



P.O. Box 439, 5 High Street, Grand Falls-Windsor, NL A2A 2J8

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Permit #:

Date Received:

Permit Fee:

Application for Commercial Business Permit

1. CONTACT INFORMATION (To be completed by Applicant)

Applicant(s) Name: _____ Business Name: _____
 Mailing Address: _____ Business Address: _____

 Postal Code: _____ Postal Code: _____
 Telephone: _____ Cell: _____ Telephone: _____ Cell: _____
 Fax: _____ Fax: _____
 E-mail: _____ E-mail: _____

Property owner (if different from applicant): _____
 Mailing Address: _____ Telephone: _____
 Postal Code: _____ E-mail: _____

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

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

Location of property: _____

Description of Commercial Business: _____

Days and hours of business operations: _____

Square footage of business (attach floor plan): _____

3. BUSINESS DESCRIPTION (To be completed by Applicant)

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

Number of On-Site Parking Spaces (attach site plan): _____ Proposed Start-up Date: _____

Will there be any renovations to the proposed space? ___ Yes (refer to Section B on reverse) ___ No

If Yes, please indicate what renovations and supply copy of plans.

Commercial Business Application Checklist

SECTION A: TOWN REQUIREMENTS

- Commercial Business Application Form completed in full
- 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.
- (if applicable) Discretionary Use Process fee of \$150 to be made payable to the Cashier's Office.
- Contact Public Works & Development Department for assistance in the Discretionary Use Process.

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

SECTION B: SERVICE NL REQUIREMENTS

For proposed commercial businesses that will involve building renovations and/or change of use or ownership:

- Complete in full an Application for Building Permit.
- Submit completed Application to the Public Works & Development Department.
- Contact Barry Porter (709-256-1436) or barryporter@gov.nl.ca for Service NL requirements.
- Complete and submit, to Service NL, required forms and plans.

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: _____

This Section for Public Works & Development Use:

Permit No. _____ Zoning: _____ Type of Business: _____

Permit Granted: _____ Permit Refused: _____ Variance: _____ Discretionary Use: _____

Comments: _____

Staff Signature: _____ Date: _____