



# BUSINESS OCCUPANCY APPLICATION FORM

## TOWN OF CLAREVILLE

99 Pleasant Street, Clareville NL A5A 1V9

Phone: (709) 466-7937 Fax: (709) 466-2276 Email: publicworks@clareville.ca

### BUSINESS INFORMATION

### SECTION 1

Application Type: ☐ NEW APPLICATION ☐ CHANGE OF INFORMATION

Proposed Location: \_\_\_\_\_  
*Street Address*

Name of Business: \_\_\_\_\_  
*Legal Entity Name*

\_\_\_\_\_  
*Trade Name*

Principal Owner(s): \_\_\_\_\_  
*Please print name(s)*

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street Address* *Unit #*

\_\_\_\_\_  
*City* *Province* *Postal Code*

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

Type of Business: \_\_\_\_\_

### OCCUPANCY DATE

### SECTION 2

Proposed Occupancy Date: \_\_\_\_\_

*Please note that if your proposed occupancy date changes, the Town must be notified in writing by fax or email.*

### COMMERCIAL TENANT

### SECTION 3

Property Owner's Name: \_\_\_\_\_

Previous Tenant's Name: \_\_\_\_\_

Will there be a change of occupancy to the space? ☐ NO ☐ YES

Will there be any renovations to the tenant space? ☐ NO ☐ YES

Will there be any additional sign(s) erected outside? ☐ NO ☐ YES

Have you submitted an application to GSC for Building Accessibility, FC/NBCC? (if applicable) ☐ NO ☐ YES

Anticipated date of GSC final inspection? (if known) \_\_\_\_\_

**HOME BASED BUSINESS****SECTION 3**

Type of Home Based Business: ☐ HOME OCCUPATION (clients on site) ☐ HOME OFFICE (no clients on-site)

Location of Business in Dwelling: ☐ SPARE BEDROOM(S) ☐ BASEMENT (split-entry)

☐ BASEMENT (separate entrance) ☐ OTHER \_\_\_\_\_

Will there be any renovations to the dwelling to accommodate the business? ☐ NO ☐ YES

Will there be any signs erected outside the dwelling to advertise? ☐ NO ☐ YES

Is the home business of small scale and secondary to the main residential use? ☐ NO ☐ YES

Does the home business employ at least one person who normally inhabits the dwelling? ☐ NO ☐ YES

Does the home business employ two persons who do not normally inhabit the dwelling? ☐ NO ☐ YES

Is there adequate off-street parking available? ☐ NO ☐ YES

Are you a tenant in a rental dwelling? ☐ NO ☐ YES

**ADDITIONAL APPROVALS REQUIRED****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 with a deposit of \$200.00 payable to the Town.

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

Commercial Tenant in New Construction / Change of Occupancy

- Government Services Certificate of Approval or Exemption
- Government Services Building Inspector's Order of Acceptance (if applicable)

Commercial Renovations

- Town of Clarenville Development Application Form (if not already completed)
- Government Services Certificate of Approval or Exemption
- Government Services Building Inspector's Order of Acceptance (if applicable)

Home Based Business

- Written permission from Property Owner (if applicable)
- Government Services Certificate of Approval or Exemption
- Government Services Building Inspector's Order of Acceptance (if applicable)

**Government Services:**

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

**Payment of Fees:**

Occupancy Permit fees vary depending on the category your business is classified into according to the Town of Clarenville Business Tax Structure. You will be notified once the Occupancy Permit has been approved to arrange for payment of fees.

**APPLICANT SIGNATURE OF AGREEMENT****SECTION 4**

*I hereby acknowledge that I/we have read this application, state the information herein is correct and will not commence business occupancy until approval has been received by the Town. I/we also understand that such permission does not relieve the applicant from full responsibility of obtaining all other permits or approvals from other applicable regulatory bodies.*

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_