

NEW BUSINESS

QUICK REFERENCE GUIDE

**Welcome to Brockville,
we are SO HAPPY you're here!**



BROCKVILLE
CITY OF THE 1000 ISLANDS

WHICH STAGE BEST DESCRIBES YOU?

Thinking about starting a business.

Proceed to Section

A

Looking at, or recently acquired a space for your business.

Proceed to Section

B

Have a business and are looking for support and/or funding opportunities.

Proceed to Section

C

Looking for a list of relevant department contacts.

Proceed to Section

D



SECTION A

THINKING ABOUT STARTING A BUSINESS IN BROCKVILLE?

1

Home-based or a commercial space?

Businesses that are operating out of a home location are required to notify the Planning Department by submitting an application. There are rules about how much space in your home can be used for commercial purposes.

Contact the **Planning Department** to learn more.

2

Register your Business Name with the Province of Ontario and get a Federal Business Number.

Complete your Business Name Registration and Title Search online through Service Ontario. Registering with the Canada Revenue Agency (CRA) is required for interactions with the Federal Government regarding GST/HST, Payroll, Corporate Income Tax, & Import/Export Accounts. Leeds Grenville Small Business staff can provide more information and help guide you through the process.

Contact **Leeds Grenville Small Business** to learn more.

3

Are you a small business looking to get started?

Get assistance, and access programs tailored to help small businesses get started, whether you work from home or have a commercial space. Their dedicated staff are there to help you start and grow your small business.

Contact **Leeds Grenville Small Business** to learn more.

4

Register your Business with the City of Brockville

While Brockville does not have a formal business licensing program, certain types of businesses do need a specific permit to operate (**see Section B #5 for a list of permits**). We also like to know about new businesses in the city so that we can help promote you, understand your business mix, and assist you where we can.

See **Section C** for more information.

SECTION B

WHEN SELECTING A SPACE FOR YOUR BUSINESS...

1

Is your proposed business allowed in your location?

Before you sign a lease, check your property's zoning with our Planners – they can let you know if your business is permitted at your preferred location. If it is not, they can walk you through the steps to change that, if possible, or let you know your best options.

*Talk to our **Planning Department** to learn more.*

2

Is your business type the same as the existing use for that space?

Are you changing the use of the space? For example, are you changing from a retail space to a restaurant? You must register the Change of Use when changing the type of business the space will be used for, even if that business type is allowed under zoning. This is because different types of businesses have different considerations such as number of washrooms, occupancy, or weight bearing capacity.

*Talk to our **Building Department** to learn more.*

3

Will you have a sign?

Any type of sign, whether temporary or permanent, requires a permit. Signs for downtown businesses must also adhere to the downtown requirements under the sign bylaw on materials and design.

*Talk to our **Planning Department** to learn more.*

SECTION B

continued...

4

Are you planning any work to the property?

Moving things around? Adding or removing anything? Most work requires a building permit, and that's a good thing! That means our inspectors will be checking the work along the way to make sure everything is done properly and meets the Ontario Building Code, which protects your long-term goals. Check with us before you start work to ensure that you have the correct permits in place and to tap into their expertise before you start work. Work without a permit can result in fines and delays that can be costly to your business and your goals for opening.

Talk to our **Building Department** to learn more.

5

Do you need a Municipal Permit?

While a municipal business license is not required for most businesses, certain types of businesses do require a permit, including:

- Refreshment Cart (*public or private property*)
- Door to Door Sales
- Transient Trader Licence
- Busking Licence
- Sidewalk Patio Licence.

This licence is needed if a portion of your property is encroaching onto City property and will be used for a patio for your establishment. (*Typically, those applying for this license would be restaurants wishing to have patios on the sidewalk in front of their establishments on King Street*).

Contact the **Clerk's Office** to get started.



SECTION C

GET HELP AND GET PROMOTED!

1

Get listed:

Register your business (for free) on the area Business Directory. This directory is available through the United Counties of Leeds Grenville website, which also automatically populates the business directories on municipal websites in the Counties, including Brockville's website.

Sign up online to have your business included in the registry. Visit: directory.leedsgrenville.com/Entries/Edit

2

Located in Downtown Brockville?

If your business is located within downtown Brockville, access additional promotional opportunities and other marketing initiatives through the Downtown Brockville Business Improvement Area (BIA). Commercial property owners contribute a levy which goes into downtown beautification, marketing, events, and other initiatives that help your business.

*Contact **Downtown Brockville**.*

3

Contact us!

We want to know that you are here! We are here to help you and can help you navigate different levels of government as well as municipal processes and contacts.

*Contact **us** today.*



SECTION C

LOOKING FOR SUPPORT OR FUNDING?

4

Need help hiring staff?

Access job boards, interview space, tools, programs, and even wage subsidies.

Contact the **Employment and Education Centre (EEC)** to get started.

5

Looking at a larger project?

Depending on your industry and size of your business, you may be eligible for funding through programs administered through the 1000 Islands Community Development Corporation (TICDC).

Contact the **TICDC** to learn more.

6

Access business mentoring and support!

Access training, support, mentorship, and other programs designed to help you start or grow your business.

Contact **Leeds Grenville Small Business** to learn more.



SECTION D

GET IN TOUCH!

That's us!

Economic Development

Brockville City Hall,
1 King Street West, Brockville
613-341-2214 | business@brockville.com

Planning Department

Brockville City Hall,
1 King Street West, Brockville
613-341-2247 | planning@brockville.com

Building Department

Brockville City Hall,
1 King Street West, Brockville
613-341-2247 | building@brockville.com
brockville.com/building-business-development/building-and-construction/

Clerk's Department

Brockville City Hall,
1 King Street West, Brockville
613-341-2210 | clerk@brockville.com

Leeds Grenville Small Business

32 Wall Street, 3rd Floor, Suite 300
613-342-3840 x 5367
info@lgsmallbusiness.com
www.lgsmallbusiness.com

Employment & Education Centre (EEC)

105 Stowger Boulevard
1-866-918-7416 | teanne@eecentre.com
eecentre.com

1000 Islands Community Development Corporation

3 Market Street West, Suite 3
Brockville
613-345-6216
ticdc.ca/

Downtown Business Improvement Area (Downtown Brockville)

3 Market Street West, Suite 2, Brockville
613-241-2238
director@downtownbrockville.com
info@downtownbrockville.com
downtownbrockville.com

Brockville & District Chamber of Commerce

3 Market Street West, Suite 1, Brockville
613-342-6553
brockvillechamber.com/

Service Ontario

1-800-267-8097
ontario.ca/page/ontario-business-registry

Canada Revenue Agency

canada.ca/en/services/taxes/business-number.html



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