



The Corporation of the Town Of Essex

33 Talbot Street South

Essex, On

N8M 2X7

t 519-776-736 f 519-776-8811

www.essex.ca

BUSINESS REGISTRY APPLICATION

If you are planning to open a business in the Town of Essex, you will be required to complete the attached application form.

1. Before any remodeling, additions or signs begin on your building (commercial or home) contact the Building Department (519-776-6476) to verify if any permits or inspections are required (i.e. signs, alterations, etc).
2. Home Occupation: For inquiries with regards to a home occupation, please contact the Town Planner @ 519-776-7336 Ext. 12 and/or hjablonski@essex.ca.
3. Business Name Registration - Registration of your business name is mandatory under the Business Name Act. Registration Fees are available by contacting Ontario Business Connects at:

Ontario Business Connects

1427 Ouellette Avenue

2nd Floor

Windsor, ON N8X 1K1

Phone: (519) 973-7954

Fax: (519) 973-7959

- Immediate Business Name Registration
 - Business Name Renewal Electronic Application (MBL in the mail within 2 weeks)
 - Retail Sales Tax Vendor Permit electronic application (RST)
 - Employer Health Tax electronic application (EHT)
 - Workplace Safety and Insurance Board electronic application (WSIB)
 - Immediate Business Name search at the workstation
 - Government on-line directory for provincial business programs/information; business resource publications
4. For H.S.T. Tax (Harmonized Sales Tax) on business inquiries and registration information contact Canada Revenue Agency, 185 Ouellette Ave., Windsor, Ontario,

Phone 1-800-959-5525

Email: www.cra.gc.ca.

5. Additional information with regards to starting a small business is available by calling the Windsor-Essex County Self Help Office @ 519-253-6900.
6. Business Income Tax – for information on business expenses and deductions contact the office for Income Tax @ 519-238-8302 or 1-800-959-8281.
7. Payroll Deductions for Employees – If you have employees you are responsible for calculation, deducting and remitting income tax, employment insurance and Canada Pension Plan contributions, Payroll Deductions/Import or Export Accounts: 519- 252-4705 or 1-800-959-5525.
8. Special Regulations/Licences – Many businesses have special licences and/or provincial and federal regulations to follow. Contact the Windsor-Essex Small Business Enterprises Centre at 253-6900 to inquire about your specific business.
9. Finding Suppliers – For information regarding suppliers or statistics the Self Employment Service Office has manufacturers directories available or call Windsor-Essex Small Business Enterprise Centre: 519- 253-6900.
10. Food Service Contacts – for your business contact:
Windsor-Essex Health Unit 519-258-2146
Canada Food Inspection Agency 1-800-442-2342
11. Packaging and Labeling Information contact: Single Access Food Labeling: 1-800-667-2657 and/or Consumer Products 1-416-954-1405.
12. Information with regards to the Essex Business Improvement Area, please contact their Manager Marlene Markham-Gay @ 519-776-4231; and information with regards to the Harrow & Colchester South Chamber of Commerce, please contact the 2010 President, Murdo McLean, @ 519-738-1121 and/or mclean@cdpwise.net



Application to Register a Business

33 Talbot St. South
Essex, ON N8M 1A8
www.essex.ca

t 519-776-7336
f 519-776-8811

Section A - General Information

Date: _____
YY/MM/DD

New Business Updated Business Information

Full Business Name: _____

Name of Corporation (If Applicable): _____

Type of Business: _____ Intending Opening Date: _____
YY/MM/DD

Section B - Business Owner(s)

Name #1: _____
Surname Given Name

Address #1: _____
Street Number Street Name City

Province Phone Number P.O. Box (If Applicable)

Phone: _____
Phone Number Fax Number

Email Address (If Different From Section C): _____

Name #2: _____
Surname Given Name

Address #2: _____
Street Number Street Name City

Province Phone Number P.O. Box (If Applicable)

Phone: _____
Phone Number Fax Number

Email Address (If Different From Section C): _____

I agree to comply with the by-laws of the Town of Essex and the regulations regarding such a business in accordance with the Statutes of

Signature of Business Owner #1

Signature of Business Owner #2

Section C - Business Information

Address:

Street Number	Street Name	City
Province	Phone Number	P.O. Box (If Applicable)

Phone:

Phone Number	Fax Number
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Email Address

Section D - FOR OFFICE USE ONLY

Business Location:

Official Plan Designation:

Zoning Designation:

Permitted Use:

Yes No

Building Change of Use:

Yes No

Number of On-Site Parking Spaces:

Existing/Previous Use:

Comments (If Any):

Signature:

Date:

YY/MM/DD

The information will be used to assess conformity with the zoning by-laws and to advise the Police Department and Assessment Office of the application