BAY ROBERTS
CARVED BY THE SEA

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OCCUPANCY PERMIT APPLICATION – **COMMERCIAL**

It is recommended that prior to submitting an application, discuss your application with appropriate Town staff.

Office Use Only			
Date Received:	Staff Initials:	Application #	Attached Checklist Completed: ☐ Yes ☐ No
☐ Relocation of Business	☐ Fire Inspection	☐ Service NL Approval	

1 – Property Information		
Civic #:	Street Name:	Unit/Suite #:

2 – Applicant Information				
Applicant Name:	Mailing Address:			
Home Phone:	Work Phone:	Cell Phone:	Fax:	Email:
Property Owner:				

3 – Project Information		
Business Trade Name:	Business Legal Name:	
Home office/home based business? ☐ Yes ☐ No *A home office/home based business is a secondary use of a dwelling unit by at least on of the residents of such dwelling unit to conduct a gainful occupation or business activity with such occupation or business activity being restricted to office uses which do not involve visitation by clients, customers, or the public to the site, not the employment of non-residents, and subsidiary to the residential use.* *A separate location for home based business is also available.* ***If yes, you must complete a separate application for a home-based business.***		
Business Type/Description:		
Official Start Date:	Size & Location of Space Being Used:	
Number of Employees: Full-Time: _____ Part-Time: _____	Business registered with: ☐ Provincial Government ☐ Federal Government	Non-Profit Organization ☐ Yes ☐ No
Will there be any construction work required (e.g., renovations, additions, electrical, etc.)? ☐ Yes ☐ No *If yes, a separate building/development application must be submitted*		
Will there be signage ☐ Yes ☐ No *If yes, a separate signage application must be submitted*		

**Any cost(s) incurred by the Town will be billed back to the applicant/property owner (e.g., Discretionary Use or Variance advertisement)*

I hereby submit this application and confirm that the information supplied is to the best of my knowledge correct. I agree to comply with all Municipal Regulations and agree to develop in accordance with the plans approved by the municipality, and not to commence development without applicable written approval and permits from the Town of Bay Roberts. Any approval from the Town shall not relieve the applicant from complying with any further regulations of the Town or other regulatory agency.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Information provided may be shared with other municipal departments for the purpose of operations & providing services.
Application must be submitted no later than 4pm, the Thursday prior to the next Council meeting (times & dates can be confirmed by calling the Town Office or visiting the website).