and application for a Business Number can be found at <http://www.cra-arc.gc.ca/tx/bsnss/menu-eng.html>, or by phone at 1-800-959-5525.
9. **Enterprise Renfrew County:** Business start-up assistance including help with business plans, expansion plans, financing options, and information about government programs, services and regulations on starting and sustaining an enterprise in Ontario. Call the Pembroke office at (613) 735-8224 or visit www.enterpriserenfrewcounty.com.
10. **Garbage Collection:** The Town of Petawawa offers commercial garbage pick-up and recycling. Please call (613) 687-5536 or email@petawawa.ca.



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APPLICATION TO REGISTER A BUSINESS IN THE TOWN OF PETAWAWA

Please check which pertains to your business:

NEW BUSINESS UPDATED BUSINESS INFORMATION HOME BASED BUSINESS

FULL BUSINESS NAME: _____ DATE: _____

NAME OF CORPORATION (If Applicable): _____

NAME OF PERSON MANAGING THE BUSINESS: _____

TYPE OF BUSINESS: _____ START DATE: _____

DETAILED DESCRIPTION OF PRODUCTS/SERVICES: _____

BUSINESS INFORMATION: STREET ADDRESS: _____
TOWN: _____ PROVINCE: _____
POSTAL CODE: _____ PHONE NUMBER: _____
FAX NUMBER: _____ EMAIL ADDRESS: _____

BUSINESS OWNER(S) STREET ADDRESS: _____
TOWN: _____ PROVINCE: _____
POSTAL CODE: _____ PHONE NUMBER: _____
FAX NUMBER: _____ EMAIL ADDRESS: _____

IF YOU RENT THE PROPERTY, NAME AND ADDRESS OF THE OWNER(S):
NAME: _____
ADDRESS: _____
CITY/TOWN: _____ PROVINCE: _____
POSTAL CODE: _____ PHONE NUMBER: _____

IF YOU ARE A HOME BASED BUSINESS, DO YOU RESIDE AT THE LOCATION NO YES
NUMBER OF EMPLOYEES: _____

PREVIOUS USE OF BUILDING/PREVIOUS BUSINESS (if known): _____

HAVE YOU STARTED OR ARE YOU PLANNING ANY RENOVATIONS? NO YES, DESCRIBE IN
DETAIL ON SEPARATE PAGE

WILL A NEW BUSINESS SIGN BE POSTED? NO YES, DESCRIBE: _____

Name of business owner/manager (Print)

Signature of Business owner/manager

OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____

DATE APPLICATION CIRCULATED: _____

- BUILDING DEPARTMENT COMMENTS
- PLANNING DEPARTMENT COMMENTS
- FIRE DEPARTMENT COMMENTS
- COUNTY OF RENFREW COMMENTS
- HEALTH UNIT COMMENTS
- POLICE SERVICES COMMENTS
- ENGINEERING COMMENTS
- LEGAL COMMENTS

DATE RETURNED: _____

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PLANNING DEPARTMENT

BUSINESS ADDRESS: _____

ZONING DESIGNATION: _____

PERMITTED USE: YES NO

SITE PLAN REQUIRED: YES NO

COMMENTS: _____

BUILDING DEPARTMENT

COMMENTS: _____

FIRE DEPARTMENT

COMMENTS: _____

TRANSIENT TRADER PERMIT REQUIRED: YES NO

SIGNATURE: _____

DATE: _____