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Licences and Permits

LEARNING OBJECTIVES

- Identify some of the business licences and permits that pertain to small businesses
- Distinguish among general business licences, occupational licences and machinery licences
- Identify some of the key industries that require permits
- Identify the sources of and application processes for permits and licences
- Summarize land zoning and important permits related to the location of a business

Case Study: Cone Crazy Gets Ready for Inspection

Health Inspection Checklist	
REFUSE AND GARBAGE DISPOSAL	FOOD STORAGE
☐ Garbage and refuse is promptly and properly removed ☐ Receptacles are emptied regularly ☐ Receptacles are regularly cleaned ☐ Outside receptacles have lids and lids remain closed ☐ Areas around outside receptacles are clean and free of pests	☐ Food is kept at least six inches off the ground ☐ Food is stored in a clean, dry location that is free of contamination ☐ Containers are properly labeled and dated ☐ Chemicals are kept separate from food ☐ Food is stored using FIFO (first in, first out) method
FREEZER AND REFRIGERATOR MAINTENANCE	FOOD PREPARATION
☐ Thermometer is easily visible and displays the proper temperature ☐ Temperature of the refrigerator is kept within food-safe range ☐ Food is stored using FIFO method ☐ Food is stored at least six inches off the ground ☐ Refrigerators and freezers are kept clean ☐ All food items are properly labeled and dated	☐ Food is protected from cross-contamination ☐ When handling food, staff uses gloves, clean hands, or utensils ☐ Tasting utensils are used once then cleaned ☐ Frozen food is properly thawed ☐ Food is heated to the temperature required to remove all bacteria
EMPLOYEE HYGIENE	SANITATION
☐ Employees wear hairnets ☐ Facial hair is covered ☐ Employees wear no jewelry except simple earrings, plain rings, or watches ☐ Cuts are bandaged and covered ☐ Eating and smoking is done in designated areas only ☐ Employees wash hands after sneezing, coughing, using the restroom, working with raw food, handling money, and switching between stations ☐ Employees wear clean clothes and closed-toe shoes	☐ Washing station is divided into three stations: washing, rinsing, sanitizing ☐ Utensils are protected from dust and contaminants when stored ☐ Small equipment and utensils are cleaned between uses ☐ Sanitizer is mixed to proper concentration ☐ Equipment and food prep areas are clean to sight and touch ☐ Water used for cleaning is heated to a temperature adequate for sanitation ☐ Utensils are allowed to air dry after washing

Willa knows her shop will periodically be visited by a health inspector. She keeps the walls scrubbed and the cooler cleaned, and she prioritizes proper hygiene and sanitation, but the thermostats on the freezer and refrigerator concern her. If they break, how can she safeguard her product? What will the health inspector think?

Business Licences

- Indicate a business can operate legally
- Indicate a business has met key standards for practice
- Indicate a business is financially compliant
- Are generally issued at the municipal or provincial/territorial level
- Failure to obtain required licences/permits can mean:
 - Fines
 - Restricted business activities
 - Forced shuttering of business

BUSINESS LICENSE	
By authority of the City	
License has been granted to:	Smashed Banana Gifts 123 Peel Lane Anytown, USA
License Commencing JANUARY 1	and Ending: DECEMBER 31
Commencement Date _____	Approval Signature _____ Office of the Mayor

Types of Licences

- General/municipal business licences
 - Required in many municipalities
 - Indicate business is legal to operate
- Occupational licences
 - Professional or industry-specific licences
 - Confirm business operator has proper education, clinical experience and safety/sanitary assurances
 - Key industries where required:
 - Medicine
 - Education
 - Hairstylists
 - Laundromats
 - Food service

Types of Licences (cont.)

- Equipment operator's licences
 - Often required for operating large equipment
 - Examples: Commercial driver, drone operator, pilot
- Federal business licences
 - For businesses operating across provincial/territorial lines, airwaves and airspace
 - Examples:
 - Railway
 - Bus/ground transportation
 - Media broadcasting
 - Commercial fishing
 - Boating

Types of Licences (cont.)

- Account registrations for various taxes
 - GST/HST and provincial sales tax
 - Tobacco and alcohol sales
 - Hotel rooms (including AirBnb)
 - Used at provincial/territorial and local levels
- Health licences
 - Often needed when human health and safety is paramount
 - Nursing homes, assisted living centres
 - Daycares
- Environmental licences
 - Often needed when the business might have an impact on the environment
 - Auto repair shops
 - Service stations

Business Permits

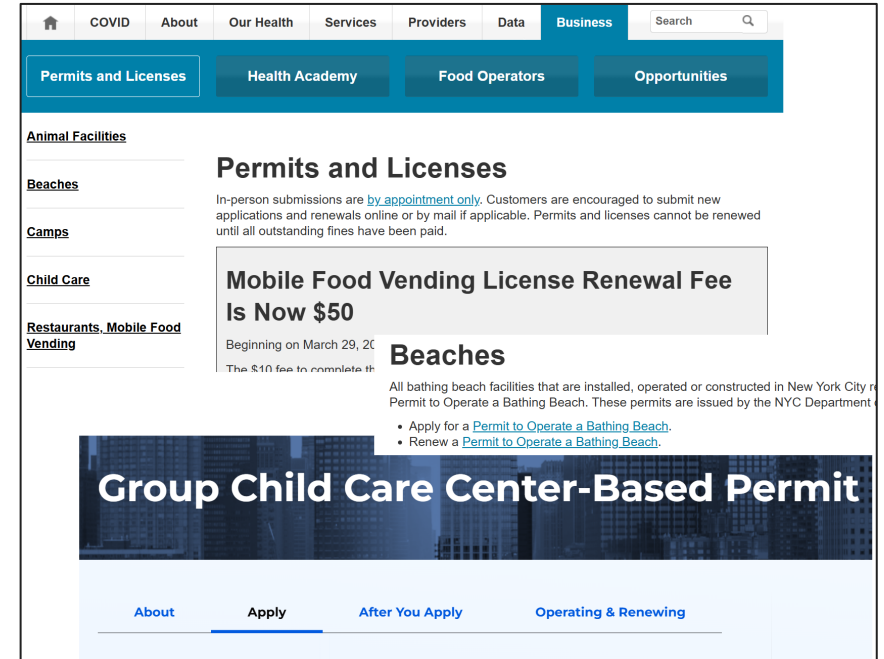
- Permits ensure a business...
 - ...complies with health and safety standards
 - ...will deal fairly with customers
 - ...is allowed to operate as a legal business entity
- They're usually for a single event or grant limited permissions.



Business Permits (cont.)

Does My Business Need a Permit?

- Where to get more information:
 - Government of Canada websites
 - BizPaL permit and licence search
- Required in many industries:
 - Beaches
 - Campgrounds
 - Carnivals
 - Catering services



Business Permits (cont.)

My Business Needs a Permit. Now What?

- Each jurisdiction is different.
- Check with your local and municipal offices.

[Home](#) / [Business](#) / [Business Licensing and Permits](#) / [Pet Shop, Pet Grooming, Kennel and Boarding Facility Permit](#)

Pet Shop, Pet Grooming, Kennel and Boarding Facility permit

This page contains information about applying for pet shops, pet grooming establishments, kennels and animal boarding facilities, all which require a licence to operate in the City of Vaughan.



[Apply for a Vaughan licence or check whether a business or event has one!](#)

[Apply for or renew a Business Licence or Permit](#)

[Check if a business or event has a Vaughan licence](#)

Related Links

City Web Pages

- [By-law and Compliance, Licensing and Permit Services](#)
- [Vaughan Economic and Cultural Development](#)
- [Licensing Portal](#)

By-laws

Zoning and Other Permit Considerations

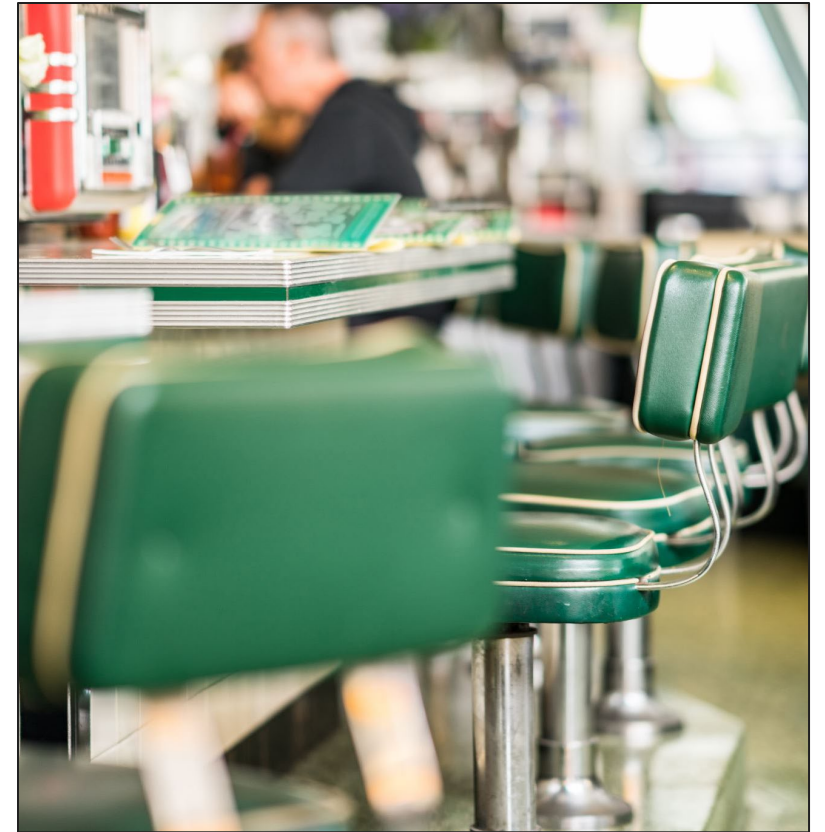
- Towns, villages, cities and hamlets have different zoning requirements and restrictions.
- Residential zones:
 - Single-, multi-family housing
 - Duplexes
 - Condominiums
 - Work-from-home restrictions
 - Farm animal allowances
 - Large vehicle parking allowances



Zoning and Other Permit Considerations (cont.)

Types of Zones

- Commercial zones
 - Retail shops
 - Restaurants
 - Medical offices
- Many types of commercial zones
 - Nightclubs
 - Taverns
 - Hotels
 - Non-industrial warehouses
 - Government offices



Zoning and Other Permit Considerations (cont.)

- Industrial zones
 - Relate to industry type
 - Light industrial
 - Airports
 - Shipping ports
 - Heavy industrial
 - Automotive and chemical manufacturing
 - With some exceptions, heavy manufacturing cannot operate in commercial zones and industrial operations cannot occur in residential zones



Zoning and Other Permit Considerations (cont.)

- Agricultural zones
 - For farmland, orchards, livestock and produce
 - Account for fertilization and run-off channels (near dwellings)
- Rural zones
 - Further zoning for livestock
- Historic zones
 - Named by the [Canadian Register of Historic Places](#)
 - Areas must be maintained within boundaries set by registry



Zoning and Other Permit Considerations (cont.)

- Mixed-use zones
 - Often delineated by individual communities
 - Local zoning boards determine allowances



TIP! If you want to do business in an area with a zoning requirement you don't meet, you can request a **VARIANCE**. At a minimum, this requires notifying surrounding businesses and residences of your plan and applying to the zoning board.

CHAPTER SUMMARY

- Business licences and permits prove a business is a legal entity and meets industry standards for operations.
- Primary business licences are occupational (for specific professions), general (most common) and operator.
- Some industries requiring permits include vending machines, childcare, carnivals and catering services.
- Local municipalities, in person or online, can assist the small-business owner with the application processes for permits and licences.
- Zoning regulations protect residences, surrounding businesses and the environment; zoning types include residential, industrial, commercial, agricultural, historic, rural and mixed use.