



Corporation of the City of Pembroke

BUSINESS REGISTRATION FORM NO FEE REQUIRED

The City of Pembroke has established and maintains a Business Registry for businesses located within city limits. **No fee** is required to register your business, however, registration is **mandatory**.

Please complete the attached Registration Form. All required documentation must be attached to the application. Your business must conform to regulations that govern the following:

1. **City of Pembroke Planning Department:** All businesses within the City of Pembroke must conform to the Zoning By-Law and the Official Plan. Inquiries can be made to the Planning Department at (613) 735-6821 x 1301 or by email to csauriol@pembroke.ca
2. **City of Pembroke Building Department:** Before any construction, renovations or additions begin on any building, whether commercial, institutional, industrial or residential, contact the Building Department to verify if any permits or inspections are required by calling (613) 735-6821 x 1331 or by email to asmith@pembroke.ca
3. **Pembroke Fire Department:** As part of the registration process the Pembroke Fire Department will be making a site visit. For information, please call (613) 735-6821 x 1201
4. **City of Pembroke Economic Development Department:** The City's Economic Development Officer can assist you with site selection, market research, and business planning. Call (613) 735-6821 x 1500 or email hmconnell@pembroke.ca
5. **Signage:** Before erecting any sign, you must ensure that it conforms to the Signage ByLaw and a permit is necessary. Call the Building Department for more information. (613) 735-6821 x1304
6. **Home Occupation:** To ensure that your home is suitable and conforms to the regulations laid out in the Zoning By-Law, call the Planning Department at (613) 735-6821 x 1301
7. **Business Name Registration:** In Ontario it is a legal requirement to register your business name if any of the following applies:
 - a. Sole proprietorships (one owner) carrying on business under a name other than the individual's full name;
 - b. Partnerships carrying on business under a firm name other than the full names of the partners;
 - c. 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;
 - d. Limited liability partnerships;
 - e. Extra-provincial limited liability partnerships; and,
 - f. Extra-provincial limited liability companies.

Find complete information on-line at : www.serviceontario.com, through the Canada Revenue Agency at www.businessregistration.gc.ca or in person at the Ontario Service Centre, 400 Pembroke St. East (613) 732-3661



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8. **Canada Revenue Agency and Harmonized Sales Tax (HST):** Information for businesses and applications for a Business Number can be found at www.cra-arc.gc.ca/tx/bsnss or by phone at 1-800-959-5525.

9. **Enterprise Renfrew County (ERC):** Business start-up assistance, including help with business plans, expansion plans, financing options and information about government programs and services particular to starting and maintaining a successful business in Ontario is provided locally at ERC. Call the Pembroke office at (613) 735-8224 or visit www.enterpriserenfrewcounty.com

10. **Garbage Collection and Waste Management:** For information on collection and recycling, contact Pembroke City Hall at (613) 735-6821



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BUSINESS REGISTRATION FORM

Please check which kind of business you are registering:

NEW BUSINESS INFORMATION:

COMMERCIAL INSTITUTIONAL INDUSTRIAL HOME OCCUPATION

UPDATED BUSINESS INFORMATION:

COMMERCIAL INSTITUTIONAL INDUSTRIAL HOME OCCUPATION

FULL **BUSINESS NAME:** _____ **DATE:** _____

NAME OF CORPORATION (*if applicable*): _____

NAME OF BUSINESS **MANAGER/CONTACT:** _____

TYPE OF BUSINESS: _____ OPENING DATE: _____

DETAILED DESCRIPTION OF PRODUCTS/SERVICES: _____

NAIC # (*if known*) _____

BUSINESS STREET ADDRESS: _____

POSTAL CODE: _____ WEBSITE _____

TELEPHONE: _____ FAX: _____ EMAIL _____

BUSINESS OWNER(S) NAME: _____

BUSINESS OWNER'S ADDRESS: *same as above or:*

CITY _____ PROV. _____ POSTAL CODE: _____

TELEPHONE: _____ FAX: _____ EMAIL _____

IF RENTING PROPERTY - OWNER'S NAME: _____

PROPERTY OWNER'S ADDRESS: _____

CITY _____ PROV. _____ POSTAL CODE: _____



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IF YOU ARE A HOME BASED BUSINESS, DO YOU RESIDE AT THE LOCATION? YES NO

NUMBER OF FULL TIME EMPLOYEES? _____

NUMBER OF PART-TIME EMPLOYEES? _____

PREVIOUS USE OF BUILDING/PREVIOUS BUSINESS AT THIS ADDRESS? (if known)

HAVE **RENOVATIONS** BEEN STARTED OR ARE THEY PLANNED? YES NO
IF YES, INCLUDE SCALE DRAWINGS & DESCRIBE IN DETAIL ON SEPARATE PAGE.

WILL NEW BUSINESS **SIGN(S)** BE INSTALLED? YES NO
IF YES, ATTACH SCALE DRAWING AND DESCRIPTION OF MATERIAL TO BE USED

YOUR NAME (PRINT): _____

TITLE/POSITION: _____

SIGNATURE: _____

Is there any special information concerning the City of Pembroke, or running a business that you require?

Are you interested in meeting with a business mentor? YES NO

If yes, Daytime Telephone: _____

Would you like to be listed on the City's Business Registry List that is available online to the public?

YES NO

OFFICE USE ONLY



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DATE REGISTRATION RECEIVED: _____

DATE CIRCULATED: _____

PLANNING DEPARTMENT COMMENTS REC'D: YES NO

BUILDING DEPARTMENT COMMENTS REC'D: YES NO

ECON DEV'L DEPARTMENT COMMENTS REC'D YES NO

FIRE DEPARTMENT COMMENTS REC'D: YES NO

TREASURY DEPARTMENT COMMENTS REC'D: YES NO

OPERATIONS DEPARTMENT COMMENTS REC'D YES NO

ANY SPECIAL CONCERNS NOTED/ATTACHED: YES NO

ZONING DESIGNATION OF PROPERTY: _____

PERMITTED USE: YES NO

SITE PLAN REQUIRED: YES NO

SIGNAGE PERMIT REQUIRED YES NO

BUILDING PERMIT(S) REQUIRED YES NO

HAWKER/PEDDLAR LICENSE REQUIRED: YES NO

THIS FORM REVIEWED BY: _____ DATE _____