



PLANNING, DEVELOPMENT & RECREATION

Building & By-Law Division

100 Water Street East, 2nd Floor, Cornwall ON K6H 6G4
Phone (613) 930-2787 Ext # 2225
businesslicense@cornwall.ca

Business License Application

Business Name
Business Address (Currently: Address, City, Postal Code, include Unit # if Applicable)
Business Phone # Cell Phone #
E-mail Address
Business License Type (Office Use Only) Initial Fee: (Office Use Only)

In order for the application to be considered complete, provide a brief description regarding the nature of the proposed business and if any of the permits noted below, may apply (dine in or take out, etc.)
Sign permit (only replacing face of a fascia sign or a complete new sign with frame)
Change of Use Permit (if prior use was different that proposed use),
Live/Work Unit Permit (if operating a business from a residence), or
Building Permit (renovations/fit-ups/adding a sink, etc.)

Proposed Address (Address, City, Postal Code, include Unit # if Applicable)
Proposed use(s) of Address
Previous use of Address
Are there any exterior changes/site alterations?
Are there any interior changes/renovations?
NOTE (if relevant) a Dimensioned Floor Plan and A Dimensioned Site Plan must be completed to accept this as a full and complete Business License application.
Is there an inside floor plan attached: Yes or No
Is there an outside site plan attached: Yes or No

Name of Business Owner		Sole Proprietor <input type="checkbox"/>	Incorporated <input type="checkbox"/>
Address of Owner (Address, City, Postal Code)			
E-mail Address		Phone #	

Name of Co-owner (if applicable)			
Address of Owner(s) (Address, City, Postal Code)			
E-mail Address		Phone #	

Registered Owner of Property – Name (if applicable)			
Address of Owner(s) (Address, City, Postal Code)			
E-mail Address		Phone #	
Authorization Letter from Owner for Proposed Use of Business? <input type="checkbox"/> Letter Attached			

- The above noted applicant hereby agrees to comply with all By-laws and regulations of the Corporation of the City of Cornwall and other applicable governmental requirements.
- Zoning approval is required for most new business license applications.
- No business can operate prior to application approval.
- The Business License process will not commence before the above noted information is received from the applicant and the fees are paid.
- If a business opens before the Business License process is finalized, it will be considered an offence under the City of Cornwall Licensing By-law # 111-1998.
- The Business License will expire annually on the anniversary of the license's first issued. A renewal notice, identifying any documents required to renew the license, will be mailed to the address on file.

Applicant

Date

To obtain the necessary approval inspections, please contact the following:

INSPECTIONS REQUIRED	EXTENSION #
<input type="checkbox"/> By-law <input type="checkbox"/> Zoning <input type="checkbox"/> Building	Parking and Licensing Agent (613) 930-2787 Ext 2225 businesslicense@cornwall.ca
<input type="checkbox"/> Fire	Fire Services (613) 930-2787 Ext 2395 fireprevention@cornwall.ca
<input type="checkbox"/> Eastern Ontario Health Unit	(613) 933-1375
<input type="checkbox"/> Electrical Safety Authority	1-877-372-7233

NOTE: Before calling for your inspections, please ensure that you are set up and ready for business to start.

June 17 2024/bmr