

Starting a Business

All businesses carrying on business in the Town of Clareville require a permit to operate. Before making an application for a permit, there are a number 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 of the proposed business' location.

Where to submit your application:

Completed application forms can be dropped off in person to the Town Office at 99 Pleasant Street, faxed to 466-2276 or emailed to publicworks@clareville.net

Commercial Tenants

Any application which involves renovations and/or the change of use to a building must comply with provincial requirements or be eligible for an exemption. 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.

Your application will be forwarded to Service NL (Government Services) for their approval and/or exemption for if you are intending on any of the following:

- Interior Renovations
- Exterior Renovations
- Changing the type of use of a building

Please note that prior to an Occupancy Permit being issued by the Town, the following information is required:

- Business Occupancy Permit Application Form
- Development Permit Application Form for interior and/or exterior renovations
- Government Services Certificate of Approval and/or Exemption (if applicable)
- Government Services Building Inspector's Order of Acceptance (if applicable)

Building Accessibility and Fire, Life & Safety Plan Review application forms are available at the Town Office or at <http://www.servicenl.gov.nl.ca/>

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 Government Services for their approval and/or exemption before a permit to operate can be issued by the Town. Please contact the Town Office for more information on home offices (no clients on site) and/or home occupations (clients on site).

Prior to an Occupancy Permit being issued by the Town, the following information is required:

- Business Occupancy Permit Application Form
If you are a tenant in a rental dwelling, written permission from the property owner must accompany your application.
- Government Services Certificate of Approval and/or Exemption (if applicable)

Discretionary Uses:

Depending on the zoning of your proposed business location, your business may or may not be permitted. You will be notified if a Discretionary Use Notice is required to be published in the paper with a deposit of \$200.00 payable to the Town. Please note that actual advertising costs are billed to the applicant.

Signs:

If you are planning on erecting an exterior sign other than the building façade, please complete and submit a Sign Application Form to the Town Office for approval prior to placement. Please refer to our Permit Rates for applicable sign permit fees.

Application Processing Time:

Applicants should allow adequate time for the application process, particularly if other agencies are involved. Please be advised that every effort is made by our Staff to ensure your proposed occupancy date is met. However, the length of time involved in processing an application can vary depending on the application type.

Occupancy Permit Fees & Business Tax:

As the minimum Occupancy Permit fee depends on the classification of your business, please refer to the Tax Rates for more information on applicable fees. For business tax purposes, the Municipal Assessment Agency will visit the business in order to complete an assessment. Occupancy permit fees paid apply to the calendar year and will be applied to your business tax for the first year of operation.

Relocating a Business

An Occupancy Permit is required to be issued by the Town before you relocate and re-open your business. Application forms can be dropped off in person at the Town Office at 99 Pleasant Street, faxed to 466-2276 or emailed to publicworks@clareville.net

Depending on the zoning of the building and/or if you plan to complete interior renovations, exterior renovations, erect new signage, etc., additional application steps may be required. See "Starting a Business" above.

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 of the day business operations ceased 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.

Closing a Business

The Town requires written confirmation of the day in which the business ceased to operate. Your business taxes will be adjusted accordingly by the Accounts Receivable Department. If you have any questions in regards to your Business Tax, please contact A/R at 466-7937.

Portable Vendors

All vendors operating in the Town on commercial and/or Town property require a Portable Vendor Permit from the Town. Application forms can be dropped off in person at the Town Office at 99 Pleasant Street, faxed to 466-2276 or emailed to publicworks@clareville.net. The Town's Portable Vendor Policy may be viewed online in its entirety. Please refer to the Policy for more information on applicable permit fees.