



# 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 Entrepreneurship Development Officer.

Steps to be Completed	Completion date
<b>Provincial Requirements</b>	
<input type="checkbox"/> Register business name and obtain Master Business License	_____
<input type="checkbox"/> Apply for RST Vendor Permit (PST) from Ontario Ministry of Finance	_____
<input type="checkbox"/> Obtain special provincial-regulated licenses and permits required for type of business being conducted	_____
<b>Municipal Requirements</b>	
<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	_____
<b>Federal Requirements</b>	
<input type="checkbox"/> Register for GST 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	_____
<b>Other Recommended Steps</b>	
<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	_____
<b>If you hire employees:</b>	
<input type="checkbox"/> Register with Worker's Compensation <b>within 10 days</b> 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)	_____

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## Business Resource Agencies

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**Chatham-Kent Economic Development Services  
Business Enterprise Centre (CKBEC)**  
445 Grand Ave. W., Chatham, ON N7M 5L3  
519.351.7700 or 1.866.542.5994  
[www.ckforbusiness.com](http://www.ckforbusiness.com)

**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.cfdck.on.ca](http://www.cfdck.on.ca)

**Canada-Ontario Business Service Centre (COBSC)**  
416.954.4636 or 1.800.567.2345  
[www.canadabusiness.ca/ontario](http://www.canadabusiness.ca/ontario)

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## Municipal Licenses & Zoning

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**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](http://www.chatham-kent.ca/bizpalapplication)

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

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**Canada Revenue Agency**  
185 Ouellette Avenue, Windsor, ON N9A 5S8  
Business Enquiries and Registrations: 1.800.959.5525  
[www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

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## Business Name Registration & Information

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**Service Ontario** (Gateway for Business)  
*Register, renew or search a business*  
General Inquiries: 1.800.565.1921  
[www.serviceontario.ca](http://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](http://www.gov.on.ca/MGS)

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## Retail Sales Tax (RST), Vendor Permit & Employee Health Tax (EHT)

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**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](http://www.rev.gov.on.ca)

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## Employment Standards & Insurance

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**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](http://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](http://www.labour.gov.on.ca)

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## Employment Insurance/Self-Employment Benefit Program/Employment Programs

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**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.cfdck.on.ca](http://www.cfdck.on.ca)