



## City of Pembroke Business Registration Form

1 Pembroke Street East, Pembroke, ON

613-735-6821 | [pembroke.ca](http://pembroke.ca) | [pembroke@pembroke.ca](mailto:pembroke@pembroke.ca)

Congratulations on making the decision to open a business in the City of Pembroke! We are please to have you and here to help! Should you have any questions about opening a business in Pembroke please contact Economic Development Officer, Heather Salovaara at (613) 735-6821 ext. 1500 or [hsalovaara@pembroke.ca](mailto:hsalovaara@pembroke.ca)

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

Please completed the attached form. Your business must conform to regulations that govern the following:

1. City of Pembroke Planning Department: All businesses must conform to the Zoning By-Law and Official Plan. If you would like to ensure that your business does conform please contact the planning department at (613) 735-6821 ext. 1304 or [cmaika@pembroke.ca](mailto:cmaika@pembroke.ca)
2. City of Pembroke Building Department: Before any construction, renovations or additions begin on a building it is best to contact the Building Department to determine if any permits or inspections are required. Contact Chief Building Official Mark Schultz at 613-735-6821 ext. 1331 or [mschultz@pembroke.ca](mailto:mschultz@pembroke.ca)
3. Pembroke Fire Department: As part of the registration process, the Pembroke Fire Department may make a site visit. For information, please call (613) 735-6821 ext. 1201
4. City of Pembroke Economic Development Department: The City's Economic Development Officer can assist you with site selection, grants, market research, networking and business planning. Heather Salovaara can be reached at (613) 735-6821 ext. 1500 or [hsalovaara@pembroke.ca](mailto:hsalovaara@pembroke.ca)
5. Signage: Before erecting any sign, you must ensure that it conforms to the Signage By-Law and a permit is necessary. Call the Building Department for more information (613) 735-6821 ext. 1304
6. Home Occupation: Home based businesses are required to fill out the registration form in addition to writing a letter to the City of Pembroke detailing how their business conforms to the home-based business rules. Please follow the home-based business link online to understand full requirements.
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](http://www.serviceontario.com), through the Canada Revenue Agency at [www.businessregistration.gc.ca](http://www.businessregistration.gc.ca) or in person at the Ontario Service Centre, 400 Pembroke St. East (613) 732-3661

- 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](http://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](http://www.enterpriserenfrewcounty.com)
- 10. Garbage Collection and Waste Management: For information on collection and recycling, contact the City of Pembroke Operations Department at (613) 735-6821 ext.1410 or [lrook@pembroke.ca](mailto:lrook@pembroke.ca)

## **BUSINESS REGISTRATION FORM**

### **Section A: Business Information**

Please check what kind of business you are registering:

Commercial	Industrial	Institutional
Home Occupation	Non-Profit	

Full Business Name:

Business Address:

Business Website:

Business Telephone:

Business Email:

Description of Business Services/Products:

NAIC# (if known):

Opening Date (estimated):

## Section B: Manager/Owner Information

Manager/Owner Contact Name:

Manager/Owner Contact Phone:

Manager/Owner Contact Email:

## Section C: Property Owner Information

Property Owner Name (If different from business owner):

Property Owner Phone:

Property Owner Email:

## Section D: About Your Business

Number of Full Time Employees:

Number of Part-Time Employees:

Number of Seasonal Employees:

Have renovations been started or are they planned?

Will new business signs be installed?

Would you like to be listed on the City of Pembroke Business Directory that is available online to the public?                      Yes                      No

Please list any questions you have for the City of Pembroke: