

Industrial / Light Manufacturing Business Guide

The background image shows a factory environment. In the foreground, a worker wearing a yellow hard hat and a dark blue or maroon work shirt is seen from the back, holding a tablet computer. The tablet displays a blue interface with various icons and data. To the left and in the center, there are yellow industrial robotic arms. One of the arms is actively welding, with bright orange sparks flying from its tip. The background is filled with the structural elements of a large industrial building, including steel beams and overhead lights, creating a sense of a busy manufacturing facility.

Please note, this document is to be used only as a guide and a single source of resources list.

Official approvals must be obtained by appropriate parties throughout the planning and development process.

CREATE YOUR BUSINESS

- Create a plan for the type of business you would like to open. The [Small Business Centre](#) or Invest WindsorEssex's Business Retention and Expansion Team will be able to assist with any business planning needs.
- When starting a business you will need to choose a legal structure that will suit your business needs (i.e. Not for Profit, Limited Liability Company, Corporation, etc.).
- After confirming your business structure, visit [Service Ontario online](#) or in person to register your business name. You will also need to obtain your Master Business License.
- It is best to identify what permits and licenses you will be required to obtain. [BizPal](#) will be able to help your new business produce a personalized list of business permits and licenses you will need for all levels of government while starting up or growing your business.
- Apply for a Business Number. [The Canada Revenue Agency's Business Registration Online](#) is an online self serve application for registering for a Business Number. The site will also help with other program accounts including, Corporation income tax, GST/HST, import and export, and payroll.
- Research the insurance you will need (i.e. employment insurance, workers compensation, etc.). Some of these insurance are required for permits and licenses. Visit [The Canadian Business Network](#) for assistance on business insurance.
- Are you planning to have a gas station at an auto garage, be sure to register with the Ministry of Finance as a Fuel Retailer 1-866-ONT-TAXS (1-866-668-8297)
- Make yourself aware of all applicable wage laws. Visit [The Canadian Business Network](#) to learn more.

PLAN YOUR SPACE

- Submit a [Pre-consultation Request Form](#) to book a pre-consultation for your business prior to confirming any purchase or lease of the business location. This step can save time, money, and disappointment later in the process by knowing all about the location of your future business. You can also reach the [Municipality of Lakeshore's Planning Department](#) by calling 519-728-1975 ext. 276 or in person at 419 Notre Dame Street, Belle River, Ontario, N0R 1A0.
- Are you opening your business in a Business Improvement Area? The [Belle River BIA](#) may have programs available for façade improvements, or broken windows that you may be eligible for.
- You may wish to have a licensed professional review your plan before any construction begins. Please be aware cosmetic changes can add time, paperwork, and additional costs. Make sure you consider the impact of all changes on your budget and timeline.
- Once being cleared by the planning department in your pre-consultation, move forward with signing a lease or purchasing the space for your new auto repair and manufacturing business.
- View the [Municipality of Lakeshore Inspector's Checklist](#) for help with what Building, Fire, and Public Health inspectors are often looking for.
- Speak with the Division Leader of Economic Development and Mobility about potential for incentives and cost reductions available through the Municipality of Lakeshore. The Division Leader of Economic Development and Mobility can be reached by email at ecdev@lakeshore.ca or by phone at 519-728-2700 ext. 250.

APPLY FOR BUILDING PERMIT



- Construction requirements will be determined by the type of manufacturing facility or auto repair business you plan to open.
- Consult a Fire Inspector if you are unsure what is needed. Visit the [Municipality of Lakeshore Fire Prevention](#) for more information.
- Submit all completed building permit applications to building@lakeshore.ca.
- For more information, visit [Building Permits](#) or call 519-728-2818 for additional help.
- Know the utility requirements for your property (gas, electric, water, sewer) and consider potential costs.

BEGIN CONSTRUCTION

- Once all plans are approved your Building Permits will be issued. ***All permits must be displayed at the worksite at all times.***
- Begin Construction. Make yourself aware of [your rights](#) when hiring a contractor to avoid construction overruns.
- Mandatory inspections will be required throughout construction. Your building permit will have a list of required mandatory inspections for the project. Please be aware you are required to book these inspections yourself. If you have hired a contractor make sure they are aware of the requirement to book these inspections to avoid time delays and unexpected charges. You can book an inspection appointment by calling 519-728-2818 ext. 1.
- Will you be installing a sign on the outside of the business, ensure you are complying with the Municipality of Lakeshore's [Sign By-law](#).

PREPARE TO OPEN

- Ensure all employees have taken required courses for working in retail. Workplace Hazardous [Workplace Hazardous Materials Information System\(WHMIS\)](#) is also required for all employees handling controlled products (i.e. chemicals, cleaning and disinfecting products, etc.).
- Make sure you have all required permits and licenses (Fire, Ministry of Environment, Ministry of Finance, Technical Standards & Safety Authority, etc.).
- A health and safety program is required. As of July 1, 2014 every worker in Ontario must participate in health and safety awareness training. [Workplace Safety & Prevention Services](#) can assist you in preparing these programs. You can also call 1-877-494-9777.



A photograph of a brewery interior. The walls and ceiling are made of light-colored wood. In the background, several stainless steel kegs are stacked on a wooden shelf. A stainless steel range hood is mounted on the wall. In the foreground, there is a long wooden table on metal legs with casters. To the right, there are large stainless steel brewing vessels. The floor is concrete. The overall atmosphere is clean and industrial.

CONGRATULATIONS!

Continue to plan ahead to keep things running smoothly.

REMAINGING OPEN

- Remember to schedule equipment maintenance and renew your licenses and certifications.
- Inspections can happen at any time throughout the year. Be ready for random inspections. Avoid violations that are risky for customers and employees to save you time and money.
- Ensure you have posted your prices. Make sure the business sales receipt show the business name and address.
- Visit [Canada Revenue Agency](#) to learn more about preparing your income tax returns
- If the business owns the property, be prepared to pay property taxes. For more information about [Property Taxes](#).
- Any future updates to the business property will require a new building permit. Contact the [Building Department](#) to learn more.