

CREATE YOUR BUSINESS

- Create a plan for the type of retail trade you would like to open. The <u>Small Business Centre</u> will be able to assist with any business planning needs.
- When starting a business you will need to choose a legal structure that will suit your business needs (i.e. Not for Profit, Limited Liability Company, Corporation, etc.).
- After confirming your business structure, visit <u>Service Ontario online</u> or in person to register your business name. You will also need to obtain your Master Business License.
- It is best to identify what permits and licenses you will be required to obtain. <u>BizPal</u> will be able to help your new business produce a personalized list of business permits and licenses you will need for all levels of government while starting up or growing your business.
- Apply for a Business Number. <u>The Canada Revenue Agency's Business Registration Online</u> is an all in one, online self serve application for registering for a Business Number. The site will also help with other program accounts including Corporation income tax, GST/HST, import and export, and payroll.
- Research the insurance you will need (i.e. employment insurance, workers compensation, etc.). Some of these insurance are required for permits and licenses. Visit <u>The Canadian Business Network</u> for assistance on business insurance.

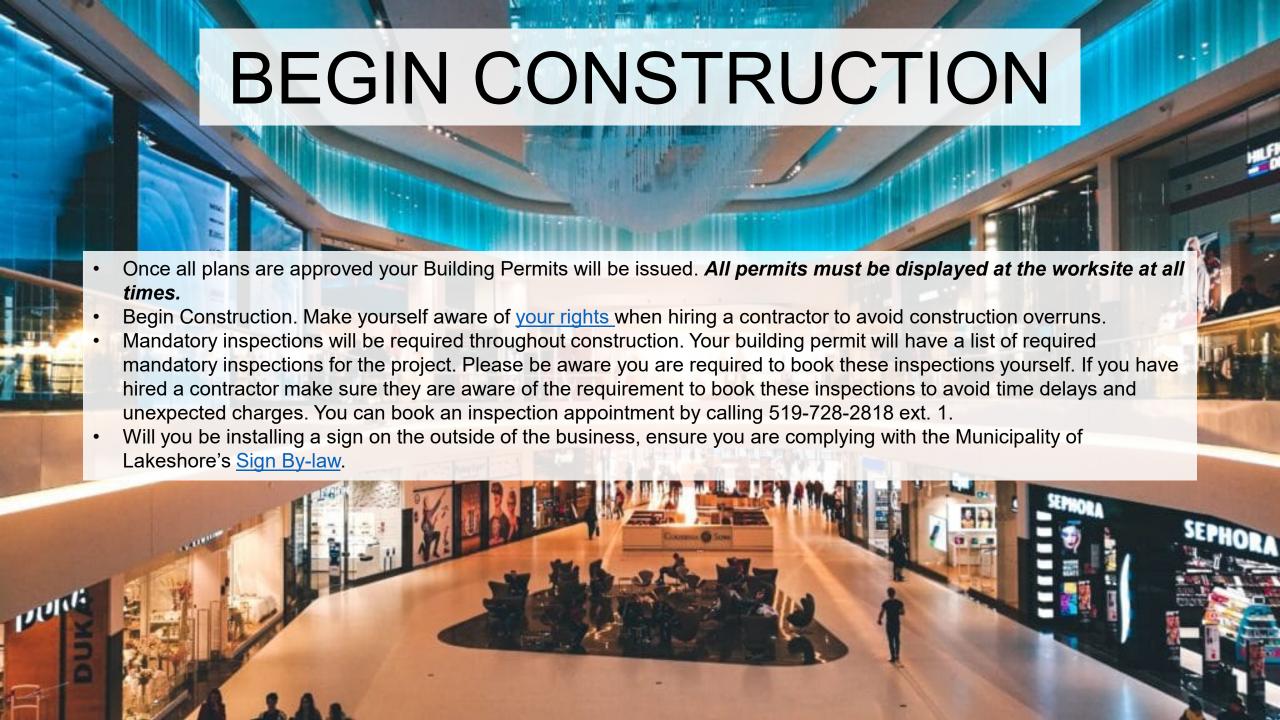


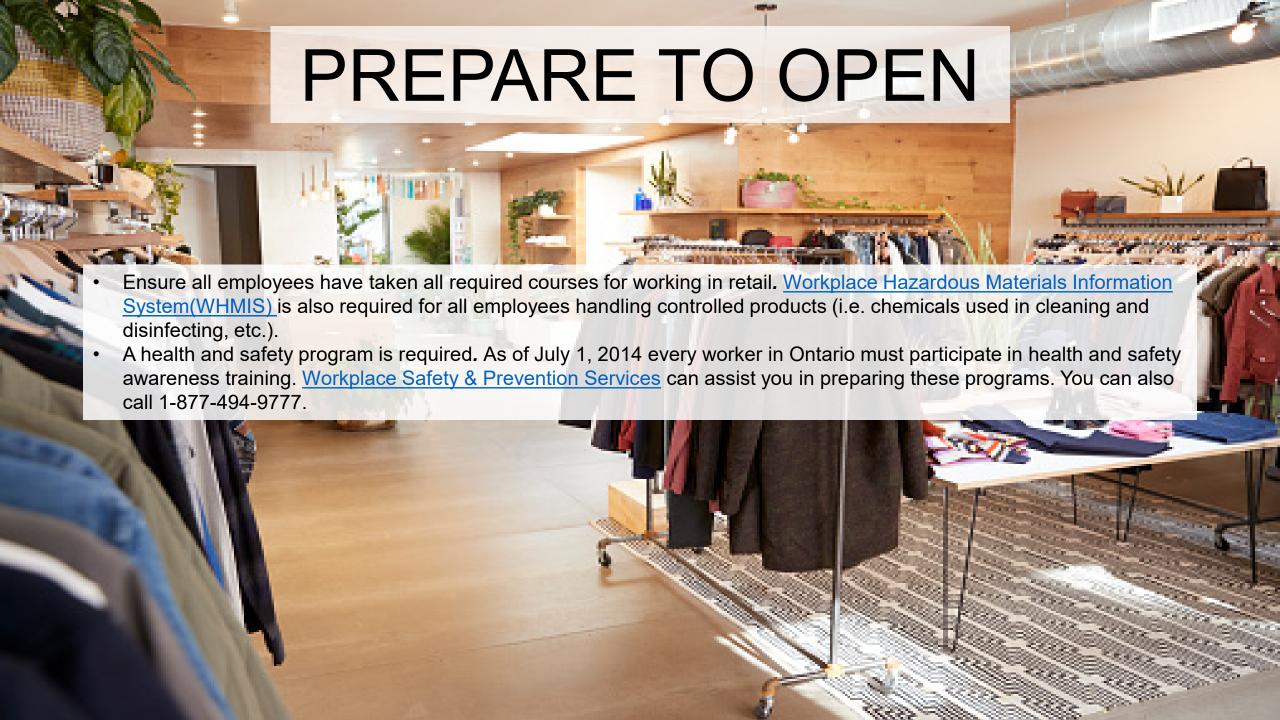
PLAN YOUR SPACE

- Submit a <u>Pre-consultation Request Form</u> to book a pre-consultation for your business prior to confirming any purchase or lease of the business location. This step can save time, money, and disappointment later in the process by knowing all about the location of your future retail business. You can also reach the <u>Municipality of Lakeshore's Planning</u>

 Department by calling 519-728-1975 ext. 276 or in person at 419 Notre Dame Street, Belle River, Ontario, NOR 1A0.
- Opening your business in a Business Improvement Area? The <u>Belle River BIA</u> may have programs available for façade improvements, or broken windows that you may be eligible for.
- You may wish to have a licensed professional review your plan before any construction. Please be aware cosmetic
 changes can add time, paperwork, and additional costs, make sure you consider the impact of all changes on your
 budget and timeline.
- Upon being cleared by the planning department in your pre-consultation, move forward with signing a lease or purchasing the space for your new retail business.
- View the <u>Municipality of Lakeshore Inspector's Checklist</u> for help with what Building, Fire, and Public Health inspectors are often looking for.
- Speak with the Division Leader of Economic Development and Mobility about the potential for incentives and cost reductions available through the Municipality of Lakeshore. The Division Leader of Economic Development and Mobility can be reached by email at ecdev@lakeshore.ca or by phone at 519-728-2700 ext. 250.











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- Remember to schedule equipment maintenance and renew your licenses and certifications.
- Inspections can happen at any time throughout the year. Be ready for random inspections. Avoid violations that are risky
 for customers and employees to save you time and money.
- Ensure you have posted your prices. Make sure the business sales receipt show the business name and address.
- Visit <u>Canada Revenue Agency</u> to learn more about preparing your income tax returns
- If the business owns the property, be prepared to pay property taxes. For more information about <u>Property Taxes</u>.
- Any future updates to the business property will require a new building permit. Contact the <u>Building Department</u> to learn more.