

Meeting Date: _____

Personal Services Establishment Application for Inspections

Inspection Fee:	Payment:	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque – payable to the City of Guelph
<input type="checkbox"/> New Business <input type="checkbox"/> Ownership Transfer of Existing Business <input type="checkbox"/> Relocation of Business			
Applicant Information			
<input type="checkbox"/> Sole Proprietor	Full Name:		
<input type="checkbox"/> Partnership	Full Names of all Partners:		
<input type="checkbox"/> Corporation	Full Name of Corporation:		
Name(s) of authorized signing officers:			
Applicant Address (Inc. Unit #):			City:
Postal Code:	Phone:	Fax:	
E-mail:			
Business Information			
Business Name:			
Business Location (Inc. Unit #):			City: GUELPH
Postal Code:	Phone:	Fax:	
E-mail:			
Emergency Phone (After Hours):			
Application Requirements			
<input type="checkbox"/> Date of possession of premises:			
<input type="checkbox"/> Previous use of building/unit and business name:			
<input type="checkbox"/> Description of premises (i.e. Mall unit, detached dwelling, square footage):			
<input type="checkbox"/> Proof of contractual or proprietary interest in the premises upon which the business is to be operated i.e. lease or property tax bill			
<input type="checkbox"/> Hours of operation:			
<input type="checkbox"/> Floor plan to scale, identifying all principal entrance(s), all rooms to be used for provision of goods or services, and all other rooms and spaces in the premises, including common area(s) of the business:			
Other businesses currently operated by Applicant in Guelph:			
Inspections Required (see Inspection Information)			
Building Services			
➤ Will you be doing new alterations and/or construction?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
➤ Have you confirmed with the Property Owner if there are any open building permits or inspection deficiencies?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
By-law Compliance			
Fire Prevention			
Public Health			

Signature		
<p>I/We, _____, the applicant, hereby acknowledge and declare that;</p> <ul style="list-style-type: none"> • I/We have read and understood Sections 1-42 of the City of Guelph Business Licensing By-law (2009)-18855, and the schedule of that by-law pertaining to the classification of business licence for which I/we are now making application for inspection; • Per Section 3 (e) of the By-law I declare that all fines against the Applicant pursuant to the By-Law or its predecessors have either been paid in full or are the subject of a Court approved payment schedule; • the information contained in this application is true and complete to the best of my/our knowledge, and that failure to provide complete or accurate information may delay the licensing process; • it is an offence under section 25(e) to provide false or misleading information on this application or at any time hereafter to any person having authority for the enforcement or administration of the by-law and that the provision of false or misleading information may result in prosecution and/or penalties as set out in the by-law, or the refusal, suspension or revocation of the business licence 		
Applicant Name(s) (print)	Signature(s)	Date

The submission of an application for inspection does not entitle the applicant to carry on business pursuant to the by-law. The applicant is only entitled to do so once a current and valid licence has been issued.

Any Licence or Application issued under By-law (2009)-18555 may be refused, revoked or suspended if the applicant or Licensee is convicted of an offence or has past conviction(s), under any provision of by-law (2009)-18555 or any predecessor of such by-law, or under any other by-law, statute or regulation relating to the business, or otherwise in accordance with the by-law.

The personal information on this application is collected pursuant to the Municipal Act, 2001, the City of Guelph Licensing By-law (2009)-18855 and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. This information will be used for the purposes of issuance and administration of business licences. Questions about this collection can be directed to the Information, Privacy and Records Coordinator, City Hall, 1 Carden Street, Guelph, ON, N1H 3A1, 519-822-1260 x 2349.

Note: all correspondence will be mailed to Applicant mailing address.

Please contact the Licensing Division to book an appointment to submit your Application for Inspections:

City of Guelph
 1 Carden St.
 Guelph, ON N1H 3A1
 T: 519-822-1260 ext. 2551
 E: licensing@guelph.ca

Inspection Information

It is the responsibility of the Applicant to ensure all inspections* are **completed** and **approved within 90 days** of receipt of a completed Application for Inspection.

Three inspections per inspecting authority are included in the fee for an Application for Inspection. If you require more than three inspections from any of the inspecting authorities below, the Application for Inspection is no longer valid and you'll be required to complete and pay, in full, for a further Application for Inspection.

**Includes physical visit to the premises, where applicable, and a document review or search*

To book your required inspections, contact each of the following inspecting authorities:

Building Services

1 Carden St
T: 519-837-5615

By-law Compliance

1 Carden St
T: 519-822-1260 extension 2551

Fire Prevention

Please fill out the Self-Inspection Checklist attached or online at:

<http://guelph.ca/living/emergency-services/fire-service/safety-and-prevention/blfire/>

Wellington-Dufferin-Guelph Public Health

160 Chancellors Way
T: 519-822-2715

Once all required inspections have been completed and passed, please contact the Licensing Division to submit an Application for Business Licence.

By-Law Inspection Checklist

Personal Services Establishment

Inspection will include the following:

- Hours of Operation are Posted (N/A for home based business)
- Service and Fees are Posted
- First Aid Kit
- Linens/Laundry Separated/Laundered
- Fixture/Table/Mat/Equipment in good repair and clean
- Washrooms for staff/public
- Hair stylists/Barbers have valid Certificates/Licences

Please call to book a By-Law inspection. Include your name, business name, and phone number and your call will be returned within two business days.

Inspection Line: 519.822.1260 extension 2551