

APPLICATION - Business Occupancy

BUSINESS INFORMATION SECTION 1

Application Type: NEW APPLICATION CHANGE OF INFORMATION

Proposed Location:

Business Name:

Principal Owner(s):

Contact Name: **Phone:**

Mailing Address:

Email:

Type of Business:

OCCUPANCY DATE SECTION 2

Proposed Occupancy Date:

PLEASE NOTE: *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 in occupancy to the space? NO YES Have you submitted an application to GSC for Building Accessibility, FC/NBCC? (if applicable) NO YES

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

Will there be any additional sign(s) erected outside? 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 of a rental dwelling? NO YES

Are you currently a full-time student? NO YES

APPLICATION - Business Occupancy (*continued*)

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 payable to the Town of Clarenville. Please refer to the Town's Tax Structure for deposit amount.

PLEASE NOTE - 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 through Service NL by contacting (709) 466-4056 or online at <http://www.servicentl.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.

DECLARATION

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 approved 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.

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Signature

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Date