

Municipality of McDougall
BUSINESS LICENSING PROCESS
(In accordance with By-Law No. 2006-08)

A Business License is required to operate any business, trade or occupation within the Municipality. Businesses located on property assessed as commercial are exempt from this requirement. The municipality does not actively pursue the licensing of hawkers and peddlers, but they reserve the right to prosecute accordingly should valid complaints arise. The process for obtaining a Business License follows.

1. The applicant completes the appropriate *Business Registration Form* or *Application for Hawker/Peddler License* and submits it to the Municipal Office. If applying for a Hawker/Peddler License the applicant pays the required license fee. There are no fees for Business Registry Applications, Annual Business Registry Renewal, or Not-for-Profit/ Charitable Organization Registration.
2. The application is circulated to the Chief Administrative Officer, the Chief Building Official, the Public Works Superintendent, the Fire Chief and the By-law Officer. They evaluate and provide comment on:
 - i. The nature of the proposal
 - ii. The proposal's applicability to the Municipal Strategy/Plan
 - iii. The relevant zoning bylaws
3. The Deputy Clerk notifies the applicant, in writing, of application approval or denial.
4. A denied applicant may request, in writing, a hearing before the Committee of Whole. Upon such a request, the determination of approval is made by the Committee of Whole. Notification of the Committee of Whole's decision is provided to the applicant in writing.

All licenses/business registry approvals issued expire on the 31st day of December in the year in which they are issued.

Last Updated: May 9, 2008