

BUSINESS LICENSE CHECKLIST



WHAT TYPE OF BUSINESS LICENSE APPLIES TO YOU

- Automative Centre (\$ 350.00)
- Amusement Place (\$ 306.66)
- Food Services Use of Fats/Oils/Grease (\$ 335.84)
- Food Services No Use of Fats/Oils/Grease (\$ 269.16)
- Personal Services (\$ 160.00)
- Salesperson (\$ 164.16)
- Adult Entertainment (\$ 1,708.34)



NECESSARY DOCUMENTATION (WHERE APPLICABLE)

- Business License Application and Fees;
- Proof of Liability Insurance;
- Current Business Name Report Certified by The Ministry of Consumer and Business Services;
- Provide Declaration of Partnership/Corporate Profile Report;
- Floor Plan with the following:
 - Fire exits, garbage receptacles, gross floor area, proposed seating, public washrooms, fire extinguishers, sprinkler and alarm systems, kitchen hood with suppression location (serial # if applicable);
- Site Plan with the following:
 - Business access and egress points, street entrance and exit names, existing parking spaces, garbage location, property boundaries, location of building)
- Letter of Authorization (if applicable).



PERMITS

- Obtain Permits (as required):
 - Building
 - Signs



SCHEDULE INSPECTIONS

INSPECTION TYPE	DATE OF SCHEDULED INSPECTION
By-Law 613-930-2787 Ext 2225 business_license@cornwall.ca	
Fire 613-930-2787 Ext 2395 fireprevention@cornwall.ca	
Eastern Ontario Health Unit 613-933-1375 Ext	
Technical Standards & Safety Authority (TSSA) 1-877-682-8772 customerservices@tssa.org	



BE PREPARED FOR THE INSPECTIONS

BY-LAW INSECTION	FIRE INSPECTION
Post the hours of operation.	Commercial cooking system has had a semi-annual inspection.
Business license expires annually on December 31st.	Fire extinguishers are inspected monthly and annually.
Display the license in a prominent location. On person if not permanent, on Vehicle if mobile.	Fire alarm systems are operational and annual tests have been completed / Fire sprinkler system has had an annual inspection.
Ensure there are no signs of discrimination.	Emergency lighting tested and inspected monthly and annually.
Maintain high standards of cleanliness.	Doors in fire separations are not wedged open.
Assure sufficient level of illumination.	Exit signs are illuminated and unobstructed.
Location and application match the Site & Floor Plan	Exit doors are free from obstructions and operate as intended.
Adherence to all other By-Laws	Fire separations are in good repair.