

## Business License 2023 – Primary Residence Establishment

As of August 31, 2022, Chelsea's municipal council adopted the **By-law Number 1219-22** respecting Permits and Certificates with regards to the renewal of the certificate of authorization of use listed in **Section 6.4** of said By-law.

As a result, we are advising you that an annual renewal fee of **85 \$** for a building occupation or **30\$** for a complementary use must be paid.

If these fees are not paid, the Municipality will have no choice but to take the measures deemed appropriate to ensure compliance with its by-laws. You can pay by sending a check to the City Hall or you can pay in person either with cash or by debit or credit.

We also ask that you update the information concerning your commercial establishment by completing this form here-below and return it to us with your payment.

For more information, please contact the Planning and Sustainable Development Services at **(819) 827-1124 extension 239** or [permis@chelsea.ca](mailto:permis@chelsea.ca).

### FORM - Section 1

**1. CIVIC ADDRESS OF THE PROPOSED ACCOMMODATION:**

\_\_\_\_\_

**2. NAME OF THE MAIN RESIDENCE ESTABLISHMENT  
(if applicable):** \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_ Telephone: \_\_\_\_\_

**PURPOSE OF THE APPLICATION: (If no changes have been made, proceed to Section 3)**

- ☐ New                      ☐ Renewal                      ☐ Moving  
☐ Change of owner  
☐ Expansion or reduction of the rented area

### FORM - Section 2

**5. PROPERTY OWNER:**

Names, first names: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**7. APPLICANT: ☐ Identical to the property owner**

Names, first names: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Link with the applicant: \_\_\_\_\_

**8. RESPONSIBLE PERSON (S):**

☐ Identical to the applicant ☐ Identical to the business owner

**9. MAILING ADDRESS (ANNUAL RENEWAL):**

☐ Identical to the applicant ☐ Identical to the business owner

☐ Email address: \_\_\_\_\_

**OPENING DATE (day / month / year):** \_\_\_\_\_

**10. RENTED SPACE AREA:** \_\_\_\_\_

**11. WHERE IS THE USE / ACCOMODATION LOCATED:**

ACCOMMODATION CAN ONLY TAKE PLACE IN THE MAIN RESIDENCE. IT IS PROHIBITED TO RENT  
ADDITIONAL LIVING SPACES AND SECONDARY BUILDINGS SUCH AS DETACHED GARAGES.

**12. ARE YOU PLANNING TO DO WORK TO DEVELOP OR MODIFY THE RESIDENCE?**

☐ Yes ☐ No

**13. ARE YOU PLANNING TO INSTALL OR CHANGE A SIGN?**

☐ Yes ☐ No

If yes, please contact the Planning and Sustainable Development Department to apply for a permit.

**FORM - Section 3**

Please note that any changes to your application will require new municipal approval. Please check with the administering officer.

**I certify that the information contained in this declaration 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.**

PRINT FIRST AND LAST NAME: \_\_\_\_\_

DATE (day/month/year): \_\_\_\_\_

SIGNATURE:

**License delivery time**

Within a maximum of 60 days from the date on which all of the required documents are filed, the administering authority must issue the business license or, if not, the Municipality must inform the applicant of the refusal in writing.

**Validity of a business license**



**MUNICIPALITY OF CHELSEA**

100 Old Chelsea Road, Chelsea QC J9B 1C1  
Tel. 819-827-1124 Fax 819-827-2672 [www.chelsea.ca](http://www.chelsea.ca)

A business license is valid from the date of issue until December 31<sup>st</sup> of the same year. Any changes to the information contained in a business license, other than during the annual validation will require the issuance of a new business license.