



BUSINESS LICENSE

SECTION 1

1 CIVIC ADDRESS OF BUSINESS: _____
 This is a complementary commercial use

2 SOCIAL REASON (NAME) OF BUSINESS: _____
a) Email: _____
b) Website: _____
c) Telephone Number: _____

3 PURPOSE OF THIS APPLICATION:

New business
 Renewal
 * If no changes have been made, go to Section 3
 Move
 Adding new activity or activities to a business
 Change of ownership
 Expansion or reduction of the surface occupied by the commercial use
 Additional use

Description if additional use: _____

SECTION 2

4 DETAILED DESCRIPTION OF YOUR BUSINESS AND ITS ACTIVITIES: _____

5 BUILDING OWNER:

a) Name: _____
b) Address: _____
c) Telephone Number: _____ Cell Number: _____
d) Email: _____

6 BUSINESS OWNER:

Same as the building owner

a) Name: _____
b) Address: _____
c) Telephone Number: _____ Cell Number: _____
d) Business Email: _____

7 APPLICANT:

Same as business owner

a) Name: _____
b) Address: _____
c) Telephone Number: _____ Cell Number: _____
d) Email: _____
e) Relationship with the applicant: _____



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8	PERSON(S) RESPONSIBLE:	
	<input type="checkbox"/> Same as applicant	
	<input type="checkbox"/> Same as business owner	
9	MAILING ADDRESS (ANNUAL RENEWAL):	
	<input type="checkbox"/> Same as applicant	
	<input type="checkbox"/> Same as business owner	
10	REGISTRATION (if applicable):	
	a) Incorporation number:	_____
	b) Registration number:	_____
	c) Registration date:	_____
11	TYPE OF BUSINESS:	
	<input type="checkbox"/> Permanent	
	<input type="checkbox"/> Temporary	
	<input type="checkbox"/> Seasonal	
	Specify:	_____
12	OPENING DATE:	_____
		D D / M M / Y Y Y Y
13	TOTAL NUMBER OF EMPLOYEES:	_____
	TOTAL NUMBER OF EMPLOYEES EXCLUDING THE OWNER OR TENANT:	_____
	<input type="checkbox"/> Owner occupant	
	<input type="checkbox"/> Tenant with lease:	Lease date: _____ Lease term: _____
		D D / M M / Y Y Y Y
14	SURFACE AREA USED BY THE BUSINESS:	_____
15	WHERE IS THE USE EXERCISED (check all applicable boxes)	
	<input type="checkbox"/> Indoors	
	<input type="checkbox"/> Basement	
	<input type="checkbox"/> Main floor	
	<input type="checkbox"/> Upstairs	
	<input type="checkbox"/> Outdoors	
	For any new request, you must provide a plan of the building or part of the building used, showing the size of the space being occupied by the business and identify the interior and exterior fittings. In some cases, these plans must be sealed by an architectural technologist or architect.	
16	DOES YOUR BUSINESS GENERATE NOISE?	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	
	If yes, specify:	_____



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17 DOES YOUR BUSINESS GENERATE FUMES OR ODOURS PERCEPTIBLE ON YOUR PROPERTY OR CAN THEY BEEN PERCEIVED?

Yes

No

If yes, specify: _____

18 DOES YOUR BUSINESS GENERATE DUST?

Yes

No

If yes, specify: _____

19 DOES YOUR COMMERCIAL ACTIVITY REQUIRE YOUR CUSTOMERS TO DRIVE TO YOUR BUSINESS?

Yes Number of reserved parking spaces: _____

No

If yes, and for new use only, provide a parking plan for municipal approval

20 DO YOU HAVE A FLEET OF VEHICLES ASSOCIATED WITH YOUR COMMERCIAL ACTIVITY?

Yes

Car How many: _____

Truck How many: _____

Heavy vehicle How many: _____

Trailer How many: _____

Other: _____ How many: _____

No

21 DO YOU PLAN OF HAVING OUTDOOR STORAGE?

Yes

No

If yes, specify: _____

22 PREVIOUS USE (if changed):

New office

Commercial

Industrial

Residential

Unknown/Other

If yes, contact the Planning and Sustainable Development Services or apply directly for a permit

23 DO YOU PLAN ON HAVING WORK DONE TO DEVELOP/CHANGE THE COMMERCIAL SPACE?

Yes

No



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819-827-2672
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SECTION 2 (continues...)

24 DO YOU PLAN ON INSTALLING OR MODIFYING A SIGN?

Yes

No

If yes, contact the Planning and Sustainable Development Services or apply directly for a permit

SECTION 3

Please note that any changes to your application will require a new municipal approval. Please check with the administrating authority.

I certify that the information contained in this statement is, in all respects, true, correct and complete. This declaration has the same force and effect as if it were made under oath and under the Canada Evidence Act.

I would like to add my business to the Municipal website's "Business Registry"

PRINT FIRST AND LAST NAME: _____

SIGNATURE: _____

DATE: _____
D D / M M / Y Y Y Y

Deadline for issuing a permit

Within 60 days from the date on which all the required documents are presented, the administrative authority must issue a business license or, on the other hand, the Municipality must inform the applicant of its refusal. in writing.

Validity of a business license

A business license is valid from the date of issue until December 31st of the same year. Any changes made regarding the information contained in a business license, other than during the annual renewal will require the issuance of a new business license