



**Clareville**  
REAL • LIFE • POTENTIAL

# BUSINESS


## Navigation Guide

FIND YOUR REAL LIFE POTENTIAL!



 [www.clareville.ca](http://www.clareville.ca)

 [publicworks@clareville.ca](mailto:publicworks@clareville.ca)

 709.466.7937

 709.466.2276

99 PLEASANT STREET  
CLAREVILLE, NL A5A 1V9

# DOING BUSINESS



## Welcome to you and your business!

We are thrilled that you've chosen our community to grow and thrive. Clareville 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 Clareville's bright future. We look forward to seeing your business flourish and contributing to the growth of our community!

**All businesses in Clareville 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 Clareville website at [www.clareville.ca](http://www.clareville.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: [publicworks@clareville.ca](mailto:publicworks@clareville.ca)

[www.clareville.ca](http://www.clareville.ca)



# COMMERCIAL TENANTS



## Town of Clareville Approvals

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

- **Development Permit** (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 **Service NL** for:

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

# SIGNAGE

## Exterior Signs

If you're installing a temporary or permanent sign, submit a **Sign Application Form** prior to placement.

- Permit fees are outlined in the **Permit Rates** available on the Town's website.

## Highway Signs

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



[www.clareville.ca](http://www.clareville.ca)



# HOME-BASED BUSINESS



## Clients on Site

If clients visit your home, you may need **Service NL approval/exemption**.

### Required:

- Business Occupancy Permit (Town of Clareville)
- Written property owner permission (for tenants)
- Sign Permit Application (if applicable)

## Home Offices

If you do not have clients visiting, the application process may be simpler. Contact the Town Office for details.

## Discretionary Use

Some businesses may require a Discretionary Use Notice, depending on the zoning of your business location.

# PORTABLE VENDORS

## Portable Vendor Permits

All vendors operating in Clareville require a **Portable Vendor Permit**.

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



[www.clareville.ca](http://www.clareville.ca)



# OCCUPANCY PERMITS & FEES



## Business Occupancy Permit

A **Business Occupancy Permit** 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. *(There's no fee for an Occupancy Permit if you are relocating under the same business name.)*
- 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.



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