



The Corporation of the Town of Essex

33 Talbot Street South

Essex, Ontario N8M 2X7

Telephone: 519-776-7336 | Fax: 519-776-8811 | Website: 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 at 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 Planning Department at 519-776-7336 ext. 1128 and / or essexplanning@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. **Harmonized Sales Tax:** For H.S.T. Tax on business inquiries and registration information contact Canada Revenue Agency, 185 Ouellette Ave., Windsor, Ontario Toll Free Number: 1-800-959-5525 Email: www.cra.gc.ca
5. **Small Business Information:** Additional information with regards to starting a small business is available by calling the Windsor-Essex County Self Help Office at 519-253-6900
6. **Business Income Tax** – for information on business expenses and deductions contact the office for Income Tax at 519-253-8302 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 contact Windsor Tax Services at 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 519-253-6900 to inquire about your specific Business.
9. **Finding Suppliers-** For information regarding suppliers or statistics the Self Employment Service Office has manufacturer's directories available or call Windsor-Essex Small Business Enterprise Center at 519-253-6900.
10. **Food Service Contact :**
 - Windsor Essex Health Unit: 519-258-2146
 - Canada Food Inspection Agency: 1-800-442-2342
11. **Packaging and Labeling:**
 - Single Access Food Labeling: 1-800-667-2657
 - Consumer Products: 1-416-954-1405
12. **Essex Business Improvement Area:** Information regarding the Essex Business Improvement Area, please contact them at info@essexbia.com or visit their website at www.essexbia.com ; and information with regards to Harrow & Colchester South Chamber of Commerce, please contact them at info@visitharrow.ca or visit their website at <http://visitharrow.ca/>



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 - Business Owner(s) / Manager(s)

Date: _____
YY/MM/DD

Name #1: _____
Surname Given Name

Address #1: _____
Street Number Street Name City

Province Postal Code P.O. Box

Phone: _____
Phone Number Cell Phone Number Fax Number

Email Address: _____

Name #2: _____
Surname Given Name

Address#2: _____
Street Number Street Name City

Province Postal Code P.O. Box

Phone: _____
Phone Number Cell Phone Number Fax Number

Email Address: _____

Section B - Business Information

Please choose one of the following:

- Agricultural-Home Occupation Residential-Home Occupation New Business Updated Business Information

Full Business Name: _____

Name of Corporation (If Applicable): _____

Explain the function of your business: _____

Section B – Business Information Continued

Intended Opening Date: _____
YY/MM/DD

Business Address: _____
Street Number Street Name City

Province Postal Code P.O. Box

Phone: _____
Phone Number Cell Phone Number Fax Number

Email Address: (If Different from Section A): _____

Number of On-Site Parking Spaces: _____

Existing / Previous Use of Building: _____

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 Ontario

Name of Business Owner / Manager (Please Print) Signature of Business Owner /Manager Date (yy/mm/dd)

Name of Business Owner / Manager (Please Print) Signature of Business Owner /Manager Date (yy/mm/dd)

Section C – Office Use Only

Business Location: _____

Official Plan Designation: _____ Zoning Designation: _____

Permitted Use: Yes No Building Change of Use: Yes No

Comments: _____

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.