Matt’s Story: Generic Road Map

City of Ottawa Licenses and Permits Navigation

Consult

- Review online information
- Complete online questionnaire
- Meet with BIO
- Review questionnaire with BIO
- Receive:
  - Road map
  - Application bundle
  - Checklist of application requirements

Apply

- 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

Fulfill

- 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

Finalize

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

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Additional Applications:

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

APPLY (pay)

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