

## **COMMERCIAL OR INDUSTRIAL BUSINESS LICENCE AND LAND LEASE APPLICATION**

36 Semo Road, Garden Village, Ontario P2B 3K2  
Economic Development: (705) 753-2050 Land Office: (705) 753-2922

### **PART 1 – APPLICANT’S INFORMATION**

Name of Applicant(s): \_\_\_\_\_

Nipissing Nation Band Number: 220 \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

### **PART 2 – BUSINESS INFORMATION**

I / We hereby submit an application under the provisions of Nipissing First Nation’s *Land Code* (amended February 2023) and *Business Licensing Law* for the purpose of operating the following business:

Legal Business Name: \_\_\_\_\_

Business Operating Name: \_\_\_\_\_

Corporate Registration Number (if applicable): \_\_\_\_\_

**Please check  the category below which best describes the nature of your business.**

Accommodations / Campground		Financial Institutions & Services	Real Estate / Property Management	
Arts / Crafts / Giftware		Gas Station / Car Wash	Recycling / Bottle Depot	
Automotive Sales / Service / Parts		Grocery / Convenience Store	Restaurant / Food Stand	
Beauty / Wellbeing / Fitness		Home Improvement	Retail Store	
Cleaning & Janitorial Services		Insurance & Registries	Signage	
Construction & Contracting		Landscaping	Small Engine Repair / Service	
Doctor / Dentist		Legal Services	Storage / Self-Storage	
Education		Manufacturing	Transportation / Delivery Services	
Electrical Services		Plumbing and Heating	Travel Agency	
Excavating		Professional Services	Water Hauling / Drilling	

**Other** (please describe): \_\_\_\_\_

Please provide a brief description of the nature of your business activities:

**Business Ownership / Structure:**

Who are the registered owners of the business? Sole Proprietorship or Partnership? \_\_\_\_\_

Name: \_\_\_\_\_ Band No. (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_ Band No. (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_ Band No. (if applicable): \_\_\_\_\_

***If this is a partnership***, what percentage of the business do you own? \_\_\_\_\_%

*Please attach a copy of the duly executed Partnership Agreement showing the percentage you own.*

Have you previously had a Nipissing First Nation Business Licence? Yes  No

Is your business incorporated? Corporation #: \_\_\_\_\_ Yes  No

*If YES*, please indicate whether provincially and/or federally incorporated Prov  Fed

Are you presently registered with the federal government or a self-regulating body with respect to the conduct of your business? *If YES*, applicant must provide proof. Yes  No

Are you bonded with a bonding agency with respect to the conduct of your business? *If YES*, applicant must provide proof. Yes  No

**Funding:**

How do you propose to finance your business venture? How much funding has been secured and by what financial institution or organization? If personal monies, please state this fact and provide a letter from your financial institution confirming that you have the funds available at your disposal.

*Please attach a copy of your funding proposal and/or project budget.*

**Job Creation:**

How many jobs will this business create? \_\_\_\_\_

Please describe the jobs/duties below and indicate whether jobs will be full-time, part-time and/or seasonal:

### PART 3 – LOCATION, LAND USE & ZONING

**PROPERTY DESCRIPTION - Commercial/Light Industrial zoned area and/or in the community of:**

**LAND USE & ZONING - Select the designation that best describes the property. 'Commercial' includes retail and professional services.**

Bineshii Business Park		Agricultural Serviced	
Beaucage Village		Agricultural Un-Serviced	
Couchie Industrial Park		Commercial Serviced	
Duchesnay Village		Commercial Un-Serviced	
Garden Village		Light Industrial Serviced	
Jocko Point		Light Industrial Un-Serviced	
Meadowside		Manufacturing / Processing Serviced:	
Paradise Point		Manufacturing / Processing Un-Serviced:	
Veterans' Lane		OTHER ZONED LAND USE (please describe): _____ _____	
Yellek Village			
OTHER			

**If OTHER, describe property & attach sketch:**

\_\_\_\_\_

### PART 4 - SURVEY INFORMATION (if applicable)

<b>Lot #:</b>	<b>Con. #:</b>	<b>Twp:</b>	<b>Survey Plan #:</b>	<b>R.S.O. N#:</b>
<b>LAND NOT SURVEYED:</b>	<b>Has applicant provided a sketch?</b> If yes, please attach.		YES	NO
<b>PART 5 – SITE PLAN (SKETCH)</b>	<b>Has applicant provided a site plan?</b> If yes, please attach.		YES	NO

Prior to the issuance of a Business Licence and Land Lease, the Applicant **must provide a site plan (sketch)** that will be attached to, and form part of, the Land Use Permit. The said site plan must show:

**CHECKLIST:**

**ATTACHED:**

**Yes**

**No**

1.	A general sketch/description of the proposed layout of the site, including but not limited to placement of building(s), septic, water, service loading areas, parking spaces, etc. <b>Note:</b> The standard dimensions of a commercial lot are 100' x 200' however commercial and light industrial lots in the Bineshii Business Park are an average of 2 acres in size.		
2.	The location, dimensions and use of the buildings and other structures existing or proposed to be erected on the site ( <i>include engineered drawings, if available*</i> )  <i>* The Offer to Lease will be based on a professionally prepared site plan with appropriate measurements submitted by the applicant. All holders of an offer to lease must apply to the Lands department for a building permit.</i>		
3.	Proposed access roads to the proposed site		
4.	The location and type of proposed fences and signage (if any)		
5.	Proposed water supply system (i.e. well, piped, central)		
6.	Any other necessary information respecting the site		

**\*\* Applications submitted without a site plan or general sketch will be deemed incomplete \*\***

**Please contact our office if you require assistance with completing this requirement.**

*A sample Site Plan is provided for reference at the end of this application, along with a blank template.*

## PART 6 – SERVICING

**The Applicant is responsible for arranging and paying for the installation of all utilities and other service(s)** that may not be provided on the land under application. Please check ✓ off the services that are (to the best of your knowledge) currently available on the property being applied for.

Hydro:	Water:	Septic*:	Natural Gas:
Telephone:	Cable/Internet:	Access Road:	Entrance to Property:
Road Maintenance:	Waste Collection:	Fire Protection**:	Other:

**\* Septic Applications and Approvals** – Site must be approved by Ray Alatalo, Environmental Public Health Officer, First Nations & Inuit Health Branch, Indigenous Services Canada. To arrange an appointment, call 705-698-4682 or email ray.alatalo@sac-isc.gc.ca.

**\*\* Fire Protection and Insurance are MANDATORY.** Details are provided in Part 7 of this application.

### Required Land Assessments (to be completed by NFN)

Environmental:	Archaeological:	Forestry:	Fish, Plant & Wildlife Habitat:
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Other:

*NOTE: The Business Licensing Committee may require additional studies.*

### Permission to Cross Over for Access or other reasons (to be completed by NFN)

Railway Access:	Natural Gas Line:	Bell Fibreoptics Easement:	Other:
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I, the Applicant, hereby acknowledge that **ALL SERVICES** required for the land **will be completed at my own expense.** I agree that I will not make application or use 'lack of servicing' as a reason for not completing the requirements under the Nipissing Business Licensing Law or any Nipissing Law that pertains to this application. With this acknowledgement, I hereby make my application:

\_\_\_\_\_

Applicant's Signature/Date

\_\_\_\_\_

Witness Signature/Date

## PART 7 – FIRE PROTECTION & INSURANCE

**It is the responsibility of the Applicant to arrange for Fire Protection and to have insurance placed upon the building(s).** Prior to a Lease Agreement being issued, the applicant will be required to provide Proof of a Fire Protection Agreement and Proof of Insurance naming Nipissing First Nation as an insured party stating that coverage is in effect as of the date of commencement of construction. You need to provide the following information:

Name of Insurance Company: \_\_\_\_\_

Address of Insurance Company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address or Website: \_\_\_\_\_

**The applicant is responsible for all Fire Fighting fees in the event of a fire** (this expense can be claimed through your Insurance Policy). Nipissing First Nation is not to be held responsible nor is Nipissing First Nation liable to provide Fire Protection Services.

For more information, please contact:

Melvin McLeod, Fire Chief & Emergency Services Manager  
(705) 495-4603 or (705) 498-4407 | melvinm@nfn.ca

## **PART 8 – ADHERENCE TO NIPISSING ZONING, LAND USE, AND BUSINESS LICENSING LAWS**

**As per the Nipissing Business Licensing Policy and the Commercial and Industrial Lease Approval Policy,** I understand and acknowledge that improvements must be placed on the land applied for within one (1) year of approval of the land lease application. I also understand that I am required to abide by all applicable Nipissing First Nation laws and policies. Current versions of all NFN laws and policies are available to view/download on our website (nfn.ca) or hard copies can be provided upon request.

**Proof of personal financial solvency or proof of financial approval must be provided** at the time of submission for approval under the Nipissing Business Licensing Law.

**Nipissing Land Staff shall conduct a site inspection** on improvements erected or placed on the land by the applicant and the following “permanent improvements” must be placed on the land that shall be leased or permitted to you for the operation of your commercial venture before a Lease Agreement is issued.

- 1) Building measuring (\_\_\_\_\_ square feet or dimensions: \_\_\_\_\_)
- 2) Drilled well
- 3) Septic tank and/or system
- 4) Utility (Hydro/Bell) services
- 5) Natural Gas services

The Applicant has **One (1) Year** from the effective date of the Offer to Lease of this application to place a fully operational business upon the said lands. The Applicant understands and agrees that the Land Lease Agreement will set out the rights and obligations of the applicant and that the Lease Agreement will be issued for the use set out in the Application and for no other use without the written approval of the Business Licensing Committee and Amending Agreement to Lease duly executed by the Applicant/Lessee and the NFN Land Manager.

The Applicant, by signing this application, hereby understands and agrees that a Land Lease will create rights of tenancy and exclusive use or occupation. The business and buildings can form part of an Estate, however the Land Lease is not transferrable and cannot form part of an Estate. Any heir of the business will need to apply as a Lessee.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Witness to Signature of Applicant**

## PART 9 – OPTIONAL BUSINESS ADVERTISING & COMMUNICATIONS

**YES**, I want information about my business published in the Nipissing First Nation Business Directory, on the NFN website and in promotional material EXCEPT for the following information: \_\_\_\_\_

**NO**, I do not want any of my business information promoted by Nipissing First Nation.

I provide consent for Nipissing First Nation to send me occasional emails about local economic development news, events, funding opportunities and other important business notifications. Yes  No

If yes, please provide your email address: \_\_\_\_\_

## PART 10 - APPROVAL FOR LEASE OR PERMIT AGREEMENT

The Applicant acknowledges and the Nipissing Nation Staff taking this application confirms that **no arrangement shall be executed** in favour of the applicant unless improvements as documented in the applicant's Business Licence application have been fulfilled by the construction, erection or installation of the improvements cited in the business proposal.

## PART 11 – RECEIPT OF APPLICATION

This Application was received by the Nipissing First Nation Economic Development Officer on the date noted below. A Business Licence will be considered for issuance once all the relevant information and supporting documents set out in this application are received and reviewed by the Business Licensing Committee and a Band Council Resolution has been signed by Nipissing Nation Chief and Council approving this business.

Application received on \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Economic Development Officer

## PART 12 – APPROVAL PROCESSES

Date:

Nipissing Business Licensing Committee Approval

Nipissing Nation Council Review and Approval

One-Year Offer to Lease signed by  
Nipissing Nation Land Manager

Date signed:

Registry #:

Date of Registry:

Long-Term Lease signed by Nipissing  
Nation Land Manager

## PART 13 – RESCINDING PROCESS OF THIS APPLICATION

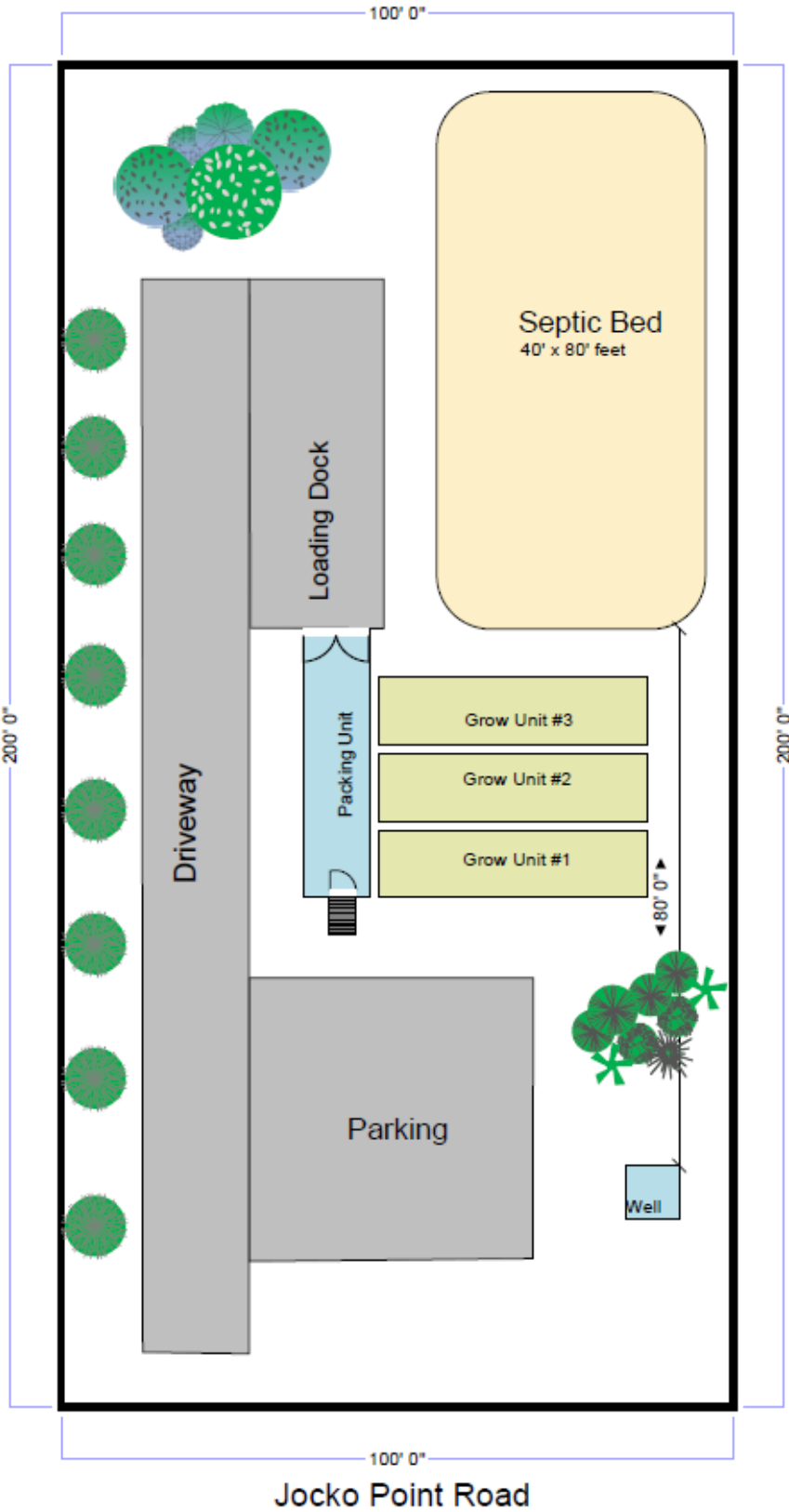
Should the applicant **NOT COMPLY** with the laws, regulations, policies, notifications of or by Nipissing Nation management or enforcement officers, the Nipissing Land Manager shall bring forward this application and the results of the site inspection to Chief and Council for their review. The undersigned recommends that this application for land be rescinded, as the applicant has not fulfilled the obligations of an applicant for land under the Nipissing Land Policy.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Land Manager

# APPENDIX A

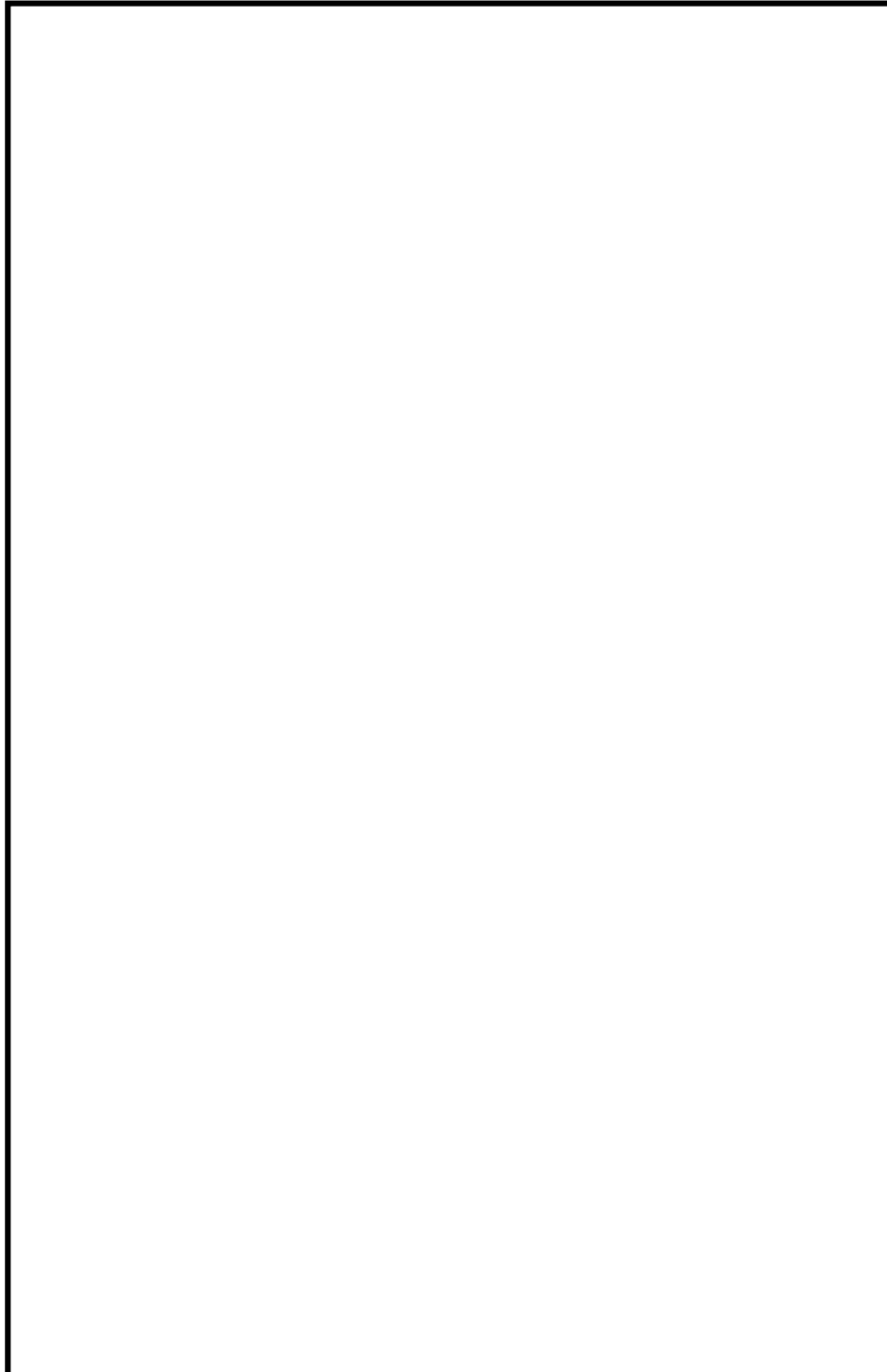
## Sample Site Plan – Mnogin Greenhouse



## APPENDIX B

### Site Plan Template

Determine property boundaries and lot dimensions before drawing your site plan. The template below assumes a standard lot dimension of 100' x 200'. Be sure to include the location of all structures, services (i.e. well, septic), and other site features (i.e. road access, parking, signage) in relation to the property boundaries when drawing your site plan.





## APPENDIX C

### NFN Business Licence Application Process

1. The applicant submits a Business Licence Application, Business Plan, and Site Plan to the Economic Development Officer. The Economic Development Officer reviews the application and sends it back to the applicant if revisions are required. Business Licence Applications can be found at [nfn.ca/business](http://nfn.ca/business).
2. Your business must be located within a designated commercial area zoned for that industry. Please contact the Land Office to discuss areas that are available and to select a preferred lot.
3. Once a lot is selected, a sketch will be provided for you to prepare a site plan showing the intended location of your building(s), water, septic, driveway, and parking.
4. The application is then reviewed by the Business Licensing Committee. The Licensing Committee may set out any further requirements in writing or orally during a meeting with the applicant.
5. If no objections are made, a memo is then sent to Chief and Council on behalf of the Business Licensing Committee advocating for the approval of the business licence.
6. If the Business Licensing Committee deems it necessary, they can issue a Community Notice (30-day process) to gather feedback on the proposed business or land use, particularly if there are concerns about issues like environmental impacts or compatibility with neighbouring businesses.

Feedback obtained from the Community Notice is provided to the applicant and further revisions are made if necessary. Subject to no legitimate concerns or valid objections being expressed during the 30-day Community Notice period, a memo is then sent to Chief and Council on behalf of the Business Licensing Committee advocating for the approval of the business licence.

7. The Business Licensing Committee and Chief and Council reserve the right to request any additional information they deem necessary. Applications shall be reviewed to ensure economic viability, environmental impact, cultural sensitivity, and community benefits. Where necessary, the Chief and Council shall engage in meaningful consultation with Nipissing First Nation members, including Elders and other stakeholders, when significant concerns are raised during the 30-day notice period.
8. The Memo is reviewed by Chief and Council along with any accompanying documents (site plans, business plans, etc.). Chief and Council will make the decision to approve or deny the licence or request additional information.
9. The Economic Development Officer will inform the applicant of the decision made by Chief and Council. If your application is approved, you will be issued an official NFN Business Licence.
10. If your business plan is approved including the site plan, you will receive a One-Year Offer to Lease. You will need to enter into a 35-year Lease Agreement with Nipissing First Nation once your business is operational. This lease is subject to rent reviews every five years in accordance with the signed Offer to Lease and Land Lease.

***Please note: The Business Licensing Committee and Chief and Council reserve the right to request any additional information they deem necessary.***

**Business Licence:** authorizes and supports applicant(s) to conduct business on Nipissing First Nation.

Economic Development Department  
(705) 753-2050 ext. 1264

**Land Lease:** sets out terms and conditions for use of land and is applied for through the Land Office.

Land Office  
(705) 753-2922 ext. 1233

## **APPENDIX D**

### **Inspections (Section 7 of NFN Business Licensing Law)**

1. Before commencing any improvement or construction activities, lessees must undergo an initial inspection. This inspection, conducted by the Nipissing First Nations Land Staff or an appointed delegate, is crucial for confirming the lessee's understanding of property boundaries to avoid unauthorized encroachments.
2. A subsequent inspection will be carried out at the construction midpoint or as scheduled by the Lands staff. Nipissing First Nation staff or their delegate will conduct this inspection to ensure the construction is in accordance with approved plans, building codes, safety standards, and environmental regulations.
3. After the completion of construction, but before public opening, a comprehensive final inspection will be conducted by Nipissing First Nation staff or delegate. This inspection is to ensure compliance with all applicable laws, codes, and standards and to confirm that the premises are safe for occupancy.
4. The Economic Development Officer or an appointed delegate has the right to inspect any area used for business activities requiring a license under this Law, at any reasonable time.
5. The Economic Development Officer or appointed delegate may inspect any business-related vehicles, goods, articles, books, records, and documents, excluding those protected under federal or provincial law.
6. No person shall obstruct, hinder or in any way interfere with the person inspecting, investigating, or enforcing this Law, or withhold, destroy, conceal, or refuse to furnish information required by this Law.
7. Lessees must follow all recommendations and make required modifications identified during inspections. Non-compliance with this section may result in enforcement actions including fines, business license revocation, and termination of rights to the commercial lot inspected.
8. Lessees are responsible for scheduling all necessary inspections promptly and in accordance with guidelines set by the Nipissing First Nation Lands Staff or delegate.

**SCHEDULE A**  
**Commercial/Industrial Building Permits,**  
**Required Inspections & Fee Schedule**  
**Bineshii Business Park**

<b>Required Building Inspections</b>	
<b>Type of Inspection</b>	<b>When to call for an inspection</b>
Site Plan stake out	When position of building(s), well and septic have been staked out on all sides. The proponent or their contractor is responsible for supplying these stakes at their cost.
Septic Layout	Before pouring footings or foundation.
Footings	At completion of form work, before pouring concrete.
Foundations	At completion.
Structural Framing	At completion including rough-in of plumbing and HVAC.
Fire Separations	At completion of wall, floor and shaft separations and fire stopping before installing interior services.
Vapor barrier and insulation	At completion of insulation and vapor barrier and before installing interior services.
Electrical (ESA Inspection)	At rough-in.
Fireplaces, gas appliances and chimneys (may require additional specialized inspections)	At commencement of installation.
Occupancy	Consult your inspector.
Line Safety Inspections	At completion of standpipe, sprinkler, fire alarm and emergency lighting systems.
Septic Inspection	At completion.
Final Electrical (ESA Inspection)	At completion.
Final interior inspection	At completion of interior construction.
Final exterior inspection	At completion of exterior construction.
<b><i>Construction may be done in phases. Such projects may require additional inspections.</i></b>	

## Required Plumbing Inspections

Type of inspection	When to call for an inspection
Outside storm and sanitary sewers	At completion, before back filling and ready for testing.
Water service	At completion, before back filling and ready for testing.
Inside storm and sanitary sewers	At completion, could be partial, ready for testing.
Rough-in, water supply, drains, waste and vents	At completion and ready for testing.
Occupancy	At completion of installation of all required fixtures.
Final inspection	At completion of installation of fixtures

## Required HVAC Inspections

Type of Inspection	When to call for inspection
Rough-in HVAC**/air extraction	At completion for rough-in, before installation of insulation.
Rough-in kitchen exhaust system (non-residential)	At completion of rough-in, before operation of system.
Occupancy	Mechanical systems ready for testing.
Final inspection	Completion of all mechanical systems.
** Heating, Ventilation and Air Conditioning	

## Closing Permits

Those holding an interest in a property are required to schedule a final inspection upon completion of their project to close the permit.

### Other types of permits required:

- Additions
- Renovations/Alterations
- Miscellaneous Commercial/Light Industrial (i.e. accessory building, deck, etc.)

## Permit and Inspection costs

Group	Cost	
<b>New Construction</b>		
C	Business and Personal Services- Offices, banks, medical clinics.	\$7 per \$1,000 of construction value. Minimum fee shall be \$500.
D	Mercantile Occupancies- Retail stores, supermarkets, department stores, big box	\$7 per \$1,000 of construction value. Minimum fee shall be \$500.
E	Industrial Occupancies- Warehouses, factories etc.	\$7 per \$1,000 of construction value. Minimum fee shall be \$500.
<b>Additions, Renovations or Alterations</b>		
C,D,E	All listed groups as per above	\$5 per \$1,000 of construction value. Minimum fee shall be \$500.
F	Additions	\$0.60 per square foot of finished gross floor area above grade, \$0.15 per square foot of basement finished floor area. Minimum fee shall be \$300.
G	Additions, Renovations or Alterations	\$4 per \$1,000 of construction value. Minimum fee shall be \$300.
Group F Commercial	Garage, carport, accessory building, deck	\$100 flat fee.
<b>Other Permits</b>		
H	Fees for temporary tents and air supported structures	\$50
J	Demolition permit	\$50

K	Minor amendments to active building permits	\$100
L	Change of use permit where no construction is taking place (new use, same zone. Not zoning change)	\$100
M	To authorize partial occupancy of building or occupancy of a partially completed building	\$100
Q	Permit to construct a fence	\$35
O	Permit for blasting operations	\$100
P	Miscellaneous request for inspection	\$50 plus cost of inspection
Q	Lot line confirmation	\$70

Approved this \_\_ day of \_\_, 2024.

Amended this \_\_ day of \_\_, 2024.