



Town of Wasaga Beach Municipal Law Enforcement Office Business Licence Procedure

“The Town’s Business Licensing Bylaw stipulates that ALL business operations within the Town of Wasaga Beach must have a current business licence prior to operating a business.” Below are the steps in order to obtain a business licence.

- Applicant may attend Town Hall, Municipal Law Enforcement Office to obtain a business licence application or visit our website at www.wasagabeach.com for a business licence application
- Applicant shall speak, either in person or by phone (705-429-3847) to the Planning & Development Department to ensure that the zoning of the subject property will permit the proposed use
- If renovations are planned or the building (proposed business location) has been vacant for six (6) months or more, it is recommended that the applicant attend the Building Department for permit requirement information
- Applicant shall return the completed business licence application and fee to the Licensing Officer, along with all other required documents including two pieces of government issued photo ID
 - NOTE:** Payment of a business licence application fee, in advance, does not constitute an approval or guarantee a licence will be issued
- Where required, the Licensing Officer will then circulate the business licence application for written approval to the Planning & Development Department and Building Department. Following receipt of comments from these departments, the Licensing Officer will advise the application by proceeding with scheduling of inspections by the Fire Department and Municipal Law Enforcement Department
- Where required, inspections by the Fire Department and the Municipal Law Enforcement Department and Simcoe Muskoka District Health Unit shall be arranged for by the applicant and approvals/comments from those departments provided to the Licensing Officer
 - NOTE:** Business Licensing Bylaw #2007-38 establishes a re-inspection fee of \$27.50 to be charged per visit/per department. This fee(s) will be charged in addition to the cost of the actual business licence application fee paid in advance of the re-inspection. The Bylaws administrative fees are set out below for your perusal:

Replacement Licence Fee	Section I (2) & (3)	\$25.00
Change of Business Name Fee	Section I (4)	\$25.00
Professional Services (website display only)		\$25.00
Re-inspection Fee (per visit/per department)	Section K (2)	\$27.50
Late Payment Fee	Section E (11)	30% of the licence fee
Administrative Penalty Charge (charged on a daily basis for each day that an Order to Comply is not complied with)	Section E (11) & (12)	\$25.00

- Once all approvals are in place, the Licensing Officer may prepare the Business Licence for issuance

To view the Business Licensing Bylaw #2003-38, visit <http://www.wasagabeach.com/town-hall/by-laws-policies>