

Opening an IT Business

Your Starter Guide

This tool can be used to navigate through various requirements of opening a business. This is only a guide. It is the responsibility of the business owner to ensure they are compliant with all legislative and legal requirements.

Table of Contents

Opening an IT Business	1
Your Starter Guide	1
Create Your Business	2
Plan Your Location	3
Apply for Your Building Permit	4
No municipal business licence	4
Begin Construction	5
Prepare to Open	6
Open Your Doors	7
Staying Open	8
Your Small Business Phonebook	9
Business Advisor, Small Business Centre	
Zoning Coordinator	
Building Department Permits & Inspections	
Fire Prevention Office Windsor Fire Department	

Create Your Business

Create a plan for the type of business you will open. [The Small Business Centre](#) can help you write your plan. [Book a meeting with the Small Business Centre team today.](#)

Determine your legal structure. Starting a new business means choosing a legal structure that will suit your business needs. The Small Business Centre can help you determine what structure is right for you. [Book a meeting with the Small Business Centre team today.](#)

Register your business name. Once you have determined the right business structure for you, [visit Service Ontario online](#) or in person to register your business name and obtain your Master Business Licence. **TIP:** [Register online at Service Ontario](#) to beat the lines.

Identify early what **permits and licences you require.** [BizPaL helps entrepreneurs generate a personalized list of the business permits and licences](#) they need, for all levels of government, to start up or grow their business.

Apply for a Business Number. [The Canada Revenue Agency's Business Registration Online](#) is a one-stop, online, self-serve application that allows you to register for a Business Number, as well as four program accounts: Corporation income tax, GST/HST, and payroll.

Research the insurance you will need, such as employment insurance, worker's compensation, etc. Some are required for permits and licenses. **TIP:** [The Canadian Business Network outlines many insurance types.](#)

Be sure to comply with all applicable wage laws. [Visit the Canada Business Network to learn more about wage laws.](#)

Plan Your Location

Find a location zoned for your business. [The City of Windsor's zoning Coordinators can help you find a location zoned for your business.](#) Call (519) 255-6543 to book a free consultation. **TIP**

- Taking over a space that was previously an IT business can save time and construction costs, but only if the business had passed inspections and was in compliance with existing regulations.

There are different processes for heritage properties. [Consult a Heritage Coordinator to learn more about the different processes for heritage properties](#) (519) 255-6543 or email planningdept@citywindsor.ca.

Thinking of locating in a Business Improvement Area? [Some Windsor Business Improvement Areas have programs like facade improvement and broken window programs that you may be able to access.](#)

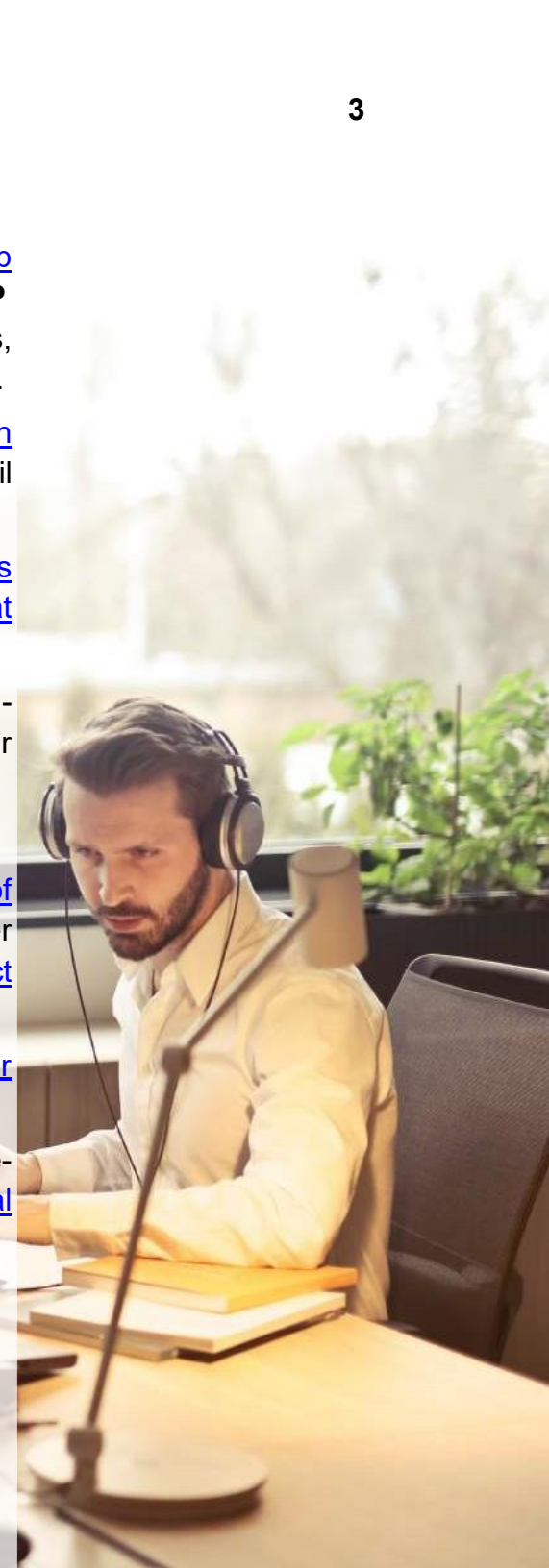
You may wish to have a licensed professional **review your plan** before any construction. **TIP** - Cosmetic changes can add time and paperwork, so consider the impact of each change on your timeline.

Sign your lease. [Before signing your lease, speak with the City of Windsor Zoning coordinator.](#)

To learn what Building, Fire and Public Health inspectors often look for check out [the City of Windsor Consolidated Inspector's Checklist](#). Health violations are sometimes identified after you open your business. Pay attention now to avoid costly changes after you are open. [Contact the Windsor-Essex County Health Unit](#) early to have them review your building plans.

[The City of Windsor offers financial incentives for building improvements that increase your assessed value.](#) Speak with the Planning Division to learn more at (519) 255-6543.

Operating your business from home? There are other guidelines required to operate a home-based business. [Contact the City of Windsor Zoning Division for more about operational guidelines for home based businesses.](#)



Apply for Your Building Permit

Submit your building permit application in person (2nd Floor, 350 City Hall). The permit application requires information about the construction project, so be sure to include all relevant information. **To better understand building permit submission requirements, consult the City of Windsor.**

Monitor the status of your application on **the City's E-Services System.**

Know the utility requirements for your property (gas, electric, water, sewer) and consider the potential costs.

No municipal business licence.

You do not need a municipal business licence for an IT business. However, make sure that all permits related to your property are closed. Access to **the City's E-Services System** online or contact the Building Division at (519) 255-6267 for more help.

Begin Construction

After your plans have been approved your Building Permit will be issued. **All permits must be displayed at the worksite.**

Begin construction. TIP - Be aware of construction overruns. They can add time and cost to your project. [Know your rights when hiring a contractor.](#)

Mandatory inspections will be made throughout construction. Your Building Permit will include a list of the required inspections for your project. **TIP** - It is your responsibility to book inspections for your property. If you have a contractor completing the work be sure to include who will schedule the inspections in your contract. [Book inspections early and avoid delays by contacting the City's Building Inspection team.](#)

If you want to **install a canopy or signs** on the outside of the building, ensure you comply with [the City of Windsor's Sign By-law.](#)

Prepare to Open

Workplace Hazardous Materials Information System (WHMIS) training will be required for any employees handling controlled products (chemicals).

Ensure you have a health and safety program in place. As of July 1, 2014, every Ontario worker must undergo health and safety awareness training. [Contact Workplace Safety & Prevention Services](#) at 1-877-494-9777 to get started.

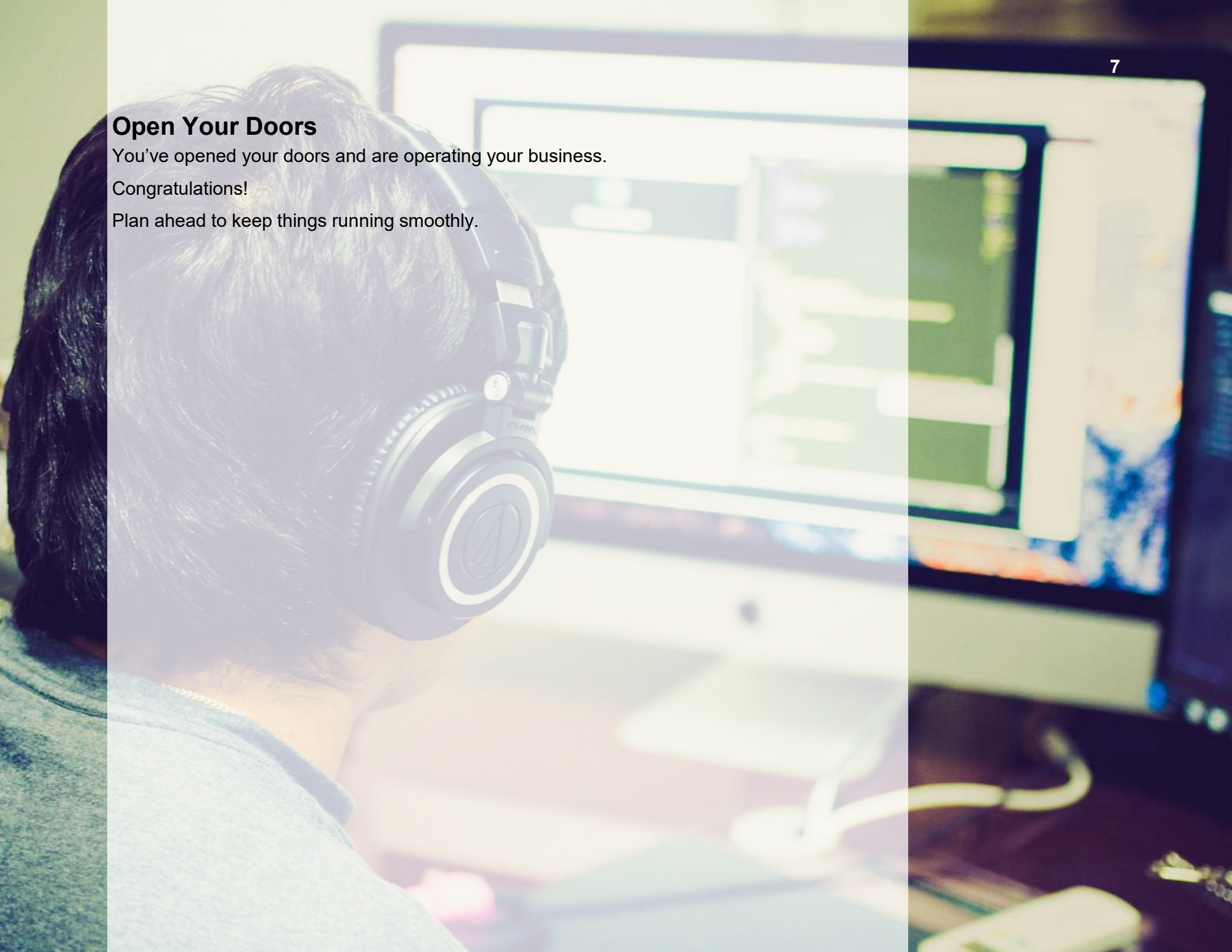
TIP - Hire a private hauler for recycling and waste removal services. Resources such as [the Yellow Pages](#) can provide a list of service providers.

Open Your Doors

You've opened your doors and are operating your business.

Congratulations!

Plan ahead to keep things running smoothly.



Staying Open

Post all required permits and signs. Check federal, provincial and local requirements.

Mark your calendar. Schedule equipment maintenance and set reminders to renew your licences and certifications.

Avoid violations and be ready for inspections. Violations put employees and customers at risk, and cost you time and money.

Be ready for inspections. Random inspections can take place any time throughout the year.

Show **prices** and print your **business name and address on receipts.**

Work with your accountant to **prepare your income tax return.** [Visit the Canada Revenue Agency to learn more about how to prepare your income tax return.](#)

If you own your space - be prepared to pay **property taxes.** Installment due dates are noted on your tax bill. [Contact the City of Windsor Tax Division to learn more about property taxes.](#)

Thinking of making changes to your space? A new building permit will be required when making further changes. [Contact the Building Division to learn more about making changes to your space](#) at (519) 255-6267.

Your Small Business Phonebook

Business Advisor, Small Business Centre

[Send an email to the Small Business Centre: info@windsoressexsmallbusiness.com](mailto:info@windsoressexsmallbusiness.com)

Call the Small Business Centre: (519) 253-6900 ex. 2231

Zoning Coordinator

[Send an email to the City of Windsor Zoning Coordinator: planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

Call the Zoning Coordinator: (519) 255-6543

Building Department Permits & Inspections

[Send an email to the City of Windsor Building Department Permits and Inspections: buildingdept@citywindsor.ca](mailto:buildingdept@citywindsor.ca)

Call the Building Department Permits & Inspections: (519) 255-6267

Fire Prevention Office Windsor Fire Department

[Send an email to the City of Windsor Fire Prevention Office: wfd@citywindsor.ca](mailto:wfd@citywindsor.ca)

Call the Fire Prevention Office: (519) 253-6573