

Business Licence Application Form



Business Licence Reference Number:
(for office use only)

NOTE: By-law and Regulatory Services has the right to refuse your application if you do not provide the proper documents. Business owners are required to renew their licence on an annual basis. Licences will be mailed to the address provided at the time of application, providing all inspections have been passed. For any questions related to Business and Licencing, call 613 580-2424 extension 12735. Visit Ottawa.ca - Business Licences for a list of businesses requiring a licence.

You must be 18 years old to apply for a business licence

SECTION 1 – Business information (Mandatory section)

Business trade name:

Licence category:

Premise address:

Unit #

Postal code:

Email address:

Business phone number:

Onsite contact name:

Onsite cell phone number:

Anticipated opening date (MM/DD/YYYY):

Special event: Start date (MM/DD/YYYY):

End date (MM/DD/YYYY):

For specific document requirements, visit Ottawa.ca - Business Licences.

Apply 4-6 weeks prior to opening

NOTE: Ottawa Public Health must inspect the food premise prior to opening. You can contact the Business Information Officer at 613 580-2745 for food related businesses.



Section 2 – Applicant Information (Mandatory Section)

Applicant name:

Applicant phone number:

Mailing address:

City:

Province/State:

Postal/Zip code:

I certify that the information submitted is true and accurate to the best of my knowledge.

Applicant Signature

Date (MM/DD/YYYY):

SECTION 3 – Ownership transfer, if applicable

Ownership transfer takes place when the trade name and menu remain the same

I confirm this application is an ownership transfer.

For specific document requirements, visit Ottawa.ca - Business Licences.

The application is to be submitted on day or following day of the transfer. An affirmation letter from previous business owner is required.

Date transfer takes effect (MM/DD/YYYY):

SECTION 4 – Location transfer, if applicable

Old address:

Unit #

Postal code:

Date of move (MM/DD/YYYY):

For specific document requirements, visit Ottawa.ca - Business Licences.

Information collected on this form is collected pursuant to S. 210(1) and (11) of the Municipal Act, R.S.O. 1990, c,m,45, as amended, and is necessary to process a business license application. For MFIPPA enquiries, call 613 580-2424 extension 21898. For Business Licence enquiries, call 613 580-2424, extension 12735 or write to City of Ottawa, By-law and Regulatory Services, 735 Industrial Ave, 2nd floor Ottawa ON K1G 5J1.

