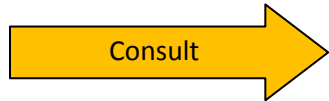


Matt's Story: Generic Road Map

City of Ottawa Licenses and Permits Navigation



- [Review online information](#)
- [Complete online questionnaire](#)
- Meet with BIO
- Review questionnaire with BIO
- Receive:
 - Road map
 - Application bundle
 - Checklist of application requirements



- Bundle Package: Start-up
 1. Business License (\$130, about 3 weeks*)
 2. Permit to Construct (\$12 for every \$1000 of work projected, greater than 2 weeks)
 3. Health approval (\$0, approx. 2 weeks**)
 4. Permanent Sign (\$330, approx. 2 weeks)

* Requires Health plan approval

** Final inspection can only happen

AFTER construction

- Additional Applications:
 - Liquor License (approx. \$500, 3 weeks)
 - Encroachment permits
 - Water/sewer permits
 - Temporary sign
 - Parking requirements

- APPLY (pay)



- Steps required:
 - **Review** of application feedback
 - **Building/ fulfilling** the requirements of the application and feedback
 - **Inspection** of requirements on site
- Be present for inspections as required for each permit/license
- Stay connected with the BIO wherever desired:
 - BIO can be contacted to follow-up on permit/licenses progress
 - BIO can attend inspections
 - BIO can connect client with inspector for questions
 - BIO can attend supplementary meetings



- Receive permits/licenses approvals in bundles through BIO
- **READY TO OPEN for BUSINESS!**

The Business Ambassador Service promises the BIO is available for questions at any point in the process