

Business Licence Checklist

Important information for businesses that are new, relocating or transferring ownership

Once your Business Licence has been issued, your business may begin to operate. To book an appointment with Licensing Staff to submit or discuss your application call 519-822-1260 extension 2551 or email licensing@guelph.ca.

The submission of a business licence application 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.

How to Apply

1. Know your location

Determine where your business will be located. Check with our zoning department at 519-837-5615 to ensure your new location is zoned for your type of use.

2. Know the rules

Search for the type of business you plan to open in the Business Licensing Bylaw to learn about rules that apply to your business, fees, and other key licensing information.

3. Complete the Inspection Application

Complete the application that corresponds to your type of business and contact the licensing department at 519-822-1260 extension 2551 to book an appointment to submit your applications.

*Be sure to have your lease or property tax bill and floor plan when you are ready to submit

Note - Vehicle for Hire does not have an inspection application.

4. Complete the Business Licence Application

Complete the application and contact the licensing department at 519-822-1260 extension 2551 to book an appointment to submit your applications.

* Be sure to have your Master Business Licence OR Corporation Profile Report OR Articles of Incorporation AND proof of liability insurance of no less than \$2,000,000.00 per occurrence

Categories that do not need to fill out this application include: Driving Instructor, Taxi owner/driver, holistic operator/practitioner, private parking agent

5. Complete Inspections

During your appointment with licencing staff they will go over all of the inspections required for your type of business and how to book them.