

BUSINESS Navigation Guide

SUCCESS

8



publicworks@clarenville.ca

。 709.466.7937

(🖨

) 709.466.2276

99 PLEASANT STREET CLARENVILLE, NL A5A 1V9

.

TOWN HALL

DOING BUSINESS



Welcome to you and your business!

We are thrilled that you've chosen our community to grow and thrive. Clarenville offers a vibrant and supportive environment where local businesses play a crucial role in our continued success and prosperity.

We are committed to making your journey in establishing and expanding your business here as smooth and enjoyable as possible. Our team is here to guide you every step of the way, ensuring you have the resources and support needed to succeed.

Thank you for being part of Clarenville's bright future. We look forward to seeing your business flourish and contributing to the growth of our community!

All businesses in Clarenville require a permit to operate. Whether you're starting a new business, relocating, or closing your business, here's what you need to know:

BEFORE APPLYING

This guide contains essential information about the requirements and steps to help you navigate the process smoothly and efficiently. By familiarizing yourself with the details outlined, you'll be equipped with the knowledge to make the most of the opportunities available. Additional information can be found on the Town of Clarenville website at www.clarenville.ca.

Zoning:

Ensure the business location complies with zoning regulations.

Requirements:

Depending on your business type and location, requirements may vary.

Submit Your Application:

- Drop off in person: 99 Pleasant Street
- Fax: 709-466-2276
- Email: <u>publicworks@clarenville.ca</u>



www.clarenville.ca

COMMERCIAL TENANTS



Town of Clarenville Approvals

If you're developing a new commercial area or renovating/changing an existing space, the following is required from the Town of Clarenville:

- <u>Development Permit</u> (for new buildings or interior/exterior renovations)
- Business Occupancy Permit

Service NL Approvals

For all new commercial spaces or renovations to an existing space, your application will be reviewed by **<u>Service NL</u>** for:

- · Building accessibility
- Fire & Life Safety standards
- Other provincial requirements (food, liquor licensing, daycares, etc.)

SIGNAGE

Exterior Signs

Highway Signs

If you're installing a temporary or permanent sign, submit a <u>Sign</u> <u>Application Form</u> prior to placement.

 Permit fees are outlined in the <u>Permit Rates</u> available on the Town's website.

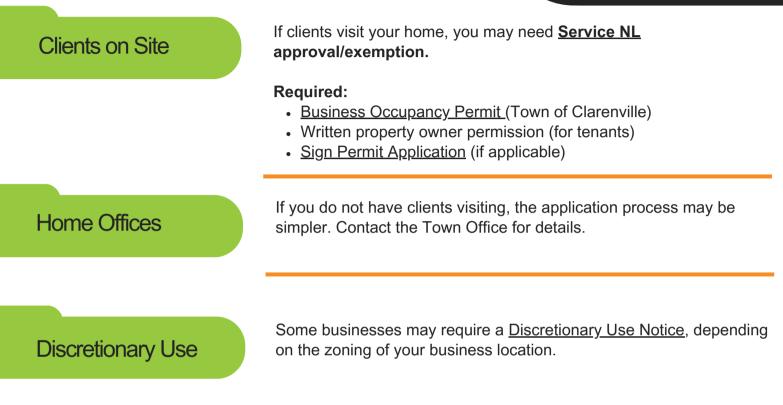
If your sign is near a highway, <u>Service NL</u> and Department of **Transportation & Infrastructure** approvals are required before the Town can issue a permit.



www.clarenville.ca

HOME-BASED BUSINESS





PORTABLE VENDORS

Portable Vendor Permits All vendors operating in Clarenville require a **Portable Vendor Permit**.

- Application forms can be submitted in person, by fax, or email.
- Refer to the <u>Portable Vendor Policy</u> on the Town's website for more information on fees.



www.clarenville.ca

OCCUPANCY PERMITS & FEES



Business Occupancy Permit

A <u>Business Occupancy Permit</u> is required before you can open or relocate your business.

 Fees depend on the business classification and are outlined in the Tax Rates available on the Town's website

Business Taxes

The Municipal Assessment Agency will assess your business location and taxes will be adjusted accordingly.

RELOCATING OR CLOSING

Relocating a Business	 Required Documents: Submit an Occupancy Permit Application and any required forms (e.g., for renovations or signage) to the Town Hall. (<i>There's no fee for an Occupancy Permit if you are relocating under the same business name.</i>) Confirmation of when your business ceased operations at the old location is required for tax purposes. If renovations are needed, Service NL approval may be required.
Closing a Business	 Written Confirmation: Submit written confirmation to the Town stating the last day of operations for the business.
	 Business Tax: The Accounts Receivable Department will adjust your business taxes based on the date of closure.
www.clarenville.ca	

4