



# Corporation of the Town of Petawawa

1111 Victoria St, Petawawa, ON K8H 2E6 P: (613) 687-5536 F: (613) 687-5973

## Business Registration Application Information - No Fee Required

The Town of Petawawa has established and maintains a registry of businesses in Petawawa. There is no fee to register your business. Please register by completing the attached Business Registration Application. All required documentation must be attached to the application.

1. **Planning & Development:** All business within the Town of Petawawa must conform to the Zoning By-law and the Official Plan. Inquiries can be made to the Planning & Development department at (613) 687-5536 or email [kcronier@petawawa.ca](mailto:kcronier@petawawa.ca).
2. **Planning & Development - Building:** Before any construction, renovations or additions begin on your building, whether it's commercial or residential; please contact the Building Officials at (613) 687-5536 to verify if any permits or inspections are required.
3. **Fire Department:** As part of the registration process the Fire Department will be making a site visit. For information please call (613) 687-5536.
4. **Planning & Development – Economic:** The municipality's Planning & Development department can provide information on Petawawa's business environment and is available to assist in data collection, market analysis and site selection needs. Call (613) 687-5536.
5. **Signs:** Contact the Building Officials at (613) 687-5536 for a sign permit application.
6. **Home Occupation:** A sketch of your home is required with its dimensions, indicating the proposed room to be used for the business and its measurements. Home Occupation zoning by-law information is available by calling (613) 687-5536 or online at [www.petawawa.ca](http://www.petawawa.ca).
7. **Business Name Registration:** In Ontario, it is a legal requirement to register your business name if any of the following applies:
  - Sole proprietorships (one owner) carrying on business under a name other than the individual's full name;
  - Partnerships carrying on business under a firm name other than the full names of the partners;
  - Corporations carrying on business under a name other than their corporate name;
  - An existing general partnership or limited partnership registering a business name different from the registered firm name;
  - Limited liability partnerships;
  - Extra-provincial limited liability partnerships;
  - And extra-provincial limited liability companies

Registration can be done online through [www.serviceontario.ca](http://www.serviceontario.ca), through the Canada Revenue Agency at [www.businessregistration.gc.ca](http://www.businessregistration.gc.ca) or in person at the Service Ontario Centre, at 400 Pembroke St. E, Pembroke, ON.

8. **Canada Revenue Agency and HST:** Information for businesses and application for a Business Number can be found at <http://www.cra-arc.gc.ca/tx/bsnss/menu-eng.html> or by phone at 1-800-959-5525.
9. **Enterprise Renfrew County:** Business start-up assistance including help with business plans, expansion plans, financing options, and information about government programs, services and regulations on starting and sustaining an enterprise in Ontario. Call the Pembroke office at (613) 735-8224 or visit [www.enterpriserenfrewcounty.com](http://www.enterpriserenfrewcounty.com).
10. **Garbage Collection:** The Town of Petawawa offers commercial garbage pick-up and recycling. Please call (613) 687-5536 or email [email@petawawa.ca](mailto:email@petawawa.ca).



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## Application to Register a Business in the Town of Petawawa - No Fee Required

Please check which pertains to your business:

New Business       Updated Business Information       Home Based Business

Full Business Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Corporation (If Applicable) \_\_\_\_\_

Name of Person Managing the Business \_\_\_\_\_

Type of Business \_\_\_\_\_ Start Date \_\_\_\_\_

Detailed description of Products/Services \_\_\_\_\_

**Business Information:** Street Address \_\_\_\_\_

Town \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**Business Owner(s):** Street Address \_\_\_\_\_

Town \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

**If you rent the Property, name and address of the Owner(s):**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

If you are a Home Based Business, do you reside at the Location?  No  Yes

Number of Employees? \_\_\_\_\_

Previous use of building/previous Business (if known)? \_\_\_\_\_

Have you started or are you planning any renovations?  No  Yes

(If yes, describe in detail on separate page)

Will a new business sign be posted?  No  Yes, describe: \_\_\_\_\_

\_\_\_\_\_  
Name of Business Owner/Manager (Print)

\_\_\_\_\_  
Signature of Business Owner/Manager

**OFFICE USE ONLY**

Date Application Received \_\_\_\_\_

Date Application Circulated \_\_\_\_\_

Planning & Development – Building Comments

Date returned \_\_\_\_\_

Planning & Development Comments

Date returned \_\_\_\_\_

Fire Department Comments

Date returned \_\_\_\_\_

County of Renfrew Comments

Date returned \_\_\_\_\_

Health Unit Comments

Date returned \_\_\_\_\_

Police Services Comments

Date returned \_\_\_\_\_

Engineering Comments

Date returned \_\_\_\_\_

Legal Comments

Date returned \_\_\_\_\_

**Planning & Development**

Business Address \_\_\_\_\_

Zoning Designation \_\_\_\_\_

Permitted Use  Yes  No

Site Plan required:  Yes  No

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Planning & Development – Building**

Building Permit required  Yes  No      Sign Permit required  Yes  No

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Fire Department**

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Transient Trader Permit required?  Yes  No

Signature \_\_\_\_\_

Date \_\_\_\_\_