



BUSINESS PERMIT APPLICATION (OCCUPANCY PERMIT)

SUBMITTING A BUSINESS APPLICATION:

All businesses in the Town of Bonavista require a permit to operate. Before making an application for a permit, there are a few things you should know and prepare for.

- Your application will be forwarded to Service NL (Government Services). The Town **requires Service NL** approval and/or exemption before issuing a permit.
- Applicants should allow adequate time for the application process, particularly if other agencies are involved. Service NL could take up to **4-6 weeks** to process your application.
- You **can not open or operate** your business until all appropriate approvals have been granted and you have picked up your business permit from the municipality.

OFFICE USE ONLY
RECEIPT #
PERMIT #
DATE

APPLICATION TYPE			
<input type="checkbox"/> NEW BUSINESS	<input type="checkbox"/> HOME-BASED BUSINESS	<input type="checkbox"/> MOBILE BUSINESS	<input type="checkbox"/> OTHER _____
BUSINESS OWNER INFORMATION (COMPANY OR PERSON)			
NAME:	SURNAME	FIRST NAME	MIDDLE NAME
MAILING ADDRESS:			
TOWN:	PROVINCE:	POSTAL CODE:	
EMAIL:		PHONE/CELL:	
APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)			
NAME:	SURNAME	FIRST NAME	MIDDLE NAME
MAILING ADDRESS:			
TOWN:	PROVINCE:	POSTAL CODE:	
EMAIL:		PHONE/CELL:	



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BUSINESS INFORMATION:

BUSINESS NAME:

CIVIC ADDRESS

MAILING ADDRESS:

PHONE:

EMAIL:

DESCRIBE THE TYPE OF SERVICE(S) OFFERED:

HOME-BASED BUSINESS INFORMATION:

FOR HOME-BASED BUSINESSES IN A RENTAL PROPERTY ATTACH A LETTER FROM THE PROPERTY OWNER GRANTING APPROVAL TO OPERATE A BUSINESS FROM THIS ADDRESS. **HOME-BASED BUSINESS APPLICATIONS MUST INCLUDE A FLOOR PLAN SHOWING THE LOCATION OF THE AREA USED FOR BUSINESS.**

IS IT A RENTAL PROPERTY? YES NO

IS THERE A LETTER ATTACHED: YES NO

HAVE YOU INCLUDED A FLOOR PLAN? YES NO

WILL CLIENTS BE VISITING YOUR HOME? YES NO

ADDITIONAL INFORMATION

NUMBER OF PARKING SPACES (COMMERCIAL PARKING LOTS ONLY)

HAVE YOU ALREADY CONTACTED SERVICE NL REGARDING YOUR BUSINESS OPERATIONS? YES NO

ARE YOU COMPLETING ANY BUILDING ALTERATIONS OR RENOVATIONS FOR YOUR BUSINESS SUCH AS PLUMBING, ADDITIONS, PATIO, OR FENCING? YES NO

IF YES, WHAT ARE THEY?

HAVE YOU SUBMITTED A BUILDING/EXTENSION PERMIT FOR THE ABOVE CHANGES? YES NO



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APPLICANT SIGNATURE OF AGREEMENT

I HEREBY SUBMIT AND CONFIRM THAT THE INFORMATION SUPPLIED IS TRUE AND CORRECT. I AGREE TO COMPLY WITH ALL TOWN REGULATIONS AND BY-LAWS. THE TOWN OF BONAVISTA IS ABSOLVED FROM ANY FALSE OR MISLEADING INFORMATION THAT WAS GIVEN TO OBTAIN A PERMIT. IN ADDITION, I ACKNOWLEDGE THAT I HAVE REVIEWED THIS APPLICATION AND AGREE TO PROVIDE ANY ADDITIONAL INFORMATION REQUESTED.

APPLICANT NAME (PLEASE PRINT):	
APPLICANTS SIGNATURE	DATE

FOR APPROVAL – OFFICE USE ONLY

APPROVAL BY THE CHIEF ADMINISTRATIVE OFFICER	DATE
ECONOMIC, CULTURE & HERITAGE OFFICER	

COMMENTS / NOTES: