



BUSINESS START-UP CHECKLIST

This checklist is intended as a quick reference list for basic business start-ups only. Information is deemed to be as accurate as possible, and there is no particular order to follow. Users are advised to refer to the "Starting a Business in Chatham-Kent" Guide for more details regarding particular processes, or book a confidential, one-on-one appointment with the Small Business Officer.

Steps to be Completed	Completion date
Provincial Requirements	
<input type="checkbox"/> Register business name and obtain Master Business License	_____
<input type="checkbox"/> Obtain special provincial-regulated licenses and permits required for type of business being conducted	_____
Municipal Requirements	
<input type="checkbox"/> Determine business location and check Municipal zoning regulations with Chatham-Kent Zoning department	_____
<input type="checkbox"/> Apply for building permit before construction or renovations on business begin	_____
<input type="checkbox"/> Check with Municipal Licensing department for additional licenses and permits required, schedule health and fire inspections	_____
Federal Requirements	
<input type="checkbox"/> Register for HST number with CRA (voluntarily or at \$30,000 gross sales)	_____
<input type="checkbox"/> Obtain Import/Export permits if transporting goods in and or out of Canada	_____
Other Recommended Steps	
<input type="checkbox"/> Contact applicable offices to arrange for utility hook-ups	_____
<input type="checkbox"/> Set up business bank account, payment systems (credit, debit machine)	_____
<input type="checkbox"/> Purchase business insurance from insurance company/broker	_____
<input type="checkbox"/> Set up record-keeping/filing system	_____
<input type="checkbox"/> Hire advisors: accountant, bookkeeper, lawyer	_____
If you hire employees:	
<input type="checkbox"/> Register with Worker's Compensation within 10 days of the employee's date of hire	_____
<input type="checkbox"/> Obtain information on Employment Standards, Occupational Health & Safety	_____
<input type="checkbox"/> Set up Payroll Deductions account with CRA (EI, CPP, Income Tax)	_____



BUSINESS START-UP CONTACTS

Business Resource Agencies

**Chatham-Kent Small Business Centre (CKSBC)
Economic Development Services**

445 Grand Ave. W., Chatham, ON N7M 5L3
519.351.7700 or 1.866.542.5994
www.cksmallbusiness.ca

Community Futures Development Corporation of Chatham-Kent

245 Marlborough St. N., P.O. Box 192, Blenheim, ON N0P 1A0
519.676.7775 or 1.866.469.9901
www.cfdccck.on.ca

Canada Business Ontario

1.888.745.8888
www.canadabusiness.ca/ontario

Municipal Licenses & Zoning

Chatham-Kent Building, Enforcement & Licensing

Civic Centre
315 King St. W., Chatham, ON N7M 5K8
519.360.1998 or 1.800.714.7497

BizPal

www.chatham-kent.ca/bizpalapplication

HST/GST, Payroll Deductions, Import/Export Duties, Excise Taxes, Income Tax

Canada Revenue Agency

185 Ouellette Avenue, Windsor, ON N9A 5S8
Business Enquiries and Registrations: 1.800.959.5525
www.cra-arc.gc.ca

Business Name Registration & Information

Service Ontario (Gateway for Business)

Register, renew or search a business
General Inquiries: 1.800.565.1921
www.serviceontario.ca

Ministry of Government Services

Companies & Personal Property Security Branch
393 University Ave., 2nd floor, Toronto, ON. M5G 2M2
416.314.8880 or 1.800.361.3223
www.gov.on.ca/MGS

Employee Health Tax (EHT), Retail Sales Tax (RST)

Ministry of Finance

215 Eugenie St. W., Unit 103, Windsor, ON N8X 2X7
519.250.0066 or 1.800.465.4021, Fax: 1.866.888.3850
www.rev.gov.on.ca

Employment Standards & Insurance

Workplace Safety and Insurance Board (WSIB)

2485 Ouellette Ave., Windsor, ON N8X 1L5
519.972.4254 or 1.800.265.7380
www.wsib.on.ca

Ministry of Labour

Employment Standards Branch
4510 Rhodes Drive, Suite 610, Windsor, ON N8W 5K5
519.256.8277, Fax: 519.258.1321 or 1.800.531.5551
www.labour.gov.on.ca

Employment Insurance/Self-Employment Benefit Program/Employment Programs

Service Canada

Federal Building
120 Wellington St. West, Chatham, ON N7M 5L9
519.380.6800

Community Futures Development Corporation

245 Marlborough St. N., P.O. Box 192, Blenheim, ON N0P 1A0
519.676.7775 or 1.866.469.9901
www.cfdccck.on.ca