



ECONOMIC DEVELOPMENT DEPARTMENT

Town Hall, Second Floor
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Grand Falls-Windsor, NL A2A 2J8
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BUSINESS APPLICATION FORM

Commercial Business

1. CONTACT INFORMATION (To be completed by Applicant)

Business Name: _____	Applicant (s) Name: _____
Business Address: _____	Mailing Address: _____
Postal Code: _____	Postal Code: _____
Business Telephone: _____	Telephone: Home: _____
	Cell: _____
Fax: _____	Fax: _____
E-mail: _____	E-mail: _____

2. APPLICATION INFORMATION (To be completed by the Applicant)

Location of property: _____
Owner of property (if different from applicant): _____
Description of Commercial Business:

Days and hours of business operations: _____
Square footage area of business _____

3. BUSINESS DESCRIPTION (To be completed by Applicant)

(Attach any additional materials, maps, correspondence, surveys, plans, etc.)

- a.) Number of On-Site Parking Spaces: _____
- b.) Number of Employees: Residents _____ Non-residents _____
- c.) Proposed Start-up Date: _____
- d.) Form of Business (Circle one): Y Limited Y Partnership Y Proprietorship

Will you be requiring any renovations to the proposed space? ___ Yes (refer to Section B on reverse) ___ No
If Yes, please indicate what renovations and supply copy of floor plan.

Commercial Business Application Checklist

SECTION A

- Contact Barry Porter (709-256-1436) or barryporter@gov.nl.ca for Service NL requirements.
- Complete and submit, if required, necessary Service NL forms and plans to Barry Porter, Service NL.
- Complete the Commercial Business Permit Application Form (reverse side).
- Floor Plan of proposed business space indicating size of space and any other relevant information.
- Submit Commercial Business Application Form and Floor Plan to the Cashier's Office, Town Hall, along with payments of \$25 for Administration fee and \$100 Occupancy Inspection fee.

Note: Fees paid to the Town do not include fees to be paid to Service NL.

SECTION B

For proposed commercial businesses that will involve building renovations and/or discretionary use process:

- Obtain Building Permit from the Engineering Department (Staff will assist in the Building Permit Process).
- Discretionary Use Process fee of \$150 to be made payable to the Cashier's Office, Town Hall (if applicable).
- Contact Engineering Department for assistance in the Discretionary Use Process.

The Business Permit is issued in conjunction with the Occupancy Permit. Prior to the opening of a business in a commercial space, approval is required from Service NL and from the Town regarding a Change in Occupancy.

An Occupancy Permit will be issued upon approval from Barry Porter (Service NL) and Dave Gardner (Town's Building Inspector).

I have read the checklist and have completed all of the above mentioned tasks.

Applicants Signature: **X** _____ Date: _____

I hereby submit this application and confirm that the information supplied is complete and correct. I agree to comply with all Municipal Regulations and By-laws, the latest edition of the National Building Code, ancillary codes, and agree to build in accordance with the plans approved by the Town of Grand Falls-Windsor; and will not commence building/operation without applicable written approval and permits from the Town.

NOTE: If the Applicant and the Property Owner are not the same, the signature of the Property Owner is required before the application can be accepted for processing.

Applicant Signature/or Owners Signature: **X** _____

Date: _____

Engineering Department Use:

Zoning: _____ Type of Business: _____

Checked By: _____ Date: _____

Permit Granted: _____

Permit Refused: _____

Variance: _____

Discretionary Use: _____

Comments: _____

Staff Signature: _____

Date: _____