

Are you renovating?

All commercial interior and exterior renovations in the Town require a permit prior to construction commencing.

A *Development Permit application Form* must be submitted to the Town Office for review accompanied by the following: scaled plot plan/survey, floor plans and elevations, site servicing plans, etc. Our Public Works Department will review your application and determine if a permit can be issued right away or if the application will need to be reviewed by the Committee and/or Service NL.

Applications requiring further approvals are reviewed at the next regular Committee meeting and recommendations therein forwarded to Council. For upcoming meeting dates, please contact the Office. The Committee reviews applications to ensure compliance with the Town's Development Regulations. After Council, a conditional approval letter will be issued outlining the conditions attached thereto if the proposed development complies. Applications are then referred to Service NL for Building Accessibility and Fire, Life & Safety. Please contact Service NL for more information regarding forms, application processing times, and requirements. Plan reviews completed by Service NL are then referred back to the Town in order for a permit to be issued. Please refer to the Permit Rates Policy on our website for more information on permit fees.

Signage

Temporary & Permanent Signs

If you are planning on erecting a temporary and/or permanent sign, excluding the building façade outlining tenancy, please complete and submit a *Sign Application Form* to the Town Office for approval prior to placement. A copy of our regulations pertaining to signs are available on our website.

- Sign permit application forms are available on our website and/or at our Town Office.
- Please refer to our Permit Rates Policy on the Town's website for applicable sign permit fees.

Signs near Highways

Advertisements falling within the designated control lines of any highway must be referred to and approved/exempted by Service NL prior to a permit being issued by the Town.

Please be advised that the Town reserves the right to remove sign(s) erected without a permit.

This pamphlet is intended for information purposes only. Businesses are advised to contact the Town for assistance.



BUSINESSES

Commercial & Home Based

INFORMATION GUIDE

- *Starting a new business*
- *Relocating or closing a business*
- *Interior and exterior renovations*
- *Temporary & permanent signs*

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Starting a new business?

All businesses in the Town require a permit to operate.

Before making an application for a permit, there are a couple of things you should know and prepare for as the requirements vary depending on the type of business you wish to operate and the zoning for the proposed business' location.

Commercial Tenants

Any application which involves renovations and/or the change of use to a building must comply with provincial requirements. Service NL processes approvals and conducts inspections on behalf of a number of provincial departments. Some of the approvals which fall under the responsibility of Service NL include: building accessibility, fire, life & safety, food establishment and liquor licensing. You will be notified if your application is required to be referred to Service NL for their review.

Home Based Businesses

Depending on the nature of your business and if you have clients who visit the home, an application may need to be made to Service NL for their approval/exemption before a permit can be issued by the Town to operate. Please contact our office for more information on home offices (no clients on site) and home occupations (clients on site).

Before an occupancy permit can be issued by the Town, the following information is required for both commercial tenants and home based businesses:

- Business Occupancy Permit Application Form
- Service NL approval/exemption (if applicable)
- Development Permit Application Form (if completing renovations)
- If you are a home based business and a tenant in a rental dwelling, written permission from the property owner must accompany application

Every effort is made by our Staff to ensure your proposed occupancy date is met. However, applicants should allow for adequate time for the application process, particularly if other agencies are involved.

Occupancy Permit Fees & Business Tax

As the minimum permit fee depends on the classification of your business, please refer to the Town's Tax Rate Structure on our website for more information on applicable fees. Permit fees must be paid in full prior to occupancy. For business tax purposes, the Municipal Assessment Agency will visit the business in order to complete an assessment. Permit fees apply to the calendar year and will be applied to your business tax for the first year of operation.

Is your business relocating?

An occupancy permit is required to be issued by the Town before you relocate and reopen your business.

Depending on the zoning of the building and/or if you plan to complete interior / exterior renovations, erect new signage, etc., additional application steps may be required. There is no fee associated with the Occupancy Permit if you are relocating your business; provided you are remaining under the same legal entity name. For business tax purposes, the Town requires written confirmation on the day in which you plan to cease business operations from the existing location. The Municipal Assessment Agency will assess the new tenant space and your business taxes will be adjusted accordingly by the Accounts Receivable Department.

Application forms can be dropped off, faxed or emailed. It is your responsibility to ensure you have all the necessary approvals prior to relocating.

Business Closing?

We require it in writing.

In order to adjust your business taxes, the Town requires written confirmation on the day in which you ceased business operations. You may drop this off to the Town Office in person, fax, and/or email it to info@clareville.net.

