

The Business Help Centre

of Middlesex County

 A Community Futures Development Corporation

SMALL BUSINESS REGULATIONS

Regulation	Required When	Contact	Comments
Home Occupation Permit, Special Permits, Building Permits, Building/Fire Inspections & Zoning	You establish a home-based business in a municipality with home occupation regulations	Local Municipal Office Adelaide Metcalfe (519) 247-3687 Lucan Biddulph (519) 227-4491 Middlesex Centre (519) 666-0190 North Middlesex (519) 294-6244 Southwest Middlesex (519) 287-2015 Strathroy Caradoc (519) 245-1070 Thames Centre (519) 268-7334 Village of Newbury (519) 693-4941	Requirements vary by municipality Ensure zoning is appropriate and permits can be obtained before signing a lease
Business Name Registration Or renew business name Or name search	Need to register a business name if you are not operating under your legal name	www.businessregistration.gc.ca – apply online or mail-in form or <u>Ontario Business Connects workstations</u> Ministry of Finance - London 130 Dufferin Ave. – (519) 433-3901 www.cbs.gov.on.ca/obc	Registration cost \$60 (on-line) \$80 (mail in) \$12 (request search of name)
Business Number (BN) Register CRA - Goods And Services Tax (GST) Payroll Deductions (CPP, Income Tax & EI) Corporate Income Tax Import/Export	Your business # opens one or more of Revenue Canada's four major accounts: -Goods And Services Tax (GST) -Payroll Deductions -Corporate Income Tax -Import/Export	Canada Customs and Revenue Agency 451 Talbot Street London, ON. N6A 5E5 (519) 645-4029 Business Inquiries Line: 1-800-959-5525 CCRA website – register online www.businessregistration.gc.ca **Note Ontario programs can be registered at same time (register business name/apply for Ont RST/EHT/WSIB)	GST Registration optional if annual GST gross sales are \$30,000 or less Research your situation as GST paid can be refundable Payroll Deductions Remitted monthly Employers must match employee CPP and pay 1.4 times employee EI T4's must be filed by February 28
PST - Ontario Provincial Sales Tax (PST)/Vendor's Permit (RST) EHT(Employer Health Tax), WSIB (Workplace Safety & Ins. Board of Ontario) Applications	<p>PST - Your business regularly sells/ rents taxable goods and/or provides taxable services</p> <p>EHT – Your business has employees</p> <p>WSIB - Your business employs people in occupations that are insurable under the "Workplace Safety & Insurance Act</p>	<u>Ontario Business Connects workstations</u> 130 Dufferin Ave. – (519) 433-3901 Or CCRA website www.businessregistration.gc.ca	Call to discuss what goods and/or services you are selling as the rules can become complicated Must file monthly PST return if more than \$1000 Annual EHT return must be filed by March 15 Self-employed people no longer pay for EHT WSIB Coverage is not required for proprietors, partners and shareholders but it is available Annual Statement of payroll due by March

Provincial Incorporation	Filing corporation papers	Ministry of Government Services (MGS) Unit "J", Ground Floor 80 Dundas Street London, Ontario N6A 6A7 Telephone: (519) 675-7600 Fax: (519) 675-7611	Phone for information on filing or http://www.cbs.gov.on.ca/mcbs/english/5HTTCP.htm
Federal Incorporation	Filing corporation papers	Corporations Directorate Industry Canada 3 rd floor, 151 Yonge St. Toronto, M5C 2W7 866-333-5556 http://strategis.ic.gc.ca/corporations	Phone or check website for information on filing
Ontario Ministry of Labour Occupational Health & Safety Act, Construction and Employment Standards	Your business employs people	217 York Street 5th Floor, London, ON. N6A 5P9 (519) 439-2210 1-800-265-1676 www.labour.gov.on.ca/english	No registration is required Employers should be aware of regulations as they cover most Ontario workplaces
Business Insurance	You are in business	Insurance agents/ brokers of your choice	Research property & liability insurance requirements carefully
Health Inspections	If your business involves food preparation and related activities	Middlesex-London Health Unit 50 King Street, London, ON. N6A 5L7 (519) 663-5317	Contact the Middlesex-London Health Unit to see if your business is subject to inspections
Patents, Trademarks And Copyrights Industry Designs	You want to protect intellectual property from duplication by others	Patents: 1 (819)-997-1936 Copyrights: 1 (819) 997-1729 Trademarks: 1 (819) 997-2590 http://cipo.gc.ca Canadian Innovation Centre (519) 885-5870 www.innovationcentre.ca	Advisable to consult a lawyer