



INFORMATION ON CONDUCTING BUSINESS IN ST. THOMAS

What Other Agencies Should I contact?

What Municipal or Provincial Licenses Are Required?

How Do I Notify City Hall?

OTHER GOVERNMENT AGENCIES YOU SHOULD CONTACT



MASTER BUSINESS LICENSE - BUSINESS REGISTRATION


A Master Business License confirms that a business name has been registered on the public record maintained by the Ministry of Government Services. A Business Name registration is required to be renewed every five years and a new Master Business License will be issued. Every business in the Province of Ontario must be registered with the Ministry of Government Services.


You can register a new business by using your own computer.

Log on to the Ministry of Government Services website - www.ontario.ca or call **1-800-267-8097**

Cost: \$60.00 (to register)

(a name search will be an additional cost)

You can also register a new business by using a public access workstation  provided at the following centre:

 Elgin-St. Thomas Small Business Enterprise Centre
378 Talbot St
St. Thomas, ON N5R 3L7
Phone: 519-631-1680 Ext.4503
www.sbecinnovation.ca

NOTE: This office also provides advice and consultation services for small businesses and entrepreneurs.

HARMONIZED SALES TAX (HST)



The Harmonized Sales Tax is applied on most purchases of taxable supplies of goods and services in Ontario at a rate of 13%, consisting of the 5% federal portion and the 8% provincial portion.

You may be required to collect the Harmonized Sales Tax. You can verify the status of your organization by calling the Canada Revenue Agency (CRA) at 1-800-959-5525 or visit their website - www.cra-arc.gc.ca

MUNICIPAL BUSINESS TAXES / LICENSES

Every business that occupies or uses land for the purpose of, or in connection with, any business such as retail, manufacturing etc. is no longer individually assessed for business taxes.

It is not the responsibility of municipal tax offices to collect Business Occupancy Taxes (formerly known as business taxes) from local business operators. This tax levy is applied to the property taxes levied against commercial and/or industrial property owners (landlords) and will, in all likelihood be reflected in your rent.

A general business license is **not required** from the City of St. Thomas, although the regulations listed below apply to a select few business operations. Please check with the Licensing Department to verify licensing regulations for your business.

MUNICIPAL LICENSE REGULATIONS

SALE OF GOODS BY-LAW No. 23-2002 AND SALE OF PERISHABLE GOODS BY-LAW No. 10-2003

Governs the sale of goods by persons going from place to place or a particular place with goods or merchandise for sale on a retail basis.

Fees are: **\$360.05** for each event, which includes up to six (6) continuous days within a calendar year.
or **\$1350.35** for any and all such events within a calendar year.

PAWN BROKERS BY-LAW No. 66-94

Governs the operation of Pawn Broker businesses located in the City. Every Pawn Broker shall give to the Corporation a security deposit in the sum of two thousand dollars (\$2000.00), which is held for the duration of the Pawn Brokers business.

Fees are: **\$100.00 / Year**

NON-RESIDENT PHOTOGRAPHERS BY-LAW No. 35-63

Governs Photographers who go from place to place or to a particular place within the limits of the City who are not residents of the City of St. Thomas. This by-law does not apply to persons who take photographs for use in newspapers, magazines and periodicals or in television broadcasts or photographers on a specific assignment to local industries.

Fees are: **\$150.00** for each year.

MOBILE REFRESHMENT BY-LAW No. 9-92

Governs the operation of mobile food carts, trucks and wagons. The license fees are noted below:

- **HOT DOG CARTS - \$432.10 / Year** - Three (3) hot dog carts are allowed to operate within the City. If openings exist, applications are available from the Licensing Office.
- **CHIP WAGONS - \$432.10 / Year** - Two (2) chip wagons are allowed to operate within the City. If openings exist, application forms are available from the Licensing Office.
- **ICE CREAM WAGONS - \$76.20 / Year** - Six (6) ice cream bicycles are allowed to operate within the City. If openings exist, application forms are available from the Licensing Office.
- **MOBILE LUNCH TRUCK - \$216.00 / Year** - The By-law does not restrict the number of lunch trucks. However, there are restrictions regarding location of operation.
- **MOTORIZED MOBILE ICE CREAM TRUCK - \$216.00 / Year** - The By-law does not restrict the number of ice cream trucks. However, there are restrictions regarding vehicle safety features, location, etc.

LODGING HOUSE BY-LAW No. 123-88

Governs the operation of lodging houses and the keepers of lodging houses. (Boarding Houses included)

ADULT ENTERTAINMENT BY-LAW No. 7-2001

Governs the operation of adult entertainment parlours.

City Departments and Other Agencies to Contact when Starting a New Business

- **PLANNING DEPARTMENT – 519-633-2560**

Located at City Hall on the First Level

Before making any commitment to location, zoning should be verified. A fee may be charged in order to obtain or confirm this information.

- **BUILDING DEPARTMENT – 519-633-2560**

Located at City Hall in the Planning Department.

If renovations or “change of use” (i.e. location was a restaurant and you plan on opening a clothing store) the Building Department must be contacted. You must apply for a Building permit to determine whether or not the Ontario Building Code is applicable.

- **ECONOMIC DEVELOPMENT CORPORATION – 519-631-1680, ext. 4134**

Located at City Hall on the Second Level

www.st-thomasedc.on.ca

The St. Thomas Economic Development Corporation (EDC) assists businesses in the community. The EDC is a non-profit corporation that promotes the City of St. Thomas.

- **FIRE DEPARTMENT – 519-631-0210**

Located at 305 Wellington Street

The Fire Prevention Department will determine the following: If proposed building occupancy has been allowed for in the original design of the building, as well as maximum persons allowed in the facility and compliance to the current requirements of the Ontario Fire Code.

- **SOUTHWESTERN PUBLIC HEALTH – 519-631-9900**

www.swpublichealth.ca

Located at 1230 Talbot Street in St. Thomas

Southwestern Public Health must be contacted if your establishment deals with the preparation or consumption of food or any other health related issues.

ADDITIONAL PHONE NUMBERS YOU MAY REQUIRE

City Hall Main Number	519-631-1680
Tax Department	519-631-1680 Ext. 4400
Licensing Department	519-631-1680 Ext. 4105
Police Services	519-631-1224
Property Assessment	1-866-296-6722
Parks and Recreation	519-633-7112
Chamber of Commerce	519-631-1981
Downtown Dev. Board	519-633-5248
St. Thomas-Elgin Tourism	519-631-1460 x168 or 1-877-GO-ELGIN www.elgintourist.com

