



Business Licence Guide for the City of Woodstock

Thank you for your interest in opening
a business in the City of Woodstock.

What Types of Businesses Require a Licence?

The following are categories of businesses that require a municipal business licence issued by the City of Woodstock. For more information, please see the applicable Municipal Code.

- Adult Entertainment
- Auctioneer
- Body Rub Parlour
- Business Operated on a Temporary Basis
 - Class 1 – Door to Door Sale Businesses
 - Class 2 – Door to Door Salesperson
 - Class 3 – Day Sales
 - Class 4 – Craft Show
 - Class 5 – Trade Show
 - Class 6 – Antique/Collectible Show/Flea Market
 - Class 7 – Event Sales
 - Class 8 – Seasonal Sales
 - Class 9 – General
- Circus and Carnival
- Donation Drop Box
- Kennel
- General Business (e.g., eating establishments, personal care services, home businesses, etc.)
- Newspaper and Magazine Boxes
- Pawnbroker and Secondhand Goods Dealer
- Refreshment Vehicles
 - Class 1 – Chip Wagon
 - Class 2 – Ice Cream Cart
 - Class 3 – Food Cart
 - Class 4 – Mobile Lunch Wagon
 - Class 5 – Food Truck
 - Class 6 – Operator
- Special Transportation Services Vehicles and Drivers
- Taxi/Limousine Brokers and Drivers

Why do businesses require a licence?

Our main goal in the City of Woodstock is to protect the health and safety of the public. Our Business Licensing Program helps to ensure the consistency for all business owners and customers. The Woodstock Municipal Code and amendments provide the rules and regulations for each licensed business.

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Zoning Requirements

Prior to signing a rental agreement/purchasing a property or applying for a business licence – we recommend that you check with the building department to check the zoning. Call 519-539-2382 ext. 3102 or 3104 to speak to the building department and receive information about what uses are permitted in which zones.

What do I need to apply for a business licence?

Application forms are available online at www.cityofwoodstock.ca or in person at City Hall.

Each type of business requires certain documentation. You can refer to the application or contact the Clerks department to determine what documentation is needed.

Fees and Renewals

Fees and requirements of renewal vary depending on the business type. You can refer to the application or contact the Clerks department to determine the required fee.

What happens after I submit my Business Licence Application and Required Documentation?

Once you submit your application and applicable documents, your application will be sent to the Building, By-Law, Fire, and Health Departments for review and comment. If any inspections are required, you will need to contact the Building, Fire, and Health Departments directly. You will receive your licence once each department agrees to the licence.

Who to contact

You may contact the Licensing Administrator in the Clerks Department at **519-539-2382 ext. 2503** or by email at clerksinfo@cityofwoodstock.ca with any questions.